

**TRAVIS COUNTY**

**EMERGENCY SERVICES DISTRICT NO. 2**

**REGULAR MEETING MINUTES**

**June 11, 2020**

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The Board of Commissioners of Travis County Emergency Services District No. 2 held a meeting on Thursday, June 11, 2020 at 6:00 p.m. at the Travis County Emergency Services District No. 2 Headquarters located at 201 East Pecan Street, Pflugerville, Texas, for the following purposes.

Commissioners who attended via video conference:

Mike Bessner                      Mike Howe                      Rico Reyes                      Robert Turner                      April Griffin

The following persons were also in attendance via video conference:

Ron Moellenberg                      Nick Perkins                      John Carlton                      Jessica Frazier                      Victor Gonzalez

Rob Humphrey                      Cliff Avery                      William Golding                      Taylor Watts                      Josh Stubblefield

Amy Hansen                      Michael J.

1. THE MEETING *was called to order by Commissioner Bessner at 6:01 p.m. and the minutes were recorded by mechanical means.* The meeting was held pursuant to a formal Notice of Meeting, which had been posted in accordance with the Texas Open Meetings Act at the Travis County Clerk’s Office and in the offices of the Travis County Emergency Services District No. 2 Headquarters.
2. Public Comment: *There was no public comment; no action was taken on this item.*

**SPECIAL RECOGNITION**

3. Celebrate special recognition of personnel for exceptional performance: *Certificate and Letter of Appreciation to Mr. Kevin Patel, the General Manager at Microtel Inn & Suites in Round Rock for their support of our community and Fire Department.*

**CONSENT ITEMS**

4. APPROVE MEETING MINUTES FROM THE MAY 14, 2020 REGULAR MEETING AND THE MAY 30, 2020 SPECIAL MEETING.

*Commissioner Bessner asked if any consent items required discussion. There were none. Commissioner Bessner asked if there was any objection to the consent agenda. There was no objection. Commissioner Bessner then announced that the Consent Agenda was adopted and approved. A MOTION was made by Commissioner Howe. Commissioner Reyes made a SECOND to the motion; the motion carried.*

## REPORTS

5. COMMISSIONERS REPORT, INCLUDING RESPONSES TO INQUIRIES: *Commissioner Bessner asked the Commissioners if they had anything to report. Commissioner Bessner stated there will be a virtual Emergency Services District Commissioners meeting on June 20, Commissioner Griffin plans to attend.*
6. TREASURER'S REPORT:
  - a. APPROVAL OF MONTHLY BILLS AND INVOICES; *Commissioner Howe inquired about a check written to Danny Huckaby. The Fire Chief explained Danny is a vendor for emergency equipment on the Fire Department's various vehicles.*
  - b. APPROVAL OF FINANCIAL REPORT, INCLUDING PROCESSING OF PAYROLL; *Jessica Frazier, Director of Finance, explained that there is a negative balance in the Frost Bank account due to monthly fees. The account was opened but had not yet been funded so the fees put the account into a negative status. These are monthly fees and will be charged regardless if there is money in the account or not.*
  - c. RECIEVE MONTHLY SALES TAX ANALYSIS REPORT *We are still on target to hit budget projections. The "Shop Home, Shop Local" campaign by the City of Pflugerville is working. The Fire Chief hopes this will remain constant or even see a slight uptick in future months.*

*A MOTION was made by Commissioner Howe to accept payment of bills and invoices, processing of payroll, financial report, and monthly sales tax analysis report. Commissioner Griffin made a SECOND to the motion; the motion carried.*

7. REPORT FROM THE DISTRICT'S FIRE CHIEF; Chief Moellenberg's report was included in the board packet;
  - *The District experienced an 8% reduction in calls for the last month. This is still a 5% increase for the year. People staying home under the current orders has contributed to the reduction.*
  - *The Fire Department was averaging three ILI (Influenza Like Illness) calls per day but is currently averaging two per day.*
  - *Testing of nursing home residents was completed. The District saw a surprisingly low infection rate, less than 1%.*
  - *Commissioner Turner commended the District on the placement of Station 5. With it being the second busiest station in one month proves it was a great location and validates the need for it. Commissioner Turner also commented on the fact that 'All Units Busy' has decreased because of Station 5. He commended the Fire Chief and Victor Gonzales on managing the costs of the Central Supply Facility project and Station 5.*
  - *Commissioner Howe asked for the Fire Chief to email the Board if Travis County experiences any changes to the stay at home orders. Commissioner Howe also commended the Department on its recent media coverage.*
  - *The Fire Chief stated the Department is documenting its history during this pandemic and will release once complete.*
8. RECEIVE MONTHLY REPORT FROM THE DISTRICT'S ATTORNEY REGARDING PENDING LITIGATION MATTERS, CONTRACT ISSUES, AND LEGISLATIVE EFFORTS; *Attorney Carlton reported he has been supporting Chief Moellenberg and Staff in their current activities. Attorney Carleton discussed the tax planning calendar and need for the District and Board to have a good feel for the FY21 budget and potential tax rate before the end of July. This will allow adequate timing to determine when public hearings are held and if an election is necessary.*
9. REPORT FROM THE PFLUGERVILLE FIREFIGHTER'S PROFESSIONAL FIREFIGHTER'S ASSOCIATION, LOCAL #4137; *Association President, Josh Stubblefield, reported the Association's media campaign begins in the next week. They are in the initial phase and will start to formalize the communication plan within the next few weeks.*

## DISCUSSION/ACTION ITEMS

10. DISCUSS AND CONSIDER BALANCE MEDICAL BILLING PRACTICES AND TAKE ANY RELATED ACTION; *No action was taken on this item.*
11. DISCUSS AND CONSIDER THE DISTRICT STRATEGIC COMMUNICATIONS TO INCLUDE ESTABLISHING A SUB-COMMITTEE TO SUPPORT DEVELOPMENT OF COMMUNICATIONS AND TAKE ANY RELATED ACTION; *President Bessner mentioned he is looking for the development of talking points for the Board to know what they can/can't say.*

*A MOTION was made by Commissioner Howe to approve himself and April Griffin to be on the board subcommittee for communications. Commissioner Reyes made a SECOND to the motion; the motion carried.*

The Board went into Executive Session pursuant to Chapter 551.071 of the Texas Government Code for the purpose of consultation with legal counsel at 6:35pm. The Board re-convened from Executive Session at 7:15pm; no action was taken during Executive Session.

12. DISCUSS AND CONSIDER THE DISTRICT 457(F) NONQUALIFIED DEFERRED COMPENSATION PLAN TO INCLUDE ESTABLISHING A SUB-COMMITTEE TO MAKE RECOMMENDATION FOR FUTURE PLAN AND TAKE ANY RELATED ACTION; *A subcommittee is established to make recommendations for the 457(f) plan. April Griffin and Robert Turner are the subcommittee members.*

*A MOTION was made by Commissioner Reyes to extend the District's 457(f) nonqualified deferred compensation plan for two years and at the end of the two years the amount shall be at least \$131,250.00 in order to meet the rules of the U.S. Internal Revenue Code. Commissioner Howe made a SECOND to the motion; the motion carried.*

13. DISCUSS AND CONSIDER ACTIVITY IN SUPPORT OF OPERATIONS COMBATTING THE COVID-19 PANDEMIC AND TAKE ANY RELATED ACTION; *No action was taken on this item.*

President Bessner adjourned the meeting at 7:17 p.m.  
The next Board meeting is scheduled for July 9, 2020 at 6:00 p.m.

Respectfully Submitted,

Rob Humphrey  
Board Recorder