

**TRAVIS COUNTY**  
**EMERGENCY SERVICES DISTRICT NO. 2**  
**REGULAR MEETING MINUTES**

**March 11, 2021**

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The Board of Commissioners of Travis County Emergency Services District No. 2 held a meeting on Thursday, March 11, 2021 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                      Robert Turner                      April Griffin                      Rico Reyes

The following persons were also in attendance via video conference:

Ron Moellenberg                      Nick Perkins                      John Carlton                      Jessica Frazier                      Victor Gonzalez

Rob Humphrey                      Chris Wolff                      Michael Anderson                      Hugh Gibson                      Kapsten Ten

Joel Duke

1. THE MEETING *was called to order by Commissioner Bessner at 6:00 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.

**PUBLIC COMMENT**

2. PUBLIC COMMENT:

- *David Nairne - FM 973 and New Sweden Church Road; to speak at Agenda Item number 12.*

**SPECIAL RECOGNITION**

3. CELEBRATE SPECIAL RECOGNITION OF PERSONNEL FOR EXCEPTIONAL PERFORMANCE:

- *Presentation of Insurance Services Office Class 1 Rating to the District*
- *Letters of appreciation:*
  - *Pflugerville Independent School District*
  - *Cash Construction*
  - *Gage & Cade Construction*

**CONSENT ITEMS**

4. APPROVE MEETING MINUTES FROM THE FEBRUARY 2, 2021 SPECIAL MEETING; FEBRUARY 5, 2021 SPECIAL MEETING; FEBRUARY 11, 2021 REGULAR MEETING; FEBRUARY 12, 2021 SPECIAL MEETING;

5. APPROVE THE SECTION 125 BENEFITS PLAN DOCUMENTS PERIODIC UPDATE;

*A MOTION was made by Commissioner Howe to approve the consent items; Commissioner Turner made a SECOND to the motion; the motion carried.*

**REPORTS**

6. COMMISSIONERS REPORT, INCLUDING RESPONSES TO INQUIRIES: *Commissioner Reyes thanked the Fire Chief for his leadership during the recent winter storm. Commissioner Reyes also pointed out the importance of preparedness. He expressed his appreciation of a job well done but stressed the need to look at the lessons learned and prepare for the next occasion. During the next strategic planning session, Commissioner Reyes is going to recommend the District look into solar power and one weeks' worth of potable water for each fire station.*
7. TREASURER'S REPORT: *Commissioner Howe went over the finances. President Bessner inquired about \$100,000 that was sent to EMS services. The Fire Chief explained that was the annual dispatching fee to the City of Austin. President Bessner also inquired about three checks that were written to TCESD No.2. Jessica Frazier, Finance Director, explained all of the funds received from the FEMA grants were deposited into a Wells Fargo account but the District recently opened a separate account at First Texas to keep the grant monies separate from normal operating funds. The District takes money from one bank and writes a check to deposit into a different one. Commissioner Griffin asked Ms. Frazier if there was a way to note that on future board packets. Ms. Frazier acknowledged and will make future annotation. 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.*
8. REPORT FROM THE DISTRICT'S FIRE CHIEF; Chief Moellenberg's report was included in the board packet;
- *The Fire Chief expressed it was a team effort approach to the winter storm, the week of February 14. He assured the Board that while the District was prepared and did a great job there are still lessons to be learned. The District is doing an after-action review/report and is gathering input from every level of the chain to see what was done right and what could have been done better.*
  - *The Fire Chief reported the District responded to over 900 calls during the week of the winter storm. That is more than the District responds to in an entire month sometimes.*
  - *The District took over dispatching during the winter storm, turning the board room into an EOC.*
  - *The District continues to run ILI (Influenza Like Illness) patients. The current 7-day average is 1.7 people per day which is an improvement from the 5-person average back in January.*
  - *The Fire Chief addressed the mask issue. With the Governor and the County Health Authority release conflicting messages the District needs to look into what their protocols will be based on science.*
  - *The Fire Chief reports receiving an influx of calls to rent Pflugger Hall since new mandates have been released. The District is still focused on the health and wellbeing of the community, so they are not quite ready to rent that out for large gatherings.*
  - *The District has been supporting a Pflugerville vaccine clinic on the weekends. The personnel are working under a State Disaster Order that ensures the personnel working at the clinics will be paid for their time. This effort will be expanded to assisting at Circuit of the Americas as well. There is a possibility for future orders for firefighters to travel to administer vaccines.*
  - *The Fire Chief stated strike teams were requested for North Texas due to extreme potential of wildfire.*
  - *Commissioner Griffin thanked the Fire Chief for taking the lead to provide support and take the initiative when other entities did not.*

- *President Bessner expressed his concern for the lack of communication from outside organizations during the winter storm and hopes that is fixed in the future.*
9. RECEIVE MONTHLY REPORT FROM THE DISTRICT'S LEGAL COUNSEL REGARDING PENDING LITIGATION MATTERS, CONTRACT ISSUES, AND LEGISLATIVE EFFORTS AND CONSIDER TAKING RELATED ACTION; *Attorney Carlton deferred his report until the agenda items that require executive session.*
  10. RECEIVE REPORT FROM THE PFLUGERVILLE FIREFIGHTER'S PROFESSIONAL FIREFIGHTER'S ASSOCIATION, LOCAL #4137 AND CONSIDER TAKING RELATED ACTION; *PPFA Local 4137 Representative, Chris Wolff, stated the Association is preparing to mobilize and interact/educate the community about the upcoming election.*

#### DISCUSSION/ACTION ITEMS

11. DISCUSS AND CONSIDER THE RETIREE HEALTH PLAN TO INCLUDE:
  - APPROVAL OF PERIODIC UPDATES TO THE PLAN DOCUMENT;
  - ADOPTION OF THE SUMMARY PLAN DESCRIPTION;
  - ESTABLISHMENT OF A TRUST ACCOUNT AND APPOINTMENT OF A TRUSTEE FOR THE ACCOUNT;
  - AND TAKE ANY OTHER RELATED ACTION;

*HR Director, Rob Humphrey notified the Board of several administrative changes made to the Retiree Health Plan and a summary plan description is now prepared to publish. Mr. Humphrey also explained the need to set up a trust account to accept funds for benefit premiums from individuals that no longer have an employment relationship to the District. A trustee would need to be appointed for the separate account. The staff recommends the Assistant Treasurer take the role as the Trustee for the account. Commissioner Turner inquired about the need for a bond to be established for whomever is named Trustee. Mr. Humphrey explained all commissioners, except President Bessner, are covered under a public officer bond which covers any bond requirement for the trust. Commissioner Griffin asked if the Trustee is named by position, not as an individual. Mr. Humphrey stated it is by name, but recommends the individual holding the Assistant Treasurer position. A MOTION to approve the update to the retiree health plan, adopt the summary plan description, and establish a trust account and appoint a trustee was made by Commissioner Reyes; Commissioner Griffin made a SECOND to the motion; the motion carried.*

12. DISCUSS AND CONSIDER A POTENTIAL STATION SITE IN THE NEW SWEDEN DEVELOPMENT AREA, AND TAKE ANY RELATED ACTION; *Public comment was made by David Nairne. The development is offering land for the District to build a fire station on. Mr. Nairne informed the Board that there is going to be 6,000 homes built in surrounding area in the next 6-7 years. Mr. Nairne is looking for confirmation that a fire station can be built at an agreed upon site at some point in the future but there is not a time constraint for when it must be completed. A MOTION to authorize the Fire Chief to send a response to Mr. Nairne stating we are favorable to the fire station site and will take it on, but we cannot commit to a time frame for constructing a station was made by Commissioner Howe; Commissioner Reyes made a SECOND to the motion; the motion carried.*
13. DISCUSS AND CONSIDER A RESOLUTION ADOPTING UPDATED PREVAILING WAGE RATES, AND TAKE ANY RELATED ACTION; *Attorney Carlton stated this is an annual event while the District has construction projects. This will bring the prevailing wage rates up to the current levels per the US Department of Labor tables. A MOTION was made by Commissioner Griffin; Commissioner Howe 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 7:36 pm. The Board re-convened from Executive Session at 8:53 pm; no action was taken during Executive Session.

14. DISCUSS AND CONSIDER A PROPOSAL FOR AN EMERGENCY MANAGEMENT STUDY WITHIN THE DISTRICT AREA, AND TAKE ANY RELATED ACTION; *The Fire Chief is seeking the Board's approval to request proposals to study the District's make-up and relationship with other entities in Northeast Travis County and how emergency management performed. Commissioner Howe asked if this would include the County and the Fire Chief said it would. Commissioner Howe asked about the cost associated with this. The Fire Chief was unsure but said we had funds allocated for planning and studies. A MOTION was made by Commissioner Howe; Commissioner Turner made a SECOND to the motion; the motion carried.*
  
15. DISCUSS AND CONSIDER A RESPONSE TO A CITY OF PFLUGERVILLE COUNCILMEMBER'S PUBLIC ENCOUNTER WITH A DISTRICT ON-DUTY FIREFIGHTER, AND TAKE ANY RELATED ACTION; *Action was combined with Agenda Item 16.*
  
16. DISCUSS AND CONSIDER A CITY COUNCIL OF PFLUGERVILLE DISCUSSION, DIRECTION AND ACTION AT ITS FEBRUARY 12, 2021 MEETING TO SEEK LEGISLATION TO REMOVE THE CITY FROM THE DISTRICT OR DISSOLVE THE DISTRICT IN ITS ENTIRETY, AND TAKE ANY RELATED ACTION; *A MOTION to approve a letter drafted by Attorney Carlton to address the matters for both Agenda Items 15 and 16 was made by Commissioner Griffin; Commissioner Howe made a SECOND to the motion; the motion carried.*
  
17. DISCUSS AND CONSIDER STRATEGIC PLANNING FOR THE DISTRICT RELATED TO FINANCIAL AND OPERATIONAL PROJECTIONS, INCLUDING:
  - REVIEWING PROJECTED GROWTH IN REVENUE, POPULATION, SERVICE DEMAND, AND IMPACT ON RESPONSE TIMES AND PROVISION OF SERVICE,
  - DISCUSS IMPLEMENTATION OF THE TEXAS COMPTROLLER OF PUBLIC ACCOUNTS TRANSPARENCY STARS PROGRAM;
  - AND TAKE ANY RELATED ACTION;*The Fire Chief informed the Board that the time for strategic planning is approaching. Commissioner Howe stated he would like to make sure the District invites all relevant parties to the planning meeting. A MOTION was made by Commissioner Howe, and he accepted an amendment from Commissioner Turner, to allow the Fire Chief to request proposals from qualified firms to assist with developing the District's strategic plan; Commissioner Griffin made a SECOND to the motion; the motion carried.*
  
18. DISCUSS AND CONSIDER ACTIVITY IN SUPPORT OF OPERATIONS COMBATTING THE COVID-19 PANDEMIC, AND TAKE ANY RELATED ACTION; *The Fire Chief reiterated the need to keep the workforce healthy after conflicting orders from the Governor and the Local Health Authority. He reminded the Board that the disease is still present. No action was taken on this item.*
  
19. DISCUSS AND CONSIDER APPROVING AND ACCEPTING THE OATH OF OFFICE FOR COMMISSIONER GRIFFIN, AND TAKE ANY RELATED ACTION; *A MOTION was made by Commissioner Reyes to approve and accept her appointment; Commissioner Howe made a SECOND to the motion; the motion carried. President Bessner thanked Commissioner Griffin for all her efforts and continued service.*

20. DISCUSS AND CONSIDER THE ELECTION OF OFFICERS FOR THE BOARD OF COMMISSIONERS, AND TAKE ANY RELATED ACTION; *Commissioner Turner made a MOTION that the slate of officers be continued for another year; Commissioner Howe made a SECOND to the motion; the motion carried.*

*PRESIDENT: Mike Bessner*  
*VICE PRESIDENT: Rico Reyes*  
*SECRETARY: Robert Turner*  
*TREASURER: Mike Howe*  
*ASSISTANT TREASURER: April Griffin*

President Bessner adjourned the meeting at 9:10 p.m.  
The next Board meeting is scheduled for April 8, 2021 at 6:00 p.m.

Respectfully Submitted By:

Rob Humphrey  
Board Recorder