

**TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 2**

**SPECIAL MEETING MINUTES**

**November 11, 2021**

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The Board of Commissioners of Travis County Emergency Services District No. 2 held a meeting on Tuesday, November 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:

Mike Bessner      Mike Howe      Robert Turner

Commissioners who attended via video conference: Rico Reyes

Commissioners who were absent: April Griffin

The following persons were also in attendance:

Rob Humphrey      Nick Perkins      Victor Gonzalez      Brian Fairbanks      Jessica Frazier  
Sequina Allen      Mark Moellenberg      Tamara Edwards      Julia Ruiz      Lorette Peterson  
Tory Thompson      Melody Ryan      David Rogers      Jim McDonald

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.
2. PUBLIC COMMENT:
  - *Melody Ryan - 1012 Ripley Castle Cove, Pflugerville, Texas*
  - *David Rogers - 1120 Glendalough Pflugerville, Texas*

**CONSENT ITEMS**

3. APPROVE MINUTES FROM THE October 5,2021 SPECIAL MEETING AND October 14, 2021 REGULAR MEETING;
4. APPROVE AN FY 22 BUDGET AMENDMENT;

*A MOTION was made by Commissioner Howe to approve the Consent Agenda, Commissioner Turner made a SECOND to the motion; the motion carried.*

**REPORTS**

5. COMMISSIONERS’ REPORTS RESPONSES TO INQUIRIES, INCLUDING
  - A. COMMUNICATIONS WITH THE CITY COUNCIL OF PFLUGERVILLE PUBLIC SUBCOMMITTEE;  
*There was nothing to report.*

- B. TRAVIS COUNTY ESD COMMISSIONERS' COUNCIL REPORT; *There was nothing to report.*
6. RECEIVE REPORT FROM TRESURER AND CONSIDER TAKING RELATED ACTION INCLUDING
- A. APPROVAL OF MONTHLY BILLS AND INVOICES;
  - B. APPROVAL OR FINANCIAL REPORT, INCLUDING PROCESSING OF PAYROLL;
  - C. RECEIVE MONTHLY SLAES TAX ANALYSIS REPORT
  - D. APPROVAL OF THE QUARTERLY INVESTMENT REPORT;  
*A MOTION was made by Commissioner Howe to approve the Treasurer's Report, Commissioner Turner made a SECOND to the motion; the motion carried.*
7. RECEIVE MONTHLY REPORT FROM THE FIRE CHIEF REGARDING EMERGENCY OPERATIONS, RESPONSE TIMES, CALL VOLUME TRAINING, MANAGEMENT ACTIVITIES AND PERSONAL TO INCLUDE:
- A. A PRESENTATION OF THE EMS BILLING POLICY
  - B. A PRESENTATION OF STRATEGIC PLANNING DEVELOPMENT,
  - C. A PRESENTATION FOR EMERGENCY MANAGEMENT
  - D. AND CONSIDER TAKING ANY RELATED ACTION:  
*The District was in a good place with the COVID numbers. ESD No. 2 is currently in Stage 3 but are experiencing Stage 2 numbers until the holidays. The District does not have a confirmed date with the County will move the District out of Stage 3. The District continues to monitor vaccine sites for approval for ages five and up. The District is available for assistance for any vaccine administrative service, but haven't received any request for assistance so far. ESD No. 2 has been working on some of the deployment for coverage of ESD No. 17 with Travis County. The City of Pflugerville contract approval with Acadian Ambulance is at least within the City Limits. The City ordinance, in its current version, would make it a Class C Misdemeanor for the District to provide first response emergency medical service. The District has spoken with legal counsel, and we're still working to receive clarification on the intent of the ordinance. Commissioner Turner asked, on a national level we are starting to see an uptick in COVID cases. He is curious about how the other areas and states are handling COVID numbers. Chief Perkins sits on the national IFC Task Force for COVID-19, which has representation of most forms of government and members in the private sector. He believes the nation is still seeing pockets of the county experiencing Delta variant for the first time. ESD No.2 is still seeing numbers. Everyone is hiring, and we're seeing people leave the fire service. We are moving from pandemic to epidemic due to vaccinations. Commissioner Howe stated that since the City of Austin and Travis County released their reports on the effect of Strom Uri are we working on a regional process to address the issues of Storm Uri. Chief Perkins responded that there is no movement in the process.*
8. RECIEIVE MONTHLY REPORT FROM THE DISTRICT'S LEGAL COUNSEL REGARDING PENDING LITIGATION MATTERS, CONTRACT ISSUES, AND LEGISLATIVE EFFORTS AND CONSIDER TAKING RELATED ACTION; *Attorney Carlton was not present, no report was given.*
9. RECEIVE REPORT FROM THE PFLUGERVILLE FIREFIGHTER'S PROFESSIONAL FIREFIGHTER'S ASSOCIATION, LOCAL #4137 AND CONSIDER TAKING RELATED ACTION; report from the Pflugerville Professional Firefighter's Association, Local No. 4137 and consider taking related action; *There was no representative present. No report given.*

#### **DISCUSSION/ACTION ITEMS**

10. DISCUSS AND CONSIDER APPROVING A CONTRACT FOR INFORMATION AND TECHNOLOGY SERVICES AND TAKE ANY RELATED ACTION; *The Board approved, in July, a certain amount on a 5-year service contract with Contigo Technology. Unfortunately, the price of the first contract did not have everything ESD No. 2 needed to be listed. The District canceled the original request for proposal and placed an updated request for proposal that listed all the District needs. Director Gonazlez reported the Staff has received three bids, and Contigo gave the lowest price for all the services we were requesting. Staff recommends we award the*

*contract to Contigo. Commissioner Howe stated the price difference between Contigo and our current provider, IT Freedom, is a small price difference. He asked, are we no longer happy with our current provider. The District is pleased with the service, but IT freedom is projecting a 5% increase in price annually. Contigo will continue service at the same price for the next five years. A MOTION was made by Commissioner Howe to approve the contract; Commissioner Turner made a SECOND to the motion; the motion carried.*

11. DISCUSS AND CONSIDER THE PROVISION OF EMERGENCY MEDICAL SERVICES IN FISCAL YEAR 2022 TO OTHER GOVERNMENTAL ENTITIES TO INCLUDE:
  - A. AN INTERLOCAL AGREEMENT WITH TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO.17,
  - B. AND TAKE ANY RELATED ACTION; *There was discussion about an agreement with Emergency Services District No. 17 to provide advanced life support and transport. This included reviewing the map of the area, the response time, and the compensation information. Emergency Services District No. 17 will pay the District \$1,116,254 with an auto-renewal option and cancellation options for the next five years. Commissioner Howe added that Emergency Services District No. 17 just passed the agreement this afternoon. Both District's legal counsel worked on the contract together. A MOTION was made by Commissioner Turner to approve the Consent Agenda; Commissioner Reyes made a SECOND to the motion; the motion carried.*
  
12. DISCUSS AND CONSIDER APPROVING STATION 2 SPRINKLER CONTRACT AND RELATED BUDGET AMENDMENT AND TAKE ANY REALATED ACTION;

*The Board accepted the award of a \$100,000 FEMA FY19 AFG Facility Modification Grant on August 13, 2020 for installation of a fire suppression sprinkler system in Fire Station #2. The award includes federal funding of \$90,909.09 and the District required (minimum) match of \$9,090.91. The original period of performance was from July 27, 2020, to July 26, 2021, but all FY19 AFG grants were extended by one year by FEMA due to COVID causing delays for grantees. In the process of obtaining the building permit to move forward with the project, the District's plans reviewer found two issues related to the system design. The work needed to correct these issues wasn't included in the original RFP, so our vendor has provided a cost estimate for the Board's consideration. Two components are needed: the installation of a heat trace system and insulation on the fire sprinkler piping in the unconditioned space and a new fire alarm panel to accommodate the systems. The total additional cost is \$27,364. The District considered options, including a possible need for a re-solicitation of the project. District staff confirmed with FEMA would not have the District to re-solicit bids for the project (losing that \$56k progress, essentially paying it again, plus the \$27k). What the District would like the Board to authorize staff to add the additional scope of work to the Braun and Butler contract, Authorize the appropriation of an additional \$27,364 for the Station 2 Sprinkler Project, Approve an FY22 budget amendment to increase total capital expense by \$27,365, and approve an FY22 Budget amendment to increase the transfer out of General account and into CAP by \$27,364. Commissioner Robert Turner asked if the heating component added will ensure if we experience really cold weather that the system will not freeze and burst and cause water damage. Chief Perkins confirmed; he also added that the system will still be operable if there is a fire. A MOTION was made by Commissioner Turner to approve the additional amount and the budget amendments; Commissioner Howe made a SECOND to the motion; the motion carried.*
  
13. DISCUSS AND CONSIDER STRATEGIC PLANNING FOR THE DISTRICT RELATED TO FINANCIAL AND OPERATIONAL PROJECTION, INCLUDEDING:
  - A. REVIEW OF PROJECTED GROWUTH IN REVENUE, POPLULATION, SERVICES DEMAND, AND IMPACT ON RESPONSE TIMES AND PROVISION OF SERVICE,
  - B. PRESENTING REPORTS FROM THE COMMISSIONERS CONCERNING COMMUNITY INTERACTIONS AND RELATIONS,
  - C. AND TAKE ANY RELATED ACTION; *Chief Perkins reported that the total call volume is up 25% from this time last year; there is no further update to report. Commissioner Bessner replied there is no action need to be taken.*

14. DISCUSS AND CONSIDER ACTIVITY IN SUPPORT OF OPERATIONS COMBATTING THE COVID-19 PANDEMIC, AND TAKE ANY RELATED ACTION; *Director Frazier reported that to, our COVID 19 expense for District is \$552,000. No action was taken.*

15. Adjourn the meeting.

President Bessner adjourned the meeting at 6:30 p.m.

The next Board meeting is scheduled for December 9, 2021 at 6:00 p.m.

Respectfully Submitted By:

Rob Humphrey

Board Recorder