

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

**December 9, 2021**

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The Board of Commissioners of Travis County Emergency Services District No. 2 held a meeting on Thursday, December 9, 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 Zoom:      Rico Reyes      April Griffin

The following persons were also in attendance:

Rob Humphrey      Nick Perkins      Michael Anderson      Brian Fairbanks      John Carlton  
Mark Moellenberg      Jim McDonald      AJ Stacer      Victor Gonzalez      Jessica Frazier  
Doug Weiss      Joshua Stubblefield

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:
  - *Jim McDonald- 916 Great Sand Dunes, Pflugerville*
  - *Doug Weiss- 1316 Town Center # 3501, Pflugerville*

**SPECIAL RECOGNITION**

3. CELEBRATE SPECIAL RECOGNITION OF PERSONNEL FOR EXCEPTIONAL PERFORMANCE.  
*There was no special recognition, no action was taken.*

**CONSENT ITEMS**

4. APPROVE MINUTES FROM THE NOVEMBER 11,2021 REGULAR MEETING;  
*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;
  - COMMUNICATIONS WITH THE CITY COUNCIL OF PFLUGERVILLE PUBLIC SAFETY SUBCOMMITTEE; (GRIFFIN/HOWE)
  - TRAVIS COUNTY ESD COMMISSIONERS' COUNCIL REPORT; (BESSNER) *Commissioner Robert Turner reported that the Commissioner Council's next meeting will be in January. Adam Johnson has been appointed as the Travis County wireless communication manager. His new role will be assisting the local Emergency Service Districts with radios and other communication. Commissioner Rico Reyes wanted to express his appreciation for both councilmen who come forward to express the amicable and courteous engagement and is looking forward to working with the subcommittee and the City Council.*
6. RECEIVE REPORT FROM TRESURER AND CONSIDER TAKING RELATED ACTION INCLUDING APPROVAL OF MONTHLY BILLS AND INVOICES;
  - A. APPROVAL OR FINANCIAL REPORT, INCLUDING PROCESSING OF PAYROLL;
  - B. RECEIVE MONTHLY SLAES TAX ANALYSIS REPORT  
*Commissioner Howe reports that there is nothing out of the normal on the financial reports. Travis County Emergency Service District No. 2 (TCESD No.2) audit has begun earlier this week. The sales tax has been a little higher this year. Commissioner Howe believes that the sales tax will level out next year. He also reported the processing of payroll for the month of December. Commissioner Reyes would like an update on FrontLine Mobile Health. Chief Perkins answered Frontline Mobile health is our provider for occupational health services we pay a monthly subscription for on call service, weekly meeting about to on job injuries and physicals for new hires and employees. This month bill is for monthly invoice for our physician services. Commissioner Howe made a MOTION to approve the program, Commissioner on 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 PERSONNEL TO INCLUDE: A PRESENTATION OF THE EMS BILLING POLICY
  - A. A PRESENTATION OF STRATEGIC PLANNING DEVELOPMENT,
  - B. AND CONSIDER TAKING ANY RELATED ACTION:
    - *The Fire Chief reported the District is experiencing an uptick up COVID numbers and hospitalization, but nothing too concerning. The community transmission rate is very concerning and increased numbers. We are in the process working through the roster and updating our vaccination booster numbers. We have partnered with Curative to provide free COVID testing to the community. The kiosk will be in front of the Conference and Education Center parking lot. This kiosk is not just for COVID but with numerous respiratory infections. TCESD No.2 is working with Austin Public Health to offer Pflugger Hall as a vaccination center in the upcoming future.*
    - *The Fire Chief reported operations is very busy. Call volumes are up from this time last year. Our response time are being affective since there is a high demand as well as working our firefighters harder. Good news the change of EMS transition will give some much release to TCESD No.2 workload.*

- *The Fire Chief reported the board approved hiring civilian Fire Cadets to increase our hiring pool. With the hiring crisis we're experiencing this program give us a chance to hire and train candidates. With having more staff TCESD No.2 will be able to resume service that was neglected since we have taken the responsibilities of Emergency Medical Services.*
- *The Fire Chief reported the District is working with the City of Pflugerville traffic preemption. The community do not have this preemption service available which emergency service like ourselves would need to provide great service to the community.*
- *The Fire Chief reported the District has attended numerous meetings regarding the EMS within the City of Pflugerville. The Chief feels that we are not on schedule for the hand over of EMS to Arcadian. The issue we're facing is communication and data sharing within Arcadian.*
- *The Fire Chief reported the District is working on updating our billing. He does not have any further information currently.*
- *The Fire Chief reported the TCESD No. 2 is adjusting the redeployment of ambulances for full coverage of Travis County Emergency Services District No.17. There will be one ambulance located at Station 2, and the second ambulance in Dessau Rd/Howard area. This will cut our response time to this area. We have searched for a ideal space in the Dessau and Howard area. Pflugerville Independent School District (PflISD) has a large transportation complex in the area. The Chief reached out to the superintendent to ask for permission to operate out of the Transportation complex which the superintendent agreed; The District operating will be Station 8 from the location of the Transportation center.*
- *The Fire Chief reported the district is working on the strategic planning. The District consulted PCG to send out an internal survey. PCG is currently setting up interviews for external survey participants.*
- *Commissioner Howe asked, "What is the plan to inform the community that the ambulance units will not be around station 1,3,4 and 5?" Chief Perkins responded, that will have a communication firm to help inform the community on the upcoming changes.*
- *Commissioner Howe asked, if the bus barn is going to be named Station 8, and what is the timeline Station 8 will be operational? Chief Perkins answered that yes, Station 8 is the correct name instead of the nick name Bus Barn. Station 8 should be operational within 180 days.*
- *Commissioner Bessner requested Chief Perkins explain the journey of a 911 emergency medical call within the City of Pflugerville and how is it communicated to the first responder? Chief Perkins explains that calls will be sent to the law enforcement center in Pflugerville. The City dispatcher calls Combined Transportation, Emergency & Communication Center (CTECC) Public Safety support which works with Austin Travis County for an ambulance service. While both dispatchers are on the line, they are taking information and transferring it to the correct entity.*
- *Commissioner April Griffin inquired when a person calls from the Pflugerville ETJ does Travis County Sheriff's office respond? Commissioner Turner responded yes; they do.*
- *Commissioner April Griffin also wanted to know if we have an estimated lag time between the calls being transferred to different entities and Commissioner wanted to know the average time. Chief Perkins did not have the lag times, but all the data is on our websites.*
- *The Fire Chief reported the challenge is that January 1, 2022, we have private ambulance providers that do not have the radio system, and do not have the ability to commute with dispatching and has no CAD connection.*

- *Commissioner April Griffin wanted to clarify that January 1, 2022, is the date the system changes instead of being dispatch for the calls in Pflugerville we will be dispatch by Acadian? Chief Perkins could not answer the question because there is no firm answer.*
  - *Commissioner April Griffin replied we are two weeks out and we don't know any answers? Do we have any input on the best strategy for our units? Chief Perkins answered we do have input, but we are not in the driver's seat.*
  - *Carlton asked, "What is the difference between the Radio and the CAD system?" Chief Perkins replied to Carlton question there is so much information being communicated on the CAD System if it was relayed on the radio there would non stop talking..*
  - *Commissioner April Griffin stated "We gotten a draft agreement between Acadian that they are proposing for us is the interoperability issue addressed in the agreement." Chief Perkins answered no there is interoperability in the agreement. But it is in the agreement Acadian has with the City of Pflugerville.*
  - *Commissioner Tuner stated wanted to add his concern for TCESD No.2 and Arcadian staff. Not having any CAD information. This causes a concern for scene safety. He is worried that Acadian feels that first responders do not need CAD. Chief Perkins thinks that we have repaired the issue.*
  - *Commissioner Reyes wanted make sure he understood that the District has large a stake in the matter but we did not have the responsibility to make the decision regarding interoperability. Acadian. He wants to make sure that TCESD No.2 is doing their level best. When things do come up and the situation is not successful, we need to document every situation good or bad so we can keep everyone accountable.*
  - *Commissioner Bessner asked if the meeting with City of Pflugerville and Acadian use all appropriate parties invited to attend? Chief Perkins replied he believes that everyone had been added.*
  - *Commissioner Turner suggested partnering with City of Pflugerville on the upcoming preemption project. He wanted to thank the PflISD school superintendent, Douglas Killian, and Chief for working together to serve the community.*
8. 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 stated the legislature is not in session, he has nothing to report.*
9. RECEIVE REPORT FROM THE PFLUGERVILLE PROFESSIONAL FIREFIGHTER' S ASSOCIATION, LOCAL NO. 4137 AND CONSIDER TAKING RELATED ACTION; *The Union President, reported his concerns with the Emergency Medical Service transition in January. He has some concern with safety of the uniformed staff. The uniformed staff will work with the Chiefs, administration staff, and the District to have a quiet transition. Commissioner Bessner appreciated that the union president announced the uniformed staff will do everything they can to make quiet transition. Commissioner Reyes expressed the appreciation as well .*

## DISCUSSION/ACTION ITEMS

10. DISCUSS AND CONSIDER APPROVING AN EMERGENCY MEDICAL SERVICES AUTOMATIC AID AGREEMENT WITH THE CITY OF AUSTIN AND TAKE ANY RELATED ACTION; *With The City of Austin pulling out of the automatic aid agreement, the City of Austin would like to present a Medical First Response agreement. Chief Perkins feels this is the best situation. Commissioner Howe made a MOTION to approve the program, Commissioner Turner made a SECOND to the motion; the motion carried*
  
11. DISCUSS AND CONSIDER APPROVING A CONTRACT FOR COMMUNITY RELATIONS SERVICES AND TAKE ANY RELATED ACTION; *Chief reported that we currently have a contract which is going to expire. We published the request for proposal. We only received one response, which was from the current provider. Chief is requested the Board, approve to move forward a new contract. Commissioner Bessner asked this will be a three-year contract? Chief replied no this is a yearly contract. Commissioner Howe made a MOTION to approve the contract, Commissioner Rico made a SECOND to the motion; the motion carried*
  
12. DISCUSS AND CONSIDER APPROVING THE PURCHASE OF AN AUDIO VISUAL SYSTEM FOR THE CONFERENCE AND EDUCATION CENTER AND TAKE ANY RELATED ACTION; *With the renovation of the first level of the Conference and Education Center. We now have a dedicated space for classroom for our new cadet program which needs equipment.*
  - *Commissioner Turner asked how many proposals did receive. Director Victor Gonzalez replied since we had limited time to start and finish the project TCESD No. 2 did not place a request for proposal, we found a company that is within the information retrieval system.*
  - *Commissioner Griffin asked what is the cost of the project. Chief replied the cost is \$87,675.93.*
  - *Commissioner Howe would like to know the time frame the project. Victor replied 3 weeks if there is no supply issue.*
  - *Commissioner Griffin wanted to know if TCESD No. 2 would be leasing the Conference and Education Center out to the public. Chief Perkins replied yes.**Commissioner Griffin made a MOTION to approve the purchase, Commissioner Reyes made a SECOND to the motion; the motion carried*
  
13. DISCUSS AND CONSIDER APPROVING THE STATION 2 SPRINKLER CONTRACT AND A RELATED BUDGET AMEDEMMENT AND TAKE ANY RELATED ACTIONS; *Chief Pekins reported there is a possible budget adjustment due the drawings for the sprinkler remodel. Drawings to be redesigned for underground piping to pass the City of Austin building code. There might be an additional cost if we need to reroute the pipes. If the pipes do not need to be rerouted the funds will not be spent. Commissioner Howe made a MOTION to approve the budget amendment , Commissioner Rico made a SECOND to the motion; the motion carried.*
  
14. DICUSS AND CONSIDER STRATEGIC PLANNING FOR THE DISTRICT RELATED TO FINANCIAL AND OPERATIONAL PROJECTIONS, INCLUDING;
  - REVIEW OF PROJECTED GROWTH IN REVENUE, POPULATION, SERVICE DEMAND, AND IMPACT ON RESPONSE TIMES AND PROVISION OF SERVICE,
  - PRESENTING REPORTS FROM THE COMMISSIONERS CONDERING COMMUNITY INTERACTIONS AND RELATIONS,

- AND TAKE ANY RELATED ACTION;

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 7:13 pm. The Board re-convened from Executive Session at 8:09 pm; *no action was taken during Executive Session.*

*Chief Perkins requested to purchase a mobile structure. The cost of structure will not to exceed 110,000.00. Commissioner Howe made a MOTION to approve the purchase, Commissioner Turner made a SECOND to the motion; the motion carried.*

15. DISCUSS AND CONSIDER ACTIVITY IN SUPPORT OF OPERATIONS COMBATTING THE COVID-19 PANDEMIC, AND TAKE ANY RELATED ACTION; *There was nothing to report, no action was taken on this item.*

President Bessner adjourned the meeting at 8:11p.m.  
The next Board meeting is scheduled for January 13, 2022 at 6:00 p.m.

Respectfully Submitted By:

Sequina Allen  
Board Recorder