

TRAVIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 2
REGULAR MEETING MINUTES

January 13, 2022

The Board of Commissioners of Travis County Emergency Services District No. 2 held a meeting on Thursday, January 13, 2022, 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 April Griffin

Commissioners who attended via Zoom: Rico Reyes Robert Turner

The following persons were also in attendance:

Rob Humphrey Nick Perkins Jessica Frazier Brian Fairbanks John Carlton
Mark Moellenberg Jim McDonald AJ Stacer Victor Gonzalez Sequina Allen
Tory Thompson Maggie Holman

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: *No public comment*

SPECIAL RECOGNITION

3. CELEBRATE SPECIAL RECOGNITION OF PERSONNEL FOR EXCEPTIONAL PERFORMANCE.
 - *Deputy Fire Chief Mark Moellenberg: This letter of promotion is for Deputy Assistant Fire Chief Moellenberg. Travis County Emergency Services District No. 2 leadership has proposed special trust and confidence in your value, fidelity, knowledge, skills and abilities. In view of these qualities and your demonstrated potential for increased responsibility, you are therefore promoted effective January 9, 2022, in Travis County Emergency Service District No. 2 to the grade of rank shown, as Assistant Fire Chief Congratulations.*

CONSENT ITEMS

4. APPROVE MINUTES FROM THE DECEMBER 9, 2021, REGULAR MEETING AND DECEMBER 20, 2021 SPECIAL MEETING;
5. APPROVE PUBLICATION OF LEGAL NOTICE OF ADDRESS FOR DISTRICT'S ADMINISTRATIVE OFFICE;
6. APPROVE A FY 2022 BUDGET AMENDMENT;
7. APPROVE THE FILING OF THE DISTRICT'S 2022 ANNUAL REPORT WITH DEPARTMENT OF EMERGENCY MANAGEMENT;
8. APPROVE THE FILING OF THE DISTRICT'S 2022 SPECIAL PURPOSE DISTRICT, ANNUAL PUBLIC INFORMATION REPORT WITH THE STATE OF TEXAS COMPTROLLER; *Commissioner Turner discussed a revision to be made to Item 3 on the December 20, 2021, meeting minutes, so that the motion made states "unincorporated" instead of "incorporated". Commissioner Howe moved to approve the consent agenda items, including the amendment to the December 20, 2021, meeting minutes; A MOTION was made by Commissioner Howe to approve the Consent Agenda, Commissioner Turner made a SECOND to the motion; the motion carried.*

REPORTS

9. COMMISSIONERS' REPORTS, RESPONSES TO INQUIRIES, INCLUDING;
 - COMMUNICATIONS WITH THE CITY COUNCIL OF PFLUGERVILLE PUBLIC SAFETY SUBCOMMITTEE; (GRIFFIN/HOWE) *Commissioner Griffin reported that meetings have been held with the City of Pflugerville Public Safety Commission and commented that the meetings have been productive..*
 - TRAVIS COUNTY ESD COMMISSIONERS' COUNCIL REPORT; (BESSNER) *Commissioner Bessner stated that the Commissioners' Council has not met and there is nothing to report. Commissioner Turner noted that he believed a meeting was scheduled for the month of January and he would follow-up with Chuck Brotherton. Commissioner Reyes discussed an issue that arose with a Councilperson for the City of Pflugerville after an employee of ESD 2 provided incorrect information in a report. Commissioner Reyes remarked that the mistake was made in good faith and not intentional; and further stated the District understands the situation and is taking appropriate action..*
10. RECEIVE REPORT FROM TRESURER AND CONSIDER TAKING RELATED ACTION
 - A. INCLUDING APPROVAL OF MONTHLY BILLS AND INVOICES;
 - B. APPROVAL OR FINANCIAL REPORT, INCLUDING PROCESSING OF PAYROLL;
 - C. RECEIVE MONTHLY SALES TAX ANALYSIS REPORT*Commissioner Howe presented the financial report and moved to approve the payment of monthly bills and invoices, including processing of payroll and the sales tax analysis report; Commissioner Howe made a MOTION to approve the monthly report, Commissioner on Reyes made a SECOND to the motion; the motion carried.*

11. RECEIVE MONTHLY REPORT FROM THE FIRE CHIEF REGARDING EMERGENCY OPERATIONS, RESPONSE TIMES, CALL VOLUME TRAINING, MANAGEMENT ACTIVITIES AND PERSONNEL TO INCLUDE:

- A. AN UPDATE PRESENTATION OF THE EMS BILLING POLICY
- B. AN UPDATE PRESENTATION OF STRATEGIC PLANNING DEVELOPMENT,
- C. AND CONSIDER TAKING ANY RELATED ACTION:

Chief Perkins reported to the Board on the uptick in COVID cases and its impact on staffing, as well as discussions with Travis County for the District to act as a supply staging area in the event of a disaster. Chief Perkins also reported on EMS coverage for the District, as well as ongoing issues with the City of Pflugerville's EMS provider, Acadian Ambulance. Chief Perkins advised that ESD 2 staff is investigating the reported incidents and issues and will present a study of response times to the Commissioners at an upcoming meeting. Chief Perkins further discussed dispatching issues with the City, the need to rely solely on radio traffic versus the 911 CAD system, and its impact on response times. Additionally, Chief Perkins advised that Acadian Ambulance, which is operating facilities in the City of Pflugerville, is not in compliance with the fire code, even after a three-week period of communication. The Board discussed Acadian's lack of compliance and the District's options for enforcing the fire code. Chief Perkins commented that, ultimately, it is the City's responsibility to enforce the City's fire code. Commissioner Bessner inquired about the reported lack of ambulances in the City during the prior weekend, and Commissioner Howe commented on the District being asked to cover ambulance emergency services, even though there is not a mutual aid agreement in place. Chief Perkins agreed and reported on the status of the agreement between the District and Acadian, but also noted that, as Fire Chief, he cares about the residents of the City of Pflugerville and the need to provide services. Chief Perkins then gave a presentation to the Board on the District's EMS billing policy.

12. RECEIVE MONTHLY REPORT FROM THE DISTRICT'S LEGAL COUNSEL REGARDING PENDING LITIGATION MATTERS, CONTRACT ISSUES, AND LEGISLATIVE EFFORTS AND CONSIDER TAKING RELATED ACTION; *John Carlton, the District's legal counsel, advised that he did not have an update on legislative efforts because the Legislature is not in session. Mr. Carlton further reported that he has been working on the District's contracts and supporting District staff, as needed. Mr. Carlton also updated the Board on the status of the litigation between the City of Pflugerville and ESD 17, noting that the City had filed a brief with the Court of Appeals despite the annexation election not passing.*

13. RECEIVE REPORT FROM THE PFLUGERVILLE PROFESSIONAL FIREFIGHTER' S ASSOCIATION, LOCAL NO. 4137 AND CONSIDER TAKING RELATED ACTION; *a representative was not in attendance; no action was taken on this item;*

DISCUSSION/ACTION ITEMS

14. DISCUSS AND CONSIDER APPROVING STATION 7 AND 8, INCLUDING CONTRACTS FOR DESIGN SERVICES AND A RELATED BUDGET AMENDMENT AND, TAKE ANY RELATED ACTION;
Chief Perkins discussed with the Board the issues faced in getting Stations constructed quickly and a proposal to provide a temporary station while the brick and mortar building is being constructed. After discussion, Commissioner Howe moved to approve the construction of Stations 7 and 8, including approval of the contracts and budget amendments; Commissioner Griffin seconded; and, the motion passed 4-0, with Commissioner Reyes having left the meeting due to connection issues. Commissioner Howe made a MOTION to approve the program, Commissioner Turner made a SECOND to the motion; the motion carried

15. DISCUSS AND CONSIDER THE PURCHASE OF RADIOS AND EQUIPMENT AND TAKE ANY RELATED ACTION; *Chief Perkins discussed purchasing 10 hand-held radios and the necessary components, in the amount of \$97,998, as provided for in the FY22 budget. Chief Perkins also discussed the need for equipment – specifically, bunker gear, as provided for in the FY22 budget, as well as PPE for new hires and current staff. Chief Perkins stated that the bunker gear and PPE equipment requested had a total cost of \$104,608. Chief Perkins advised that he is requesting approval of the purchase of the radios and the equipment. Commissioner Bessner moved to approve the purchase of the radios and the equipment; Commissioner Howe made a MOTION to approve the contract, Commissioner Turner made a SECOND to the motion; the motion carried*

16. DISCUSS AND CONSIDER AUTHORIZING STAFF TO SELECT A VENDOR AND NEGOTIATE A CONTRACT FOR A DEPLOYMENT ANALYSIS STUDY AND TAKE RELATED ACTION;
•*Chief Perkins reported to the Board on the need to conduct a deployment analysis study, as the District has done for the past few years and requested approval of the cost in an amount not to exceed \$70,000. Commissioner Griffin moved to approve the contract for the deployment analysis in an amount not to exceed \$70,000; Commissioner Howe seconded; and, the motion passed 5-0, with Commissioner Reyes having reconnected to the meeting. Commissioner Griffin made a MOTION to approve the purchase, Commissioner Howe made a SECOND to the motion; the motion carried*

17. DISCUSS AND CONSIDER APPROVING A CONTRACT IN SUPPORT OF A COMMUNITY RISK ASSESSMENT AND COMMUNITY RISK PLAN AND TAKE RELATED ACTION; Chief Perkins discussed the need to conduct a community risk assessment and requested approval to proceed with selecting a vendor and negotiating a contract in an amount not to exceed \$50,000. Commissioner Bessner moved to approve the selection and negotiation of a contract in an amount not to exceed \$50,000; *Commissioner Howe made a MOTION to approve the budget amendment, Commissioner Griffin made a SECOND to the motion; the motion carried.*

18. DISCUSS 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 7:06 pm. The Board re-convened from Executive Session at 8:03 pm; *no action was taken during Executive Session.*

19. 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.*

20. DISCUSS AND CONSIDER APPROVING AND ACCEPTING THE OATH OF OFFICE FOR COMMISSIONER BESSNER, COMMISSIONER HOWE, AND COMMISSIONER TURNER, AND TAKE ANY RELATED ACTION; *John Carlton issued the Oath of Office to Commissioner Bessner and Commissioner Howe. Commissioner Turner will take his Oath of Office at the next meeting at which he is physically present. No action was taken on this item.*

21. DISCUSS AND CONSIDER THE ELECTION OF OFFICERS FOR THE BOARD OF COMMISSIONERS, AND TAKE ANY RELATED ACTION; *Matter was tabled until Commissioner Turner is sworn in. No action was taken on this item.*

President Bessner adjourned the meeting at 8:06p.m.

The next Board meeting is scheduled for February 10, 2022 at 6:00 p.m.

Respectfully Submitted By:

Sequina Allen
Board Recorder