

TRAVIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 2

REGULAR MEETING MINUTES

NOVEMBER 10, 2022

The Board of Commissioners of Travis County Emergency Services District No. 2 held a meeting on Thursday, November 10, 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 Robert Turner April Griffin

Commissioners who attended via Zoom: Rico Reyes

The following persons were also in attendance:

Nick Perkins Mark Moellenberg Sequina Allen Brian Fairbanks Victor Gonzalez
Jessica Frazier Josh Stubblefield John Carlton Michael Anderson Heath Doyle
Alejandro Piedrahita Nick Feistel Bryan Fuller

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, in the offices of the Travis County Emergency Services District No. 2 Headquarters, and on the District's website at <https://www.pflugervillefire.org/board-of-commissioners-agenda/>.

PUBLIC COMMENT

2. PUBLIC COMMENT: *No public Comment*

SPECIAL RECOGNITION

3. CELEBRATE SPECIAL RECOGNITION OF PERSONNEL FOR EXCEPTIONAL PERFORMANCE.
Bobby Ortiz- Recognize his membership acceptance to the IAFC Technology Council

CONSENT ITEMS

4. APPROVE MINUTES FROM THE SEPTEMBER 8, 2022 REGULAR MEETING, *May 31, 2022 Special Meeting, And July 22-23 Work Session Minutes Was Not Ready For The Meeting.*
5. APPROVE A RESOLUTION FOR THE DISPOSITION OF SALVAGE AND SURPLUS PROPERTY ITEMS;
6. APPROVE AMENDMENTS TO THE DISTRICT'S 457 AND 401A RETIREMENT PLAN DOCUMENTS;
7. APPROVE HUMAN RESOURCES DIRECTOR ROBERT HUMPHREY'S RETIREMENT AGREEMENT; *Commissioner Howe moved and Commissioner Turner seconded to approve the consent items 5-7. The motion was approved unanimously.*

REPORTS

8. COMMISSIONERS' REPORTS, RESPONSES TO INQUIRIES, INCLUDING;
 - COMMUNICATIONS WITH THE CITY COUNCIL OF PFLUGERVILLE PUBLIC SAFETY SUBCOMMITTEE; (GRIFFIN/BESSNER)
Commissioner Bessner shared there is no new information.
 - DISTRICT PUBLIC RELATION COMMITTEE (HOWE/GRIFFIN)
No report.
 - TRAVIS COUNTY ESD COMMISSIONERS' COUNCIL REPORT; (BESSNER)
Commissioner Howe shared that they are hiring a new PIO for emergency services and creating a resiliency hub. Their are goals to create encryption for ESD, which is an expensive project. Commissioner Howe gave updates on the Travis County Fire Marshall fire code project.
9. RECEIVE REPORT FROM TREASURER 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
 - C. RECEIVE MONTHLY SALES TAX ANALYSIS REPORT;
 - D. APPROVAL OF PURCHASES FOR ITEMS INCLUDED IN THE DISTRICT'S APPROVED BUDGET;
Commissioner Howe discussed the sales tax analysis up 24%, cash balances. Payroll includes \$860,000 plus taxes and benefits and \$780,000 plus taxes and benefits. Fiance Director Jessica Frazier shared they switched sales tax vendors in August, with the biggest difference garnered by the new reports and inflation adjustemnet revenue comparisuon vs the amount they received. Commissioner Howe discussed the quarterly investment report. Ms. Frazier shared that they have invested in CD's, indicated by the high

inflation rates and the current market.

Comissioenr Howe moved to approve items A-d, seconded by Commissoner Griffin, and passed unanimously.

10. RECEIVE MONTHLY REPORT FROM THE FIRE CHIEF REGARDING EMERGENCY OPERATIONS, RESPONSE TIMES, CALL VOLUME, TRAINING, MANAGEMENT ACTIVITIES AND PERSONNEL TO INCLUDE:
 - AN UPDATE ON THE DISTRICT’S EMS BILLING POLICY;
 - AN UPDATE ON THE DISTRICT’S PLANNING DEVELOPMENT;
 - AND CONSIDER TAKING ANY RELATED ACTION;

Chief Perkins discussed the new environment operating outside of Station 7 and Station 8. He discssed their recovery path from COVID and turning back to services and activities stopped during COVID. He is looking at using contract employed workers in the future and may be coming with a budget allocation next year. Chief Perkins added that there is a petion circulating around the community about an initative to repeal the sales tax, therefore defunding the fire department. He will be looking into the matter further.

11. 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 shared he is supporting staff with the contract agreements under review. He is aware of ongoing petiton and is open to questions, and noted that the legislative session is forthcoming. He flet it would be beneficial if the District communicated with Safety to discuss issues. Commissioner Reyes asked if he has a brief they could answer in executive Session. John Carloton can give a brief, but not specific details.

12. RECEIVE REPORT FROM THE PFLUGERVILLE PROFESSIONAL FIREFIGHTER' S ASSOCIATION, LOCAL NO. 4137 AND CONSIDER TAKING RELATED ACTION;
No report.

DISCUSSION/ACTION ITEMS

13. 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 CONSIDERING COMMUNITY INTERACTIONS AND RELATIONS,
- AND TAKE ANY RELATED ACTION;

Chief Perkins has no updates

13. DISCUSS AND CONSIDER THE PROPOSED PROVISION OF EMERGENCY MEDICAL SERVICES TO OTHER GOVERNMENTAL ENTITIES, COST ALLOCATION, AND TAKE ANY RELATED ACTIONS;

Not discussed.

14. RECEIVE REPORT FROM CONTIGO TECHNOLOGIES REGARDING THE IT RISK ASSESSMENT AND CONSIDER TAKING ANY RELATED ACTION;
(Done before Item 9)
Chief Perkins introduced the Contigo representatives' audit. Brian Fuller, CEO of Contigo, shared they manage all IT management and discussed their NIST Cybersecurity Audit. He discussed ESD 2's current profile, a review of the main findings, how to improve, and the target profile. He discussed information security policies, training awareness (such as for phishing), third-party and supply chain management, network access control, network security, endpoint security, risk assessment and risk management, and security. He recommended creating additional security policies, enforcing MFA in the Google Workspace, Active Directory Cleanup, Locking Server/Network racks, conducting a business impact analysis, encrypting workstations, replacing PC's and servers that are old, handling removable media, building a business continuity management program, creating a formal vulnerability management plan leveraging Contigo's vulnerability scanning and remediation. He discussed a profile comparison if the recommendations were followed. Commissioner Reyes shared he would like a follow-up report. Commissioner Turner asked about specific lagging technology and asked for clearer reasons on why they are behind. Contigo shared they will take this question up to the system administrator.

15. DISCUSS AND CONSIDER THE PURCHASE OF RADIOS AND RADIO EQUIPMENT AND TAKE ANY RELATED ACTION;
Chief Perkins noted they have money to upgrade systems. The cost associated with this project is \$292,464.00 for the purchase of handheld radios and necessary components for Motorola Solutions. The cost is already budgeted. Commissioner Howe moved, and Commissioner Griffin seconded to approve the purchase. The motion passed unanimously.

16. DISCUSS AND CONSIDER THE PURCHASE OF SELF-CONTAINED BREATHING APPARATUS (SCBA) AND TAKE ANY RELATED ACTION;
Chief Perkins discussed the impact of upgrading the heat safety of the Air packs and SCBA apparatus. The total cost is \$410,846.99. Commissioner Griffin moved, and Commissioner Turner seconded to approve the purchase of the self-contained breathing apparatus (SCBA).

17. DISCUSS AND CONSIDER A CONTRACT FOR A NEW ENTERPRISE RESOURCES PLANNING SYSTEM AND TAKE ANY RELATED ACTION;
Chief Perkins shared they had addressed Commissioner Turner's final assesemnt. Commissioner Turner shared the vendor answered all of the questions with security controls in place after his review. He has no concerns. Commissioner Turner moved, and Commissioner Howe seconded to approve the new enterprise resources planning system. The motion passed unanimously.

18. DISCUSS AND CONSIDER A CONTRACT FOR ALS BILLING AND AR SERVICES AND TAKE ANY RELATED ACTION;
Chief Perkins is asking the staff to negotiatioe a different contract with ALS while the previous contract is renegotiated. Commissioner Howe moved and Commisisoner Griffin seconded. The motion passed unanimously.

19. DISCUSS AND CONSIDER THE PURCHASE OF NEW FIREFIGHTER PERSONAL PROTECTIVE EQUIPMENT AND TAKE ANY RELATED ACTION;

Chief Perkins shared this includes PPE for new hires and replacements as a part of the program for a total of \$116,029.88. Service life for this equipment is usually around seven years. Commissioner Howe moved, and Commissioner Reyes seconded to approve the purchase of new firefighter PPE

20. DISCUSS AND CONSIDER AUTHORIZING THE PURCHASE OF COMMAND AND SUPPORT VEHICLES ALONG WITH EQUIPMENT AND TAKE ANY RELATED ACTION;

Chief Perkins shared that the FY23 budget included purchasing future planning vehicles and ensuring vehicles have 4-wheel drive capability, and navigating supply chain issues. Cost is not to exceed \$775,762 to purchase 1 Battalion chief truck and equipment, facility support vehicles and equipment, and 4 truck chasses and equipment. They might need to go to several different vendors with multiple brands to speed up timing and lower costs. Commissioner Howe moved, and Commissioner Reyes seconded to approve the purchases of command and support vehicles along with equipment. The motion passed unanimously.

21. DISCUSS AND CONSIDER APPROVING AN AMENDMENT TO THE INTERLOCAL AGREEMENT FOR EMERGENCY MEDICAL SERVICES BETWEEN ESD2 AND ESD17;

Chief Perkins shared they are addressing typos in the Inter Local Agreement (ILA) and adjusting the ILA to reflect their billing policy to help support not billing the patient after medicare. Commissioner Reyes moved, and Commissioner Turner seconded to approve the amendment to the ILA agreement for Emergency Medical Services. The motion passed unanimously.

22. DISCUSS AND CONSIDER ACTIVITY IN SUPPORT OF OPERATIONS COMBATTING THE COVID-19 PANDEMIC, AND TAKE ANY RELATED ACTION;

Chief Perkins shared they continue to monitor the situation.

23. DISCUSS AND CONSIDER THE PROPOSED PROVISION OF EMERGENCY MEDICAL SERVICES TO OTHER GOVERNMENTAL ENTITIES, COST ALLOCATION, AND TAKE ANY RELATED ACTION;

No action taken in executive session.

24. DISCUSS AND CONSIDER ADOPTING A REIMBURSEMENT RESOLUTION FOR PURCHASE OF LAND AND TAKE ANY RELATED ACTION;

John Carlton discussed spending cash from reserves to purchase land, and is subject to reimbursement. The property is off of 973. Commissioner Howe moved, and Commissioner Reyes seconded to approve the resolution. The motion passed unanimously.

25. DISCUSS COMMISSIONERS' TERMS OF OFFICE EXPIRING AT YEAR END;

No action taken in executive session.

26. DISCUSS AND CONSIDER ANNUAL FIRE CHIEF EVALUATION AND TAKE ANY RELATED ACTION;

No action was taken in the executive session. Commissioner Turner moved and Commissioner Howe seconded that the president of the Commissioners will work with the Council will draft a letter to provide compensation to the Fire Chief as discussed. Commissioner Bessner stated that the Board would convene in Executive Session to receive discuss personel matter with the District's attorney regarding matters on the agenda.

At 7:07 p.m., The Board went into Executive session for the purpose of discussing personnel matters (Section 551.074);

At 8:35 p.m., Commissioner Bessner reconvened the Board in open meeting, and stated that no action was taken in Executive Session.

27. ADJOURN THE MEETING.

President Bessner adjourned the meeting at 8:28 p.m.

The next Board meeting is scheduled for December 08, 2022 at 6:00 p.m.

Respectfully Submitted By:

Sequina Allen
Board Recorder