

TRAVIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 2

REGULAR MEETING MINUTES

DECEMBER 8, 2022

The Board of Commissioners of Travis County Emergency Services District No. 2 held a meeting on Thursday, December 8, 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 AJ Stacer

Jessica Frazier David Kilventon John Carlton Michael Anderson Brandon Barkley

Monica Harrison Randy Reese Clay Avery Rob Tiemann Matthew Tiemann

Doug Weiss 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, 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: *Matthew Tiemann gave his public comments;*

SPECIAL RECOGNITION

3. CELEBRATE SPECIAL RECOGNITION OF PERSONNEL FOR EXCEPTIONAL PERFORMANCE;
No Special recognitions

CONSENT ITEMS

4. APPROVE MINUTES FROM THE DECEMBER 8, 2022 REGULAR MEETING;
5. APPROVE PUBLICATION OF LEGAL NOTICE OF ADDRESS FOR DISTRICT'S ADMINISTRATIVE OFFICE;
6. APPROVE FILING OF THE DISTRICT'S 2022 ANNUAL REPORT WITH DEPARTMENT OF EMERGENCY MANAGEMENT;
7. APPROVE THE PURCHASE OF COMPUTERS AND IT EQUIPMENT;
Commissioner Howe moved, and Commissioner Griffin seconded to approve the consent items. The motion passed unanimously.

REPORTS

8. COMMISSIONERS' REPORTS, RESPONSES TO INQUIRIES, INCLUDING:
 - COMMUNICATIONS WITH THE CITY COUNCIL OF PFLUGERVILLE PUBLIC SAFETY SUBCOMMITTEE; (GRIFFIN/BESSNER)
 - DISTRICT PUBLIC RELATION COMMITTEE; (HOWE/GRIFFIN)
 - TRAVIS COUNTY ESD COMMISSIONERS' COUNCIL REPORT; (BESSNER)*No report.*
9. RECEIVE REPORT FROM TREASURER AND CONSIDER TAKING RELATED ACTION INCLUDING APPROVAL OF MONTHLY BILLS AND INVOICES;
 - A. APPROVAL OF FINANCIAL REPORT, INCLUDING PROCESSING OF PAYROLL;
 - B. RECEIVE MONTHLY SALES TAX ANALYSIS REPORT;
 - C. APPROVAL OF PURCHASES FOR ITEMS INCLUDED IN THE DISTRICT'S APPROVED BUDGET;
Commissioner Howe reviewed the cash balance as 70.1 million and a list of projects and expenses. He noted there are many projects, including the training fields of Station 6 and Station 7. Sales tax is up 3%. He discussed the payroll items for \$840,000 plus taxes and benefits, and the December \$900,000.

Commissioner Howe moved, and Commissioner Griffin seconded to approve the treasurer's report, monthly bills and invoices, and sales tax reports.
1. 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 high transmission rate of Covid and workforce impacts. There are no longer free testing sites available. He discussed disaster preparedness and talked about snow emergencies. Learning points were non-fire department requests such as overcrowding of ER rooms. He discussed planning and improvements for Station 7. Chief Perkins has begun an investigation into the special interest groups seeking to repeal the sales tax and shared scenarios on what the effect could have on the district. It would dramatically reduce their effective ability to be a fire department and raise their response times, in addition to short staffing. He shared that they would lose their ISO Number 1 rating. Commissioner Reyes discussed the city council and wished to spread information. Chief Perkins shared the biggest cost is their people and firefighters. Commissioner Reyes added that the report on this subject needs to be as complete as possible.
2. RECEIVE MONTHLY REPORT FROM THE DISTRICT'S LEGAL COUNSEL REGARDING PENDING LITIGATION MATTERS, CONTRACT ISSUES, AND LEGISLATIVE EFFORTS AND CONSIDER TAKING RELATED ACTION;
Executive Session to discuss personnel matters with the District’s attorney regarding matters on the agenda.
At 6:30 p.m., The Board went into Executive session for the purpose of discussing personnel matters (Section 551.074);
At 7:16 p.m, Commissioner Bessner re-convened the Board in open meeting, and stated that no action was taken in Executive Session.
10. RECEIVE REPORT FROM THE PFLUGERVILLE PROFESSIONAL FIREFIGHTERS ASSOCIATION, LOCAL NO. 4137, AND CONSIDER TAKING RELATED ACTION;
David Kilventon discussed the attempt to defund public safety and noted the association is against the proposal.

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 shared they are meeting with consultants from PCG for cost of service options for funding and running the district. Work on this project is ongoing.*
14. DISCUSS AND CONSIDER THE PURCHASE OF SELF-CONTAINED BREATHING APPARATUS (SCBA) CYLINDER FILL STATION AND TAKE ANY RELATED ACTION;
Chief Perkins shared the SCBA replacement is in the approved budget. The total cost is \$71,800.20 from August Industries from Austin, TX.
Commissioner Reyes moved, and Commissioner Howe seconded the motion, to approve the purchase of the SCBA cylinder fill station. The motion passed unanimously.

15. DISCUSS AND CONSIDER A CONTRACT FOR UNIFORM PURCHASES AND TAKE ANY RELATED ACTION;

This item will be moved to the next meeting.

16. DISCUSS AND CONSIDER FINANCING FOR LAND PURCHASE AND TAKE ANY RELATED ACTION;

Chief Perkins shared they are pursuing land in the 973 area and updated that the real estate agent is working with buyers. Further information will be discussed in an executive session. (\$750,000)

Ed King shared that the best terms were provided by Southside Bank with 5.35% for 20 years with an anticipated closing date of Dec 20. The issuance is \$757,500.

The board will hold off on this discussion for now.

Ed King also discussed access to the capital market and debt structures. He discussed previous restrictions, such as going over 10 cents in sales tax. He added that ESDs should consider conditions of the market in terms of debt and noted ESD has limited funding and can't use other sources of revenue if revenue drops. There is less risk tolerance. He noted they need to protect taxpayer's dollars, as the capital markets will reward prudent debt management. He discussed the 10-cent tax cap and wished to act in their best interest. Chief Perkins added commentary on fund balances related to the pandemic and winter storms. Ed King discussed the complexities of fund balances.

Commissioner Howe discussed the funding for the training field and noted they are looking at various options.

Chief Perkins discussed going from a 20-year to a 4-year term. He noted it is much more expensive upfront. He noted they could look at this term but did not initially recommend it. Chief Perkins discussed the offers from the city municipality. He noted the city doesn't have to use the 10-cent cap, but binds could be raised. There is a lot more flexibility with that point. Commissioner Reyes asked Ed King for a bullet point list of his references to be given later.

Commissioner Turner moved, and Commissioner Griffin seconded, to approve financing land purchase. The motion passed unanimously.

17. DISCUSS AND CONSIDER AUTHORIZING THE PURCHASE OF TWO 2023 ENGINE FIRE APPARATUS AND RELATED EQUIPMENT AND TAKE ANY RELATED ACTION;

Chief Perkins shared the \$840,000 for each engine with \$383,482 for equipment for additional response units. They are facing the issue of timing, rising prices, and staying within the budget. Total cost NTE 2.2 million from the FY23 budget. They will be delivered in 24 months. These trucks get approximately 75% percent more life.

Commissioner Howe moved, and Commissioner Reyes seconded, to approve the purchase of two 2023 Engine Fire apparatus and related equipment.

18. DISCUSS AND CONSIDER THE DISTRICT'S INVESTMENT POLICY AND TAKE ANY RELATED ACTION;

Sarah Frazier shared that she made some changes and noted the product had been approved by legal review. She shared interest rates have been a rollercoaster. She discussed the difference between the CDs and federal treasury notes. She asked for approval for the updated investment policy and the opening of the Frost checking account for a three-year contract term with two one-year extensions.

They are looking for treasury notes of 2 years.

Commissioner Howe moved, and Commissioner Griffin seconded, to approve the updated district's investment policy and the opening of the Frost checking account for three years with two 1-year extensions. Motion passed unanimously.

19. DISCUSS AND CONSIDER A CONTRACT FOR INSTALLING A FIRE SPRINKLER SYSTEM AT STATION 1 AND TAKE ANY RELATED ACTION;
Chief Perkins shared the \$100,000 from FEMA to install a fire sprinkler system in the building. A similar purchase is ongoing at Station 2 with delays from the City of Austin. They received one bid from Braun and Butler for \$360,000. Total cost was included in the FY23 budget.
Commissioner Howe moved, and Commissioner Reyes seconded, to approve the contract for installing a fire sprinkler system NTE \$360,000. The motion passed unanimously.

20. DISCUSS AND CONSIDER ADOPTING A RESOLUTION REGARDING THE DISTRICT'S COOPERATIVE EFFORTS RELATED TO FUNDING EMERGENCY SERVICES AND ECONOMIC DEVELOPMENT;
Chief Perkins reaffirmed the ESD's desire to work for economic development and shared it has been submitted to city staff for feedback. It was asked if approved; they attended the January PVDC meeting. Commissioner Reyes moved, and Commissioner Griffin seconded, to reaffirm their commitment to cooperative efforts related to economic development. The motion passed unanimously.

21. DISCUSS AND CONSIDER APPROVING A LETTER FROM THE BOARD OF COMMISSIONERS TO SAFE-D ASKING FOR LEGISLATIVE SUPPORT TO MAINTAIN EMERGENCY SERVICE LEVELS AND FUNDING TO DO SO FOR EMERGENCY SERVICES DISTRICTS AND TAKE ANY RELATED ACTION;
Chief Perkins shared he will draft a letter to ensure their interests are well-represented.
Commissioner Howe moved, and Commissioner Reyes seconded, to approve the letter. 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 are discussing leaving this item on the agenda.

23. DISCUSS AND CONSIDER THE PROPOSED PROVISION OF EMERGENCY MEDICAL SERVICES TO OTHER GOVERNMENTAL ENTITIES, COST ALLOCATION, AND TAKE ANY RELATED ACTION;
Chief Perkins discussed the ILA, and it will be handed to them on Friday. He will just need their signature. No action is needed at this time.

24. DISCUSS and consider approving and accepting the oath of office for Commissioner Reese and take any related action;

Commissioner Reese took the oath of office.

25. DISCUSS AND CONSIDER THE ELECTION OF OFFICERS FOR THE BOARD OF COMMISSIONERS AND TAKE ANY RELATED ACTION;

Commissioner Howe moved and Commissioner Turner seconded the following election slate: Commissioner Howe as Treasurer, Commissioner Reyes as President, Commissioner Turner as Assistant Treasurer, Commissioner Griffin as Vice President, and Commissioner Reese as Secretary.

Executive Session to discuss personnel matters with the District's attorney regarding matters on the agenda.

At 8:13 p.m., The Board went into Executive session for the purpose of discussing personnel matters (Section 551.074);

At 8:34 p.m Commissioner Reyes re-convened the Board in open meeting and stated that no action was taken in Executive Session.

Commissioner Turner moved, and Commissioner Reese seconded, to authorize the chief to discuss real estate action as discussed in the executive session. Motion passed unanimously.

26. ADJOURN THE MEETING.

President Reyes adjourned the meeting at 8:40 p.m.
The next Board meeting is scheduled for January 12, 2022 at 6:00 p.m.

Respectfully Submitted By:

Sequina Allen
Board Recorder