

TRAVIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 2

REGULAR MEETING MINUTES

MAY 11, 2023

The Board of Commissioners of Travis County Emergency Services District No. 2 held a meeting on Thursday, May 11, 2023, 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 via Zoom:

Rico Reyes

Commissioners who attended:

Mike Howe April Griffin Randy Reese Robert Turner

The following persons were also in attendance:

Nick Perkins AJ Stacer Sequina Allen Brian Fairbanks Jessica Frazier
Ronald Warley Theresa Warley Jimmy Ronch Kevin Gilmertia Ronald Cunningham
John Rolater Hunter Cunningham Jeanna Brashear Christie Ortiz Chris Davenport
Tory Thompson Gavin Ortiz

1. THE MEETING *was called to order by Commissioner Griffin at 6:03p.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.

- *Joshua Stubblefield promotion to Captain*
- *Robert Ortiz promotion to Battalion Chief*
- *Ronald Cunningham promotion to Captain*
- *Brian Lucas promoted to Captain*
- *Anthony LaManna promoted to Captain*
- *John Rolater promoted to Apparatus Specialist*
- *Alan Orderies promoted to Apparatus Specialist*
- *William Golding promoted to Apparatus Specialist*
- *Special Recognition to the District for receiving the Distinguished Budget Presentation Award from Government Finance Officers Association*

CONSENT ITEMS

4. APPROVE MINUTES FROM THE APRIL 6, 2023 MEETING;
The minutes have been corrected. Commissioner Howe moved and Commissioner Reese seconded to approve the corrected minutes. The motion passed unanimously.

REPORTS

5. COMMISSIONERS' REPORTS, RESPONSES TO INQUIRIES, INCLUDING;
- COMMUNICATIONS WITH THE CITY COUNCIL OF PFLUGERVILLE PUBLIC SAFETY SUBCOMMITTEE;
 - DISTRICT PUBLIC RELATION COMMITTEE
 - TRAVIS COUNTY ESD COMMISSIONERS' COUNCIL REPORT;
Commissioner Turner shared the next Commissioner Council meeting will be on Saturday.
6. RECEIVE REPORT FROM TREASURER 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 SALES TAX ANALYSIS REPORT;
 - D. QUARTERLY INVESTMENT REPORT;
 - E. APPROVAL OF PURCHASES FOR ITEMS INCLUDED IN THE DISTRICT'S APPROVED BUDGET;
Commissioner Howe shared that the sales tax year-to-year has increased to 18% from February collections. Payroll processing has 2 payments for May 15 and May 31st. May 15th is \$888,000 and \$48,000 for new cadets, and May 31st is \$840,000. Commissioner Howe discussed the current investment reports.
Commissioner Howe moved and Commissioner Turner seconded to approve the Treasurer's report. The motion passed unanimously.

7. 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 their preparedness for flooding events and cautioned everyone concerning potential flooding over the weekend due to heavy rainfall. He discussed the new cadets and noted that resources are on the ground to meet the community’s needs. May 16th is a CP day at the Capital. He discussed a career and technology event with a signing event at the school. He confirmed that he will attend the Hispanic Chamber on Thursday and also reminded the commissioners of the planning conference July 27-28th

8. RECEIVE MONTHLY REPORT FROM THE DISTRICT’S LEGAL COUNSEL REGARDING PENDING LITIGATION MATTERS, CONTRACT ISSUES, AND LEGISLATIVE EFFORTS AND CONSIDER TAKING RELATED ACTION;
CAUSE NO. D-1-GN-23-000748; DAVID ROGERS, JENNIFER PAKENHAM, AND KRISTI POWELL, PLAINTIFFS V. TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 2 BOARD, DEFENDANT

The Legislature is currently in session. The litigation will be discussed in executive session.

9. RECEIVE REPORT FROM THE PFLUGERVILLE PROFESSIONAL FIREFIGHTER’S ASSOCIATION, LOCAL NO. 4137 AND CONSIDER TAKING RELATED ACTION;

No report.

DISCUSSION/ACTION ITEMS

10. 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 he is working on the scope of work for the district on mergers and consolidation

11. DISCUSS AND CONSIDER APPROVAL OF THE FURNITURE, FIXTURES AND EQUIPMENT COST FOR STATUIN 6 AND TAKE ANY RELATED ACTION;

Chief Perkins discussed the purchases and pricing increases by \$25,000. The total cost for FFE for Station 6 is \$310,400. \$6.1 million was included for Station 6, and \$250,000 was marked for FY23. The remaining funds will be in FY24.

Commissioner Howe moved and Commissioner Reyes seconded to approve the purchase of FFE for \$310,400. The motion passed unanimously.

12. DISCUSS AND CONSIDER APPROVAL OF A CONTRACT FOR MATERIAL TESTING FOR THE TRAINING FIELD/STATION 7 PROJECT AND TAKE ANY RELATED ACTION;

Chief Perkins noted they are required to have a materials testing contracting firm. Staff recommended contracting with Rabbekasser for \$115,456 and \$613,000 was included for professional services.

Commissioner Howe moved and Commissioner Turner seconded to approve the negotiation of the contract. The motion passed unanimously.

13. DISCUSS AND CONSIDER APPROVAL OF THE BI-ANNUAL DISPATCH FEE INVOICE FROM AUSTIN FIRE DEPARTMENT AND TAKE ANY RELATED ACTION;

Chief Perkins shared that the Austin Fire Department proposed a change in fees. Currently, ESD2 pays per incident; the City of Austin suggested changing it to a percentage of incidents. Chief Perkins would rather keep it at a per-incident rate as the costs will go up anyway. He noted they could agree on an inflator cost. He noted the City of Austin will come back with a proposal with their increased costs. Several ESDs have proposed sending resources to help staff the dispatch centers at a more efficient cost. He noted there is an issue with dispatch centers concerning total travel time increasing by an average of 1.30 minutes. Chief Perkins has a meeting with Austin EMS on Monday to help solve the difficulties in their system. Chief Perkins discussed their current bill for \$64,965 from October 1 – May 1.

Commissioner Howe moved and Commissioner Griffin seconded to approve the annual dispatch fee.

14. DISCUSS AND CONSIDER APPROVAL OF THE ANNUAL DISPATCH FEE INVOICE FROM AUSTIN EMS DEPARTMENT AND TAKE ANY RELATED ACTION.

Chief Perkins shared that this is an existing contract, and they pay per unit. They are working through some performance issues with Austin EMS. Commissioner Howe moved to approve and Commissioner Reese seconded. The motion passed unanimously.

15. DISCUSS AND CONSIDER ACCEPTING THE FISCAL YEAR 2022 AUDIT AND TAKE ANY RELATED ACTION;

Kevin Gilmore, audit manager and Jimmy Romell presented their findings from the FY22 audit and read aloud their opinion, noting that they had acted in accordance with federal and government entities. He discussed the general funds as of Sept 30, 2022, and stated they had \$41.2 million in assets and \$2.3 million in liabilities. The fund balance is \$38.8 million in total. He noted they had \$6.9 million to cover the next year's budget, and \$5.5 million for fire station construction. He discussed their \$36.6 million dollars in revenue and discussed \$34.3 million spent in operations. He shared their finance sources with a change in fund balance of \$12.9 million. He discussed the footnotes, including the updates in accounting and noted there was no effect to the district this year. He discussed a new IT software to be added to the balance sheet of the next FY. He summarized capital assets and liabilities involving the construction process. He noted they had \$17.7 million due in notes payable in principal. Payments are due under the agreements in the coming year, with \$1.1 million due in principal for 2023. He discussed compliance matters including that the district is required to have deposits insured by the FDIC and had found that it was not occurring. He included an action plan to make sure the corrections are occurring. Commissioner Reese asked about the original budget plan from the \$13.2 budget and asked about the difference in increase due to delays in permitting. Commissioner Howe replied that the city had delayed the request, which led to the increase.

Commissioner Howe moved and Commissioner Reese seconded to approve the FY22 year audit as presented and authorize filings with all relevant agencies.

16. DISCUSS AND CONSIDER ACCEPTING THE FISCAL YEAR 2022 AUDIT AND TAKE ANY RELATED ACTION;

Ms. Frazier discussed potential changes to the cash reserves and noted there are several issues. Presently, they have a 90-day expenditure rate and a \$3.5 million “rainy day fund.” She emphasized the need to have a larger cash balance.

Ed King, Government Capital, discussed needs for cash balances and industry needs. He emphasized fund balance and explained that the state wants to see 6 months unrestricted. He noted the ESD is at the top of the list for balance sheets and noted their resilience and redundancy.

Commissioner Howe asked about the 180 day restrictions. Mr. King shared that 180 days is a reasonable target through working with agencies and insurers. He noted that the demand is on the growth rates. In high growth areas, they will need more resources. Most constituents err on the side of caution to be more prepared.

Commissioner Griffin asked if they will be able to complete the 6-month timeframe. Mr. King replied that they will be presented with multiple options at the planning conference.

Chief Perkins asked how Mr. King can give advice as a proponent of the SEC. Mr. King replied that their advice is that it must be in the best interest of the ESD.

Commissioner Jones asked if 180 days will get them a good interest rate on financing for construction. Mr. King did not know of any correlation, but emphasized this was more to cushion themselves from diminishing returns and emergencies.

Chris Davenport, Edward Jones Investments, discussed their cash management policies and compliance process. He noted that investment rates have increased and discussed FDIC limits as it relates to a 180 reserve. He discussed a plan to hold larger amounts of cash in waiting.

Commissioner Howe discussed their CD investments, and Mr. Davenport noted that they are FDIC insured. Ms. Frazier discussed the issue of collateralization and investment policy and noted money market funds aren't usually FDIC insured. Most of the money moving around was from money markets into FDIC insured markets. Commissioner Griffin asked if they monitor accounts to make sure they are under the FDIC limit. Mr. Davenport noted they have checks and balances to keep the balance from getting too high. Ms. Frazier shared that they will be discussing their property tax and sales tax rates to determine if they can change their time frame to 180 days.

No action needed.

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

Chief Perkins shared this is for primary and secondary bunker gear and wildland PPE for recently graduated cadet class for a total of \$266,251 and \$1,720 for shipping costs from various vendors. \$675,000 is budgeted for the FY22 budget, and Chief Perkins noted there is money left over from the previous class.

Commissioner Reyes moved and Commissioner Reese seconded to approve the purchase of PPE. The motion passed unanimously.

Commissioner Reyes added that the quality of equipment is incredibly important for the nature of EMS services.

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

Chief Perkins shared that information was submitted to the county for the budget process and also discussed Ms. Frazier meeting with Austin EMS.

No action was needed on this item.

*The Board went into executive session at 7:30 PM.
The Board adjourned from the executive session at 8:46 PM.*

Vice President Griffin adjourned the meeting at 8:48 p.m.
The next Board meeting is scheduled for June 7, 2023 at 6:00 p.m.

Respectfully Submitted By:

Sequina Allen
Board Recorder