

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

**SEPTEMBER 13, 2023**

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The Board of Commissioners of Travis County Emergency Services District No. 2 held a meeting on Wednesday, September 13, 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:            April Griffin                      Randy Reese                      Robert Turner

The following persons were also in attendance:

Nick Perkins	Mark Moellenberg	Sequina Allen	Victor Gonzalez	Jessica Frazier
Michael Anderson	Amanda Bartlett	John Hudson	Alex Golding	Robert Ortiz
Michael Anderson	Monica Harrison	Zack Wadley	Drew Dilwoth	Ariel Zapata

**PUBLIC HEARING**

1. CONDUCT A PUBLIC HEARING ON THE PROPOSED 2023 TAX RATE;  
Open Public Hearing at 6:56 pm  
Closed Public Hearing at 6:59 pm

*Commissioner Griffin opened the public hearing to discuss the proposed 2023 tax rate of .07730  
Commissioner Turner moved and Commissioner Reese seconded to close the Public Hearing at 6:59  
PM on the proposed tax rate of .07730. The motion passed unanimously.*

*All in favor of closing the public hearing. None opposed.*

1. THE MEETING was called to order by Commissioner Griffin at 6:02 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.
  - *Present our Local 4137 Honor Guard and Color Guard plaque and letter of appreciation;*
  - *Present the District achievement of Best Place for Working Parents® Study with SMU Center on Research and Development Report;*

### **CONSENT ITEMS**

4. APPROVE MINUTES FROM THE AUGUST 10, 2023 MEETING;
5. AUTHORIZE POSTING OF STATEMENT REGARDING THE ADOPTED 2023 TAX RATE TO HOME PAGE OF DISTRICT'S WEBSITE;
6. APPROVE A RESOLUTION FOR THE DISPOSITION OF SALVAGE AND SURPLUS PROPERTY ITEMS;
7. APPROVE A CONTRACT WITH PUBLIC CONSULTING GROUP FOR THE MEDICARE GROUND AMBULANCE DATA COLLECTION PROJECT;

*Commissioner Turner moved and Commissioner Reese 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;
  - DISTRICT PUBLIC RELATION COMMITTEE
  - TRAVIS COUNTY ESD COMMISSIONERS' COUNCIL REPORT;

*Commissioners mentioned no updates. Chief Perkins discussed partnering with the Pflugerville Police Initiative.*

9. 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 Turner discussed the training field, core construction of Station 6, and the financial report including paramedic training. Commissioner Turner shared they are above the projected total in property tax revenue. Sales tax is 2% lower year/year, and he noted that it has high volatility. He discussed the summary of information of FY23, the district and fund balances (including uses and sources), and payroll.*

*Commissioner Turner moved and Commissioner Reese seconded to approve the financial report as presented.*

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 shared there has been rain in the area and noted the department's fast response to wildfires. He discussed that ESD 6 plans to hire a full time staff member for the whole county for the CRC position. He shared they are working on collaboration and communication with Austin EMS regarding the dispatch center and discussed their issues with reduced service. Chief Perkins noted that there is no contractual relationship and that Austin was not authorized to change Pflugerville's dispatch. He mentioned areas that have lacking medical services for vulnerable populations and system error rates. Chief Perkins recommended a visit with the County commissioners and potentially a visit with the Mayor and the City Council of Austin.*

*Chief Perkins shared a presentation concerning Allegiance and noted their million-dollar investment in ambulance services as well as their high pediatric save rate. He explained that Allegiance will be moving their office into Pflugerville in the next few months. He also shared that the ESDs have expressed their wish to be included in the discussions concerning the Allegiant ambulance service and public safety.*

*Commissioner Reyes inquired specifically how Mayor Gonzales responded to the death of an individual that resulted from Allegiance's actions. Chief Perkins replied that the mayor was bothered by this and agreed that the patient's death should not have occurred. Commissioner Reyes urged the need to challenge the council members to provide a response concerning this event.*

*Additionally, Chief Perkins discussed the backgrounds of the department's current cadet class, noted their diversity, and remarked on the department's current growth needs. He also spoke on the department's annual 9/11 Stair Climb event as well as the Commissioners' Meeting.*

11. 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

*This item will be taken in a closed session.*

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 TRAVIS COUNTY DECLARATION OF LOCAL DISASTER DUE TO WILDFIRE DANGER DUE TO SEVERE DROUGHT AND WEATHER CONDITIONS AND TAKE RELATED ACTION;

*Chief Perkins explained this decision was issued due to the current wildfire situation, which warranted a disaster declaration. No action at this time.*

14. DISCUSS AND CONSIDER AUTHORIZING THE PURCHASE OF TWO AMBULANCES AND RELATED EQUIPMENT INCLUDED IN THE FY24 PROPOSED BUDGET.

*Chief Perkins shared the new process for authorizing the purchase amount and securing bids to expedite the receipt of and response to bids. The department wishes to purchase two ambulances and equipment with the FY24 budget due to extended delivery lead times over two years and bidding NTE \$1,008,800.00 approved in FY24.*

*Commissioner Turner moved and Commissioner Reese seconded to approve the purchase of two ambulances and equipment NTE \$1,008,800.00*

15. DISCUSS AND CONSIDER ACCEPTANCE OF TWO FEMA GRANTS AND TAKE ANY RELATED ACTION;

*Chief Perkins explained that this is a difficult task to manage. He discussed the different federal grants they received, including the FEMA Fire Safety grant for the increase of smoke alarms in vulnerable populations' homes and fire sprinklers in the fire stations.*

*Commissioner Turner moved and Commissioner Reese seconded to accept the FEMA grants. The motion passed unanimously.*

16. DISCUSS AND CONSIDER ESO WRITTEN RESPONSE TO THE CAD ISSUE FROM APRIL 2023 AND TAKE ANY RELATED ACTION;

*Chief Perkins discussed the CAD issue from the city of Austin, noting a significant data distortion that resulted from this issue. He shared that they are stable presently and noted that they have spent money on labor hours and R&D to address this issue.*

17. DISCUSS AND CONSIDER ANNUAL PROPERTY AND CASUALTY INSURANCE POLICY AND TAKE ANY RELATED ACTION;

*Chief Perkins discussed the RFP and noted a cost of \$226,446.00 for coverage of vehicles. The BFIS total cost of bid is \$276,356.00; however, Chief Perkins noted that they have had no problems with BFIS in the past. Staff recommendation is to accept the quoted NTE \$276,359.00.*

*Commissioner Griffin asked about the liability cost. Chief Perkins explained that the liability premium is \$32,694.00, and the coverage provided is \$2 million per occurrence and \$5 million aggregate. It is also the same for management.*

*Commissioner Turner moved and Commissioner Reese seconded to approve the bid from BFIS insurance. The motion was passed unanimously.*

18. DISCUSS AND CONSIDER TAKING ACTION REGARDING THE FISCAL YEAR 2024 BUDGET FOR THE PERIOD OCTOBER 1, 2023, TO SEPTEMBER 30, 2024, INCLUDING:

- DISTRICT FINANCIAL POLICIES
- FEE SCHEDULE
- FULL-TIME EQUIVALENT (FTE) AUTHORIZATIONS
- OPERATING BUDGET
- CAPITAL BUDGET AND APPROPRIATIONS

*Chief Perkins shared the budget organized by the planning conference. He gave an overview of the items needed in addition to new staff operations and positions, and he presented the fee schedule and hazardous materials. He also shared the financial policy documents and the 6-month reserve fund. Finally, he presented the capital budget and appropriations for the capital process including Station 7 updates, future Stations 9 and 10, and new staff positions.*

*Ms. Frazier discussed the pledge of debt for cover reasons to use for Station 7 or 8.*

*Commissioner Turner moved and Commissioner Reese seconded to adopt the FY24 budget. The motion passed unanimously.*

19. TAKE A RECORD VOTE ON THE DISTRICT'S 2023 TAX RATE, INCLUDING:

- ADOPTING AN ORDER LEVYING TAXES;
- AUTHORIZING FILING THE ORDER WITH THE TRAVIS COUNTY TAX ASSESSOR/COLLECTOR;
- OR AUTHORIZING THE DATE, TIME AND PLACE OF THE MEETING TO VOTE ON THE TAX

*Commissioner Turner moved and Commissioner Reese seconded that the property tax rate be increased by the adoption of the tax rate of 0.07730 per 100 dollars evaluation, which is effectively a 5.71%*

*increase in the tax rate, and to authorize filing the order with the Travis County tax assessor collector.*

*President Reyes: Aye*

*Commissioner Reese: Aye*

*Commissioner Turner: Aye*

*Commissioner Griffin: Aye*

*The motion passed unanimously.*

20. DISCUSS AND CONSIDER APPROVING THE RADIO TOWER AGREEMENT AND TAKE ANY RELATED ACTION;

*Chief Perkins discussed the backup radio system that includes a VHF repeater and an antenna on a water tower. The original agreement expired in Feb. 2020. The district has authorized \$5,000.00 for a modification fee and to meet requirements such as building equipment and surveys.*

*Commissioner Turner moved and Commissioner Reese seconded to approve the Radio Tower agreement. The motion passed unanimously.*

21. 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 had no updates.*

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

*Chief Perkins shared they have approval for an additional year of the ILA in an unincorporated part of the county and have approval from ESD 17 to continue funding those services. No action at this time.*

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

*Chief Perkins added they should receive an email with a survey to begin the evaluation process.*

*The Board went into executive session at 7:45PM.*

*The Board adjourned from the executive session at 8:26 PM.*

Vice President April Griffin adjourned the meeting at 8:26 p.m.  
The next Board meeting is scheduled for October 12, 2023 at 6:00 p.m.

Respectfully Submitted By:

Sequina Allen  
Board Recorder