

**TRAVIS COUNTY**  
**EMERGENCY SERVICES DISTRICT NO. 2**

**REGULAR MEETING MINUTES**

**MAY 9, 2024**

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The Board of Commissioners of Travis County Emergency Services District No. 2 held a meeting on Thursday May 9, 2024, 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: April Griffin      Randy Reese      Robert Turner      Mike Howe

Commissioners who participated via video conference: Rico Reyes

The following persons were also in attendance:

AJ Stacer	John Carlton	Sequina Allen	Nick Perkins	Jessica Frazier
Preston Maynard	Bryan Fuller	Jeannie Archer	Colin Morris	Calab Portefield
Bill Woodburn	Colton Stanton	Luke Stone	Omar Hassen	Elizabeth Sherman
Jorden Holden	James Richard	John Kennedy	Jade Kennedy	Quentin Powers
Samuel Conrad	Joshua Beyer	Jeremiah Harlow	Tim Moellenberg	

**CALL MEETING TO ORDER**

1. THE MEETING *was called to order by Board Treasurer Commissioner Howe 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.

- Recognize and congratulate Jessica Frazier for being awarded the Distinguished Budget Presentation Award from Government Finance Officers Association;

*Commissioner Howe recognized Ms. Frazier for earning the Distinguished Budget Presentation Award.*

- Recognize John Kennedy, Quentin Powers, Samuel Conrad, Mathew Lopez being invited to St. David Round Rock Medical Center Trauma Survivor's Day;

*Commissioner Howe recognized Mr. Kennedy, Mr. Power, Mr. Conrad and Mr. Lopez.*

### **CONSENT ITEMS**

4. APPROVE REGULAR MEETING MINUTES FROM APRIL 12, 2024;
5. APPROVE A RESOLUTION FOR THE DISPOSITION OF SALVAGE AND SURPLUS PROPERTY ITEMS;

*Commissioner Griffin moved and Commissioner Turner seconded to approve the consent items. The motion passed unanimously.*

### **REPORTS**

6. COMMISSIONERS' REPORTS, RESPONSES TO INQUIRIES, INCLUDING;
  - A. COMMUNICATIONS WITH THE CITY COUNCIL OF PFLUGERVILLE PUBLIC SAFETY SUBCOMMITTEE;
  - B. DISTRICT PUBLIC RELATION COMMITTEE
  - C. TRAVIS COUNTY ESD COMMISSIONERS' COUNCIL REPORT;

*Commissioner Turner shared that a meeting of the Public Safety Subcommittee is scheduled for Saturday, May 25<sup>th</sup> at 9 AM.*

7. RECEIVE REPORT FROM TREASURER AND CONSIDER TAKING RELATED ACTION INCLUDING;
  - A. APPROVAL OF MONTHLY BILLS AND INVOICES;
  - B. APPROVAL OF 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 discussed the monthly bills and invoices, as well as the financial report, commenting on payroll processing approvals. Commissioner Howe discussed the sales tax report, noting that it is almost exactly the same as last year – up 2%. Commissioner Howe briefly discussed the list of purchases for projects already in progress.*

*Commissioner Howe moved and Commissioner Reese seconded to approve the monthly bills and invoices, the financial report and payroll processing, the sales tax analysis report, quarterly investment report and approval of purchases. The motion passed unanimously.*

8. RECEIVE MONTHLY REPORT FROM THE FIRE CHIEF REGARDING EMERGENCY OPERATIONS RELATED TO FIRE SUPPRESSION AND EMS, RESPONSE TIMES, CALL VOLUME, PERSONNEL STAFFING AND TRAINING, MANAGEMENT ACTIVITIES, COMMUNICATIONS AND PUBLIC INFORMATION ACTIVITIES, INCLUDING:
  - 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 presented his monthly report, which started with a discussion of the City of Pflugerville's request for the District to submit a proposal for advanced life support ("ALS") and ambulance services. Commissioner Howe commented on the status of the City's contract with Allegiance, which he understands is set to expire on June 30<sup>th</sup>, and inquired about the time necessary for the District to ramp up services. Chief Perkins responded, advising that in discussions with the City's staff he has stated that the District will need a minimum of 30 days to get up and running. Chief Perkins then provided an overview of the necessary actions that will occur in that time.*

*Chief Perkins then reported on Austin-Travis County EMS. He has confirmed with County staff that an overlay election is planned; however, Chief Perkins is not aware of the details and has not seen the petition or any other related documents. With that said, Chief Perkins has heard that the petition is structured such that the additional funds are supposed to go to Austin-Travis County EMS. Given the nature and structure of an overlay district, he is not sure how that would be implemented. In addition, any such overlay election process would require the permission of 16 different cities in the area. This is a matter that the District will continue to monitor.*

*Chief Perkins updated the Board on the 911 call processing delay with Austin-Travis County EMS that has been going for about two years, now. Chief Stacer has attended several meetings and it appears the issue may be corrected as soon as July 15<sup>th</sup>. Chief Perkins commented on the value of a dispatching center and the department's ability to have control over its dispatching.*

*Chief Perkins then discussed the Wildfire Preparation presentation that he recently attended and that was made to the Travis County Commissioners Court by the Fire Chiefs for the county ESDs. Chief Perkins commented on the value of these annual presentations, so that Commissioners Court is aware of the preparation, coordination and collaboration that is put forth by the ESDs in the county year-around and especially during wildfire season. He noted that the ESDs utilize the County Resource Coordination Position to assist with coordinating these events. ESD 6 is funding that position this year. The District has helped to fund this position in the past and he wants to budget so that the District can help fund this position next year. The event went well and was followed up with a press conference in the Starlight hangar. Chief Perkins then discussed the importance of preparing for wildfire season and provided an overview of the steps individuals can take to help prepare.*

*Chief Perkins closed by briefly discussing the status of accreditation efforts and advised that a full update will be provided at the Planning Conference that is scheduled for July 11-12.*

*Commissioner Turner commended Chief Perkins on the recent open house event and discussed the free CPR classes that are provided to the community on a regular basis by the Firefighters Association.*

9. RECEIVE MONTHLY REPORT FROM ASSISTANT CHIEF OF COMMUNITY RISK REDUCTION REGARDING STATUS OF FIRE CODE VIOLATIONS AND ENFORCEMENT ACTIVITIES WITHIN THE DISTRICT AND AUTHORIZE ACTION AS NECESSARY, INCLUDING THE FOLLOWING

PROPERTIES AND OWNERS:

- A. VAHID KHAMISI, 15505 N. IH-35, PFLUGERVILLE, TEXAS, 78660 (“CLUB MIAMI”);
- B. GREG DANIELS, 15008 N. IH-35, AUSTIN, TEXAS 78728 (“FLEISCHER DRIVE”);
- C. GLENN WILLIAMS, 6511 BRATTON LANE, AUSTIN, TEXAS 78728 (“PERFECT 10”);
- D. BRIANA STRINGER, 20818 MARTIN LANE, PFLUGERVILLE TEXAS 78660 (“DOGJOY”);
- E. TERRANCE S. FISHER, 112 E. HOWARD LANE, AUSTIN, TEXAS 78753 (“HANNAH’S PLACE”);

*Chief Perkins briefly discussed the District’s fire code enforcement efforts and noted that these matters are currently in the Court system. Chief Perkins commented on the businesses’ ability to remain open and operating, despite the District’s enforcement activities, and expressed concern for the safety and wellbeing of District residents. Commissioner Howe inquired about options for posting some type of notice informing the public and general discussion followed. Commissioner Reyes commented that while it is important to allow businesses an opportunity to address enforcement activities and comply with the fire code, the District has an obligation to keep the public safe, and commended Chief Perkins on the efforts made.*

*Mr. Carlton stated that the Board will need to consider and take action on 112 E. Howard Lane, which can be addressed in executive session.*

- 10. RECEIVE REPORT REGARDING STATION #7 AND TRAINING FIELD CONSTRUCTION PROGRESS, AND DISCUSS AND CONSIDER ACTION REGARDING AGREEMENT WITH CORE CONSTRUCTION SERVICES OF TEXAS, INC., INCLUDING ANY CHANGE ORDERS OR REQUESTS FOR PAYMENT;

*Chief Perkins briefly discussed the status of the construction project, noting that there are no specific updates but that progress is being made. Chief Perkins also commented on the large housing development that is being constructed near the station. He then discussed Ryan Rickey, who has been introduced to most of the District, and recently joined the District to assist with facilities.*

- 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;

*No report.*

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

*No report.*

**DISCUSSION/ACTION ITEMS**

- 13. RECEIVE ANNUAL REPORT FROM CONTIGO TECHNOLOGY, THE INFORMATION TECHNOLOGY SERVICE PROVIDER OF DISTRICT AND TAKE ANY RELATED ACTION;

*Brian Fuller, CEO of Contigo Technology, presented an overview of the District's IT security posture. Contigo is a managed service provider and has provided the IT support center for the District since January 2022. Contigo manages 100 companies across central Texas, focusing on 3 items: end user support, proactive maintenance, and cybersecurity posture, and looking at tools, proactive management, and auditing work continuously to manage cybersecurity. He discussed Contigo's products and services: a penetration test against the entire network that tries to hack into everything, an investigation inside the network, as well as breach protection and vulnerability scans. Mr. Fuller noted that there are 4-5 products for each PC to fight malicious activity. In addition, Contigo ensures awareness of computer health and when to replace and audit items. In mid-2023, a National Institute of Standards and Technology Cybersecurity Framework ("NIST CSF") assessment was initiated for each location, and the assessment has been completed on five different occasions since that time. The CSF Report, providing an overview of those findings, has been delivered for Commissioner review.*

*Commissioner Reyes expressed appreciation for the NIST assessment and requested a non-public conversation. Chief Perkins commented on Mr. Fuller attending a future quarterly meeting, and Commissioner Reyes agreed.*

*Commissioner Turner asked about backups and restoration if the District suffered a disaster such that there was a loss of equipment or data. Mr. Fuller shared that there are servers ready to go that would be able to be brought back up in a quick manner. Commissioner Turner and Commissioner Reyes proposed that an exercise be planned to review those processes with the individuals that would be responsible in the event of such a disaster.*

14. REVIEW RESOLUTION REGARDING PUBLIC PARTICIPATION AT OPEN MEETINGS AND MAKE CHANGES AS APPROPRIATE;

*Mr. Carlton provided a brief overview of rules for public participation and for making public comment. Commissioner Reyes expressed no concern with the current form of the public participation policy and agreed that it should stand without changes.*

15. 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 CONCERNING COMMUNITY INTERACTIONS AND RELATIONS,
- AND TAKE ANY RELATED ACTION;

*Chief Perkins reminded the Commissioners about the strategic planning meeting that is scheduled and advised that initial budget planning has started. In addition, the District's annual report has been provided in the agenda packet for Commissioner review. Further, the ESDs within Travis County have compiled a report, which was finalized today, the day of the meeting, which will be provided for review.*

*Commissioner Turner inquired about the general time period that the ESDs within the county provide their annual report to Commissioners Court. Chief Perkins responded that the ESDs report annually in August.*

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

*Not addressed.*

*At this time, the Board went into Executive Session to discuss ITEM 9, ITEM 11 and ITEM 16 pursuant to Texas Government Code Section 551.071. Executive Session convened at 6:57 p.m. and ended at 7:56 p.m., at which point the regular meeting was re-convened. No action was taken during executive session.*

*The Board then returned to Item 9:*

*Commissioner Turner moved to allow counsel to file suit against Hannah's Place, 112 E. Howard Lane, Austin, Texas and for counsel to take appropriate action. Commissioner Reese seconded the motion and it passed unanimously.*

*The Board returned to Item 16:*

*Commissioner Turner expressed his appreciation for the opportunity to contract with the City of Pflugerville and commented that the City's revised draft of the agreement was received about two hours before the meeting. Commissioner Turner further stated that certain of the City's changes are fine and there will be no issue agreeing to those changes; however, other changes will need to be further addressed and negotiated. Commissioner Turner then moved to authorize Chief Perkins to work with City of Pflugerville staff to negotiate and reach an agreement and then to report back to the Board of Commissioners so the final agreement may be approved. Commissioner Griffin seconded and the motion passed unanimously. Commissioner Reyes commented that the draft agreement was delivered in good faith to the City and the Board will act promptly and decisively, and in good faith, once the agreement is acceptable. A vote was held and the motion passed unanimously.*

*Commissioner Howe discussed the next date for the next meeting: June 13<sup>th</sup>.*

Board Treasurer Commissioner Howe adjourned the meeting at 8:00 p.m.

The next Board meeting is scheduled for June 13, 2024 at 6:00 p.m.

Respectfully Submitted By:

Sequina Allen  
Board Recorder

**TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 2**

**SPECIAL MEETING MINUTES**

**MAY 20, 2024**

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The Board of Commissioners of Travis County Emergency Services District No. 2 held a meeting on Monday, May 20, 2024 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: April Griffin Mike Howe Randy Reese

Commissioners who attended via video conference: Rico Reyes Robert Turner (arrived late)

Guests attending via conference call: Jennifer Schein

The following persons were also in attendance:

Nick Perkins Mark Moellenberg Sequina Allen Jessica Fraizer Brian Fairbanks

1. THE MEETING *was called to order by Commissioner Howe 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: *There was no public comment; no action was taken on this item.*

**DISCUSSION/ACTION ITEMS**

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

*At this time, the Board went into Executive Session to discuss ITEM 3 pursuant to Texas Government Code Section 551.071. Executive Session convened at 6:01 p.m. and ended at 7:01 p.m., at which point the regular meeting was re-convened. While in executive session Commissioner Robert Turner joined the meeting via videoconference. No action was taken during executive session.*

*The Board returned to Item 3: After Executive Session closed and the special meeting reconvened, Commissioner Turner moved to authorize the execution of the Interlocal Agreement for Advanced Life Support, First Response, and Transport with the City of Pflugerville in the amount of \$2,000,000, and to remove from that Agreement any language related to interfacility transfers, as well as authorize the Board President to resolve any details and make minor adjustments in conversation with the City of Pflugerville’s point of contact, Jim McDonald. Commissioner Griffin seconded the motion and it passed unanimously.*

Board Treasurer Howe adjourned the meeting at 7:03p.m.

The next Board meeting is scheduled for June 13, 2024 at 6:00 p.m.

Respectfully Submitted By:

Sequina Allen  
Board Recorder