

**Travis County Emergency Services  
District Number Two**

Regular Meeting of the Board of Commissioners

A meeting of the Board of Commissioners of the Travis County Emergency Services District Number Two was held on Thursday, January 8, 2015 at Travis County Emergency Services District Number Two Headquarters, located at 201 East Pecan Street, Pflugerville, Texas 78660.

The following Commissioners, duly appointed by Travis County Commissioners Court and constituting a quorum, were present for the meeting:

|                |              |               |             |           |
|----------------|--------------|---------------|-------------|-----------|
| George Mentzer | Mike Bessner | Terry Struble | Efren Brito | Mike Howe |
|----------------|--------------|---------------|-------------|-----------|

The following persons were also in attendance:

|                 |                |            |                 |              |
|-----------------|----------------|------------|-----------------|--------------|
| John Carlton    | John Grasshoff | Tom Crane  | Kevin Croegaert | Rudy Metayer |
| Ron Moellenberg | Monica Reed    | Lara Baker | Trevor Stokes   | Brandon Wade |
| Jim Sides       | Tim Wallace    |            |                 |              |

1. THE MEETING *was called to order by President Struble at 6:02 p.m. and the minutes were recorded 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 Number Two Headquarters;
2. PUBLIC COMMENT; *no public comment was made; no action was taken on this item;*
3. CELEBRATE SPECIAL RECOGNITION OF PERSONNEL FOR EXCEPTIONAL PERFORMANCE; *Assistant Chief Crane recognized staff members Jim Sides and Tim Wallace for their extra effort working with children at Dell Children's Medical Center during the Christmas holiday, and, their work with homeless veterans; he praised them for their outstanding community service; no action was taken on this item;*
4. ACTION REGARDING APPROVAL OF MINUTES; *a MOTION was made by Commissioner Howe to approve the minutes of the December 11, 2014, regular meeting ; Commissioner Mentzer made a SECOND to the motion; the motion carried;*
5. DISCUSS AND CONSIDER THE REQUEST FOR APPROVAL ON RECORD DESTRUCTION OF ADMINISTRATIVE, OPERATIONS, AND PREVENTION LISTED RECORDS BASED ON THE ADOPTION OF THE SPECIFIC RECORD RETENTION SCHEDULE, AND TAKE APPROPRIATE ACTION; *Executive Director of Staff Services, Monica Reed, reviewed the records to be destroyed, according to the District's record retention policy; Commissioner Howe made a MOTION to dispose of the records per district policy; Commissioner Mentzer made a SECOND to the motion; the motion carried;*
6. COMMISSIONER'S REPORTS, INCLUDING RESPONSES TO INQUIRIES; *Outgoing Commissioner Mentzer recounted some of his experiences as ESD commissioner over the last 25 years and thanked staff for the opportunity and the friendships; Outgoing Commissioner Brito also took the opportunity to compliment the people with whom he worked over the last six years; no action was taken on this item;*

7. TREASURER'S REPORT and BOOKKEEPER'S REPORT; *Commissioner Howe reviewed the district budget spreadsheet, invoices, bills, district investments and sales tax and approval for payroll processing; Commissioner Howe made a MOTION to accept the financial report as presented; Commissioner Brito made a SECOND to the motion; the motion carried;*
8. REPORT FROM THE DISTRICT'S FIRE CHIEF; *Chief Moellenberg reported on the items listed below:*
  - *Weather advisory for Austin-Travis County has caused a number of cancelations of non emergency meetings;*
  - *Outgoing board member reception planned for April;*
  - *New board member orientation will be upcoming;*
  - *February 17, 2015 is the day scheduled to meet with members of the City Council at 6:00p.m. at City Council chambers;*
  - *Upcoming meetings with the Association concerning salary survey results and pension plan;*
  - *SAFE-D's upcoming annual meeting;*
  - *New Year's eve emergency activity in the district;*
  - *Commissioner Howe asked about upcoming discussion of the purchase of a ladder truck and Chief Moellenberg responded that the topic would come up in the February meeting; no action was taken on this item;*
9. REPORT FROM DISTRICT'S ATTORNEY; *John Carlton reported work on:*
  - *Benefit plan contracts;*
  - *Subpoena for records;*
  - *Legislative watch;*
  - *Work on resolution of parking lot lighting matters;*
  - *Developing legislative goals and review of proposal to the board; no action was taken on this item;*
10. RECEIVE REPORT FROM THE PFLUGERVILLE PROFESSIONAL FIREFIGHTER'S ASSOCIATION, LOCAL #4137 AND CONSIDER TAKING RELATED ACTION; *no report; no action was taken on this item;*
11. RECEIVE AND OPEN BIDS FOR THE PARTIAL RENOVATION FOR FIRE STATION 2 DESIGN-BUILD PROJECT AND TAKE ANY RELATED ACTION; *the proposal from Bailey-Elliot Construction to design –build the renovation to Fire Station 2 was recommended by President Struble and he recommended to authorize staff to begin negotiation with BEC; Commissioner Howe made a MOTION to approve negotiation with Bailey-Elliot as the design-builder of the renovation; Commissioner Mentzer made a SECOND to the motion; the motion carried;*
12. DISCUSS AND CONSIDER RESOLUTION TO DISANNEX 3.564 ACRES LOCATED ON THE WEST SIDE OF GREENLAWN BOULEVARD, SOUTH OF SH45 AND TAKE ANY RELATED ACTION; *Commissioner Howe made a MOTION to disannex the property annexed by the City of Round Rock located on the west side of Greenlawn Boulevard and south of SH45; Commissioner Bessner made a SECOND to the motion; the motion carried;*
13. DISCUSS AND CONSIDER APPROVAL OF ENGAGEMENT LETTER FOR LEGISLATIVE SERVICES AND TAKE ANY NECESSARY ACTION; *Counsel John Carlton reviewed his proposal for legislative services in the upcoming session; Commissioner Howe made a MOTION to approve the proposal; Commissioner Bessner made a SECOND to the motion; the motion carried;*

14. DISCUSS AND AUTHORIZE PUBLICATION OF NOTICE OF ADDRESS FOR ADMINISTRATIVE OFFICE LOCATION AND TAKE ANY RELATED ACTION; *Commissioner Howe made a MOTION to authorize a notice and publication of the address of District's administrative office; a SECOND was made by Commissioner Mentzer; the motion carried;*
15. APPROVE AND ACCEPT APPOINTMENTS AND OATHS OF OFFICE FOR REAPPOINTMENT OF COMMISSIONER TERRY STRUBLE AND APPOINTMENTS OF COMMISSIONERS RUDOLPH METAYER AND RICO REYES; *Commissioner Terry Struble was reappointed and took the oath; Commissioner Rudolph Metayer was appointed and took the oath; Rico Reyes was absent and appointment was delayed; no action was taken on this item;*
16. DISCUSS AND CONSIDER TAKING ACTION REGARDING RE-ELECTION AND ELECTION OF OFFICERS FOR THE BOARD; *this item was tabled pending appointment of Rico Reyes;*

*At the request of Commissioner Howe, the February meeting was re-scheduled for February 19, 2015; being no other business before the Board, President Struble adjourned the meeting at 7:13 p.m.*