

**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, February 19, 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:

Mike Bessner

Terry Struble

Rudy Metayer

Mike Howe

The following persons were also in attendance:

Kelli Carlton

John Grasshoff

Tom Crane

Kevin Croegaert

Ron Moellenberg

Monica Reed

Lara Baker

Trevor Stokes

Rico Reyes

Cathy Miles

Joanna Just

1. THE MEETING *was called to order by President Struble at 6:03 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; *no recognition noted; 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 January 8, 2015, regular meeting; Commissioner Bessner made a SECOND to the motion; the motion carried*;
5. COMMISSIONER'S REPORTS, INCLUDING RESPONSES TO INQUIRIES; *Commissioner Bessner attended the promotion ceremony and complimented the staff for their thoughtful words and the ceremony as a whole; no action was taken on this item*;
10. *Item 10 was moved up by President Struble*; DISCUSS AND CONSIDER APPROVAL OF THE DISTRICT'S FY 2014 AUDITED FINANCIAL REPORT, AUTHORIZE FORWARDING TO THE APPROPRIATE AUTHORITIES, AND CONSIDER TAKING ANY RELATED ACTION; *Joanna Just and Cathy Miles of the independent CPA firm Padgett Stratemann reviewed the findings of the FY 2014 financial audit, giving an unmodified opinion with no areas recommended for improvement; Commissioner Howe made a MOTION to approve the report as written; Commissioner Bessner made a SECOND to the motion; the motion carried*;
6. 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 Bessner made a SECOND to the motion; the motion carried;

7. REPORT FROM THE DISTRICT'S FIRE CHIEF; *Chief Moellenberg reported on the items listed below:*

- *Report on call volume;*
- *Strategic planning update set for planning conference in June; a questionnaire will be circulated to commissioners to gain input and priorities;*
- *Indoctrination for new commissioners- plan is in development;*
- *Review of monthly statistics for priorities 1-5;*

no action was taken on this item;

8. REPORT FROM DISTRICT'S ATTORNEY; *Kelli Carlton reported work on:*

- *Contract for Station 2 renovation and the general conditions statement;*
- *Legislative watch;*

no action was taken on this item;

9. RECEIVE REPORT FROM THE PFLUGERVILLE PROFESSIONAL FIREFIGHTER'S ASSOCIATION, LOCAL #4137 AND CONSIDER TAKING RELATED ACTION; *Trevor Stokes reported on the meeting with ESD executive staff concerning a salary survey and a defined benefit pension plan; no action was taken on this item;*

10. *Moved up on the agenda;*

11. DISCUSS AND CONSIDER THE CONTRACT AWARD IN ACCORDANCE WITH GMP SUBMITTED FOR THE CONSTRUCTION OF FIRE STATION NUMBER TWO BUILDING IMPROVEMENT DESIGN-BUILD PROJECT AND TAKE ANY RELATED ACTION; *President Struble reviewed the maximum price submitted by Bailey Elliott Construction for \$315969.15 and recommended alternate bids 2,4,5, and six totaling \$96,535.00, for a total GMP of \$412,505.10; Commissioner Bessner made a MOTION to accept the contract and GMP; Commissioner Howe made a Second to the motion; the motion carried;*

12. DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE AN ARCHITECT SERVICES AGREEMENT TO OVERSEE THE CONSTRUCTION OF THE PARTIAL RENOVATION OF Station 2 BUILDING IMPROVEMENT DESIGN-BUILD PROJECT AND TAKE ANY RELATED ACTION; *President Struble reviewed the architectural agreement and the proposed budget of \$1900.00 for professional services; a MOTION was made by Commissioner Howe to approve the contract; Commissioner Bessner made a SECOND to the motion; the motion carried;*

13. DISCUSS AND CONSIDER LOAN PROPOSAL FOR FY 2015 AND TAKE ANY RELATED ACTION; *Chief Moellenberg reviewed the proposal for an aerial ladder truck and equipment, and renovations to Station 2; Commissioner Howe made a MOTION to approve a loan not to exceed two million dollars using the appropriate funding mechanism to secure the loan; a SECOND was made by Commissioner Bessner; the motion carried;*

14. DISCUSS AND CONSIDER RENEWAL OF A CONTRACT WITH SALES TAX ASSURANCE FOR SALES TAX MONITORING AND TAKE ANY RELATED ACTION; *Commissioner Howe made a MOTION to renew the contract with Sales Tax Assurance; President Struble made a SECOND to the motion; the motion carried;*

15. DISCUSS AND CONSIDER THE PROPOSAL TO APPROVE THE SUBMISSION OF A SAFER GRANT AND TAKE ANY RELATED ACTION; *Chief Moellenberg reviewed the proposal to apply to the federal government for assistance in hiring 12 new personnel through the SAFER grant process; Commissioner Howe made a MOTION to direct staff to complete the application; President Struble made a SECOND to the motion; the motion carried;*
16. DISCUSS AND CONSIDER SETTLEMENT AGREEMENT FROM TRAVIS COUNTY FOR DAMAGE TO DISTRICT PROPERTY AND TAKE ANY RELATED ACTION; *Commissioner Bessner made a MOTION to accept the settlement agreement; Commissioner Metayer made a SECOND to the motion; the motion carried;*
17. DISCUSS AND CONSIDER OTHER RETIREMENT PLAN OPTIONS FOR THE DISTRICT; *Chief Moellenberg reviewed the concept and the process for amending the retirement plan through TCDRS; a MOTION was made by Commissioner Howe to direct staff to move forward and to proceed with investigation of the TCDRS pension plan; a SECOND was made by Commissioner Bessner; The motion carried;*
18. DISCUSS AND CONSIDER IMPACT ON TRAFFIC CONDITIONS AND RESPONSE FOR PROPOSED DEVELOPMENT PROJECTS IN WELLS BRANCH; *Commissioner Howe explained the proposed development in the Bratton Lane and Sauls Drive and the possible impact on traffic in the area; it was recommended that the Board pen a letter to the County and to County Commissioner Shea in support of a traffic study for the area; no action was taken on this item;*
19. APPROVE AND ACCEPT APPOINTMENT AND OATH OF OFFICE FOR APPOINTMENT OF COMMISSIONER RICO REYES; *attorney Kelli Carlton administered the oath of office to Rico Reyes and he was sworn in as Commissioner of Travis County ESD # 2; no action was taken on this item;*
20. DISCUSS AND CONSIDER TAKING ACTION REGARDING RE-ELECTION AND ELECTION OF OFFICERS FOR THE BOARD; *Commissioner Howe made a MOTION to nominate Terry Struble as president, Mike Bessner, vice president, Rudy Metayer, secretary, Mike Howe, treasurer, and Rico Reyes as assistant secretary/treasurer; a SECOND was made by president Struble; the motion carried;*

Being no further business before the Board, President Struble adjourned the meeting at 9:00 p.m.