

**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, September 10, 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:

Terry Struble	Mike Bessner	Mike Howe	Rudy Metayer	Rico Reyes
---------------	--------------	-----------	--------------	------------

The following persons were also in attendance:

Ron Moellenberg	Kevin Croegaert	Tommy Crane
John Carlton	Monica Reed	Nick Perkins
Trevor Stokes	Mike Anderson	Shawn O’Leary
David Kilventon	JoAnn Haley	Victor Gonzalez

1. THE MEETING *was called to order by President Struble 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 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 special recognition of personnel; 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 Thursday, August 13, 2015, regular meeting; Commissioner Bessner made a SECOND to the motion; the motion carried*;
5. DISCUSS AND CONSIDER ADOPTING A RESOLUTION FOR THE DISPOSITION OF SALVAGE PROPERTY ITEMS AND TAKE ANY RELATED ACTION; *Chief Moellenberg stated the list of salvage property is included in the board packet; a MOTION was made by Commissioner Howe to approve the disposition of salvage property; Commissioner Reyes made a SECOND to the motion; the motion carried*;
6. DISCUSS AND CONSIDER APPROVAL ON RECORD DESTRUCTION OF ADMINISTRATIVE RECORDS BASED ON THE ADOPTED RECORD RETENTION SCHEDULE; *Chief Moellenberg stated the record destruction list is included in the board packet and these records have reached “term or expiration” according to the Record Retention Policy; Chief Moellenberg and John Carlton*

answered an inquiry about the schedule and stated the Record Retention Policy follows the standard schedule set by Texas State Records Retention Schedule; a MOTION was made by Commissioner Bessner to approve the destruction of records based on the adopted Record Retention Schedule; Commissioner Reyes made a SECOND to the motion; the motion carried;

7. COMMISSIONER'S REPORTS, INCLUDING RESPONSES TO INQUIRIES; *there was no report; no action was taken on this item;*
8. TREASURER'S REPORT and BOOKKEEPER'S REPORT; *Commissioner Howe reviewed the district budget spreadsheet and invoices with questions on certain expenses, discussed financial report, district investment report, sales tax and approval for payroll processing; Commissioner Howe asked Chief Moellenberg if he had a comment and Chief Moellenberg stated that the budget is closing in a few days and that the budget is in a very positive position for this fiscal year and a new budget is starting; Commissioner Reyes made a MOTION to accept the financial report as presented with payment of bills and invoices and processing of payroll; Commissioner Metayer made a SECOND to the motion; the motion carried;*
9. REPORT FROM THE DISTRICT'S FIRE CHIEF; *Chief Moellenberg reported on the items listed below:*
 - *Confirmation of a one hour meeting with Commissioner Shea on September 17, 2015. A work session could take place prior to the meeting; I am glad to serve as a resource at the meeting;*
 - *The 60th anniversary celebration of the Fire Department is scheduled for October 10, 2015; stated you should have received your personal invitation and registration and a number of invitations have been sent out; excited about celebrating our accomplishments; Executive Director Reed answered inquiry about the amount of money raised by the FirstIn Pfoundation for the celebration and it is approximately \$5,000;*
 - *Continued discussions regarding fire-based ALS service, ambulance, transport, and other needs; this is a continuation of moving forward with the adopted strategic plan;*
10. REPORT FROM DISTRICT'S ATTORNEY; *John Carlton reported he received four to five agreements that were referred to his office and is working with Executive Director Reed; a couple of the agreements are on the board agenda to talk about tonight; no action was taken on this item;*
11. RECEIVE REPORT FROM THE PFLUGERVILLE PROFESSIONAL FIREFIGHTER'S ASSOCIATION, LOCAL #4137 AND CONSIDER TAKING RELATED ACTION; *Association President Trevor Stokes reported preparing for next year's collective bargaining. He stated that the Association will be issuing a broad survey to the membership that covers work conditions, benefits, and retirement, etc.; he answered inquiry regarding if the survey would be prepared internally and President Stokes replied that it would be prepared outside of the organization; he also offered to share with the Administration; no action was taken on this item;*
12. DISCUSS AND CONSIDER THE FY 2016 PROPOSED BUDGET AND TAKE ANY RELATED ACTION; *Chief Moellenberg led the discussion and addressed inquiries;*

- *Explained the updated calculation using recently received certified appraisal. Commissioner Metayer commended how close the estimate had been to the actual numbers presented at the prior board meeting;*
- *Explained that the FY 2016 budget was formulated by Senior Staff to meet expectations set out in the strategic plan;*
- *FY 16 was one of the more complex budgets because of so many moving parts and major programmatic change in moving towards ALS; the budget will be a balanced budget without using reserves;*
- *A grant application has been submitted to the federal government for funding of twelve new positions and if awarded salaries will be paid for two years from the time of the award, these salaries are included in the budget calculations;*
- *Capital outlay is calculated at \$200,000 and will mostly be used for new personnel, housing needs like locker and beds. Additionally, capital needs will be in the arena of vehicles, fire and medical equipment, and other assets that will be identified for the ALS program;*
- *Salary expenses are calculated roughly at 5% for existing personnel and 10% for benefits, and the basis for that factor comes from the health care market; benefit cost continue to rise; the District is moving to lock in the rates for the current plan;*
- *Included in this budget is a recommendation to convert a contract exercise physiologist to a full-time position. There is an expectation of an overall improvement in health due to customized exercises based on job duties performed;*
- *New positions and on-going paramedic training will be a major programmatic change;*
- *Discussions continue on fire prevention inspection fee costs, costs for plans reviews, recovery costs, and services collection, etc.;*

Commissioner Howe made a MOTION to approve the proposed FY 2016 budget as presented; Commissioner Reyes made a SECOND to the motion; the motion carried;

13. DISCUSS AND CONSIDER TAKING ACTION REGARDING THE 2015 TAX RATE INCLUDING

- a. Establish proposed tax rate
- b. Take record vote and schedule two public hearings
- c. Authorize publication of “Notice of Public Hearing on Tax Increase”

a: Established proposed tax rate; Commissioners discussed establishing the tax rate at the effective or rollback rate used to formulate the budget; Commissioner Howe made a MOTION to establish the proposed tax rate at 0.0958 cents per hundred dollar valuations; Commissioner Bessner made a SECOND to the motion; the motion carried;

b and c: John Carlton answered inquiries regarding the two required public hearings for the proposed tax rate and the posting requirements. He stated we need to have a quorum to hold the public hearings. We could hold the two public hearings and then adopt the tax rate at the October 8 board meeting. Commissioner Howe made a MOTION to hold the two public hearings, the first public hearing on

September 23, 2015 at 6:00pm and the second public hearing on September 30, 2015 at 6:00pm, and to authorize publication notice in the newspaper; Commissioner Reyes made a SECOND to the motion; the motion carried;

14. DISCUSS AND CONSIDER APPROVAL OF LEASE WITH CITY OF PFLUGERVILLE FOR OFFICE SPACE ON THE FIRST FLOOR OF THE CONFERENCE AND EDUCATION CENTER AND TAKE ANY RELATED ACTION; *The District proposed a couple of amendments to the existing lease; checked rates for office space as there is no comparable office space in the City of Pflugerville; checked with surrounding cities; the District proposed a new rate schedule for the new lease which starts in October 2016; the existing lease does not expire until 2016. John Carlton and Commissioners discussed signing the lease one year early for a five year period with the City of Pflugerville. Commissioner Howe made a MOTION to sign the lease one year early for a five year lease; Commissioner Reyes made a SECOND to the motion; the motion carried;*
15. DISCUSS AND CONSIDER A RESOLUTION TO ADOPT PROVISIONS OF THE 2015 INTERNATIONAL FIRE CODE AND TAKE ANY RELATED ACTION; *Chief Moellenberg stated the 2015 International Fire Code brings the District in sync with the Fire Code that will be enforced by Travis County by the end of the year and the City of Austin; the City of Pflugerville is also discussing adopting the fire code; Assistant Chief Crane answered inquires and stated the purpose was to establish standards countywide for commercial buildings; managing two different code sets is being done currently without issue; Commissioner Metayer inquired about the effective date and Assistant Chief Crane answered the effective date is October 1, 2015. Commissioner Howe made a MOTION to adopt the provisions of the 2015 International Fire Code; Commissioner Metayer made a SECOND to the motion; the motion carried;*
16. DISCUSS AND CONSIDER ADOPTION OF INTERLOCAL AGREEMENT BETWEEN TRAVIS COUNTY AND TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 2 FOR WILDLAND FIRE MANAGEMENT ACTIVITIES (IN VARYING DEGREES) TO INCLUDE PREPAREDNESS, PRE-SUPPRESSION PLANNING, MONITORING, TRAINING, PRESCRIBED FIRE, MECHANICAL FUEL REACTION, AND WILDLAND FIRE SUPPRESSION AND TAKE ANY RELATED ACTION; *This agreement is currently under review by John Carlton; John Carlton stated Commissioners could approve the interlocal agreement subject to his review and approval of the agreement; Commissioner Howe made a MOTION to approve the wildland management agreement subject to attorney review and final wording; Commissioner Reyes made a SECOND to the motion; the motion carried;*
17. DISCUSS AND CONSIDER COMMITTING FUNDS OF FISCAL YEAR ENDING SEPTEMBER 30, 2015 GENERAL FUND BALANCE, FOR THE PURCHASE OF VEHICLES TO BE SPENT UPON DELIVERY OF SAID VEHICLES DURING FISCAL YEAR ENDING SEPTEMBER 30, 2016 AND TO BE INCLUDED IN THE FISCAL YEAR ENDING SEPTEMBER 30, 2016 BUDGET AS A BUDGETED EXPENDITURE, HOWEVER, THIS BUDGETED EXPENDITURE WOULD BE APPROVED DURING FISCAL YEAR 2015, YET PAYMENT WOULD BE DELAYED DUE TO

VENDOR REQUIRED LEAD TIMES AND CONSIDER TAKING ANY RELATED ACTION; *this agenda item was tabled; no action taken on this agenda;*

18. DISCUSS AND CONSIDER PRESENTATION TO COUNTY COMMISSIONERS ON APPROVED STRATEGIC PLAN AND TAKE ANY RELATED ACTION; *Chief Moellenberg stated this agenda item has been discussed earlier; the meeting will take place on September 17, 2015 at 12:30pm; need to take into consideration the driving time to get to downtown Austin; decided to meet at 11:30am for a work session; location to be determined.*

Being no further business before the Board, President Struble adjourned the meeting at 7:55 p.m.