

**TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 2**  
**REGULAR MEETING MINUTES**  
**SEPTEMBER 12, 2024**

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The Board of Commissioners of Travis County Emergency Services District No. 2 held a meeting on Thursday September 12, 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 in person:

April Griffin    Randy Reese    Mike Howe    Robert Turner (arrived late)

Commissioners who attended via videoconference:    Rico Reyes

The following persons were also in attendance:

Nick Perkins                  John Carlton                  Amanda Bartlett                  Mark Moellenberg                  Jessica Frazier

1. CALL REGULAR MEETING TO ORDER: *The meeting was called to order by Board Vice President April Griffin 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;
  - Jeremy Meglasson, Richard Strohacker, Kara DiClimente, and Ronald Cunningham helping with The Active Attack Drills at Copperfield Elementary
  - Jared Vogele Promotion to an Apparatus Specialist
  - Raven Hood from Dell Children’s Medical Center recognition email to TCESD# 2 for their exceptional service in supporting their community event;
  - Pflugerville ISD would like to recognize TCESD# 2 for their "service" in supporting the drill;
  - Appreciation email to the district from a local citizen regarding a call on August 29, 2024;

*Commissioner Griffin recognized the named individuals in celebration of the awarded performances and promotions. Chief Perkins then discussed the “active attack drill” that was recently conducted with the elementary school and commended the performance of the participants and volunteers.*

**CONSENT ITEMS**

4. APPROVE THE MAXWELL LOCKE & RITTER ENGAGEMENT LETTER FOR THE FY24 FINANCIAL AUDIT

*Ms. Frazier briefly discussed the engagement letter, noting that the District will need to conduct a larger audit this year.*

*Commissioner Howe moved and Commissioner Reese seconded to approve the consent item, and the motion passed unanimously.*

## REPORTS

5. COMMISSIONERS' REPORTS, RESPONSES TO INQUIRIES, INCLUDING;
  - COMMUNICATIONS WITH THE CITY COUNCIL OF PFLUGERVILLE, PUBLIC SAFETY SUBCOMMITTEE;
  - DISTRICT PUBLIC RELATIONS COMMITTEE;
  - TRAVIS COUNTY ESD COMMISSIONERS' COUNCIL REPORT;

*There was nothing to report on the Public Safety Subcommittee or the District Public Relations Committee. Commissioner Howe commented that he would be attending the ESD Commissioners' Council on Saturday.*

6. 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. RECEIVE QUARTERLY INVESTMENT REPORT;
- e. APPROVAL OF PURCHASES FOR ITEMS INCLUDED IN THE DISTRICT'S APPROVED BUDGET;

*Commissioner Howe reviewed the Treasurer's Report, noting that the Board has been provided with a list of checks. Commissioner Howe briefly discussed the variations in sales tax, noting that income was up 1.8% from last year. Commissioner Howe provided a brief overview of the cash balances and payroll and noted that the quarterly investment report item is not ready to be addressed, yet. In addition, the purchases that were addressed in the budget and are ready to be approved by the Board are included in the financial report provided to the Board.*

*Commissioner Howe moved to approve the Treasurer's Report, payment of the monthly bills and invoices, and processing payroll. Commissioner Reese seconded the motion, and it passed unanimously.*

7. 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 discussed his monthly report, commenting on the amount of staff time being spent addressing the election and associated logistics, as well as coordinating with legal counsel. Chief Perkins advised that he continues to monitor the improvement of the call processing delay, noting that about a minute and 40 seconds has been shaved off response time and continues to get better. With that said, the delays with ambulance response time have continued to grow, and Chief Perkins observed that, while the response times are in a good place right now, he has increasing concerns. Chief Perkins discussed the annual planning meeting that was recently conducted among the ESD Chiefs in Travis County, noting that ambulance response time was a topic of discussion. Chief Perkins then commented on the compliance time reports for ambulance response, stating that only two ESDs meet the standard: ESD 1 and ESD 2. Chief Perkins advised that the County will proceed with issuing a Request for Proposals ("RFP") for a consultant to study emergency services in Travis County, which will likely be a topic of conversation at the upcoming Travis County ESD Commissioners' Council meeting. While the District was allowed an opportunity to comment on the RFP, it is unclear the degree of involvement the District will be permitted in the process. Chief Perkins understands that discussion has been held with regard to a "steering committee", but he is uncertain what that will look like, at this point in time. Chief Perkins briefly discussed the accreditation project and noted that it will be delayed about three months, until after the election. Finally, Chief Perkins commented on the morale of the*

*fire department, noting that concern over the election is causing firefighters additional anxiety. Chief Perkins then invited questions from the Commissioners, and discussion was held about the status of Station 6 and the ongoing road construction issues faced by the City. Commissioner Turner arrived while Chief Perkins was presenting his report.*

8. 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”);
  - F. JOHN MELFI, 13800 DRAGLINE DR., AUSTIN, TEXAS 78728 (“COLETTE AUSTIN”);
  - G. LACRYSTAL HUBBARD, 20500 KEILMAN LN., PFLUGERVILLE, TEXAS (“LEGACY KIDS”)

*Assistant Chief Berger presented the monthly report, noting that sub-Items A through E are progressing, and sub-Items F and G are new. Sub-Item A has made significant improvements, and the sprinkler system has been installed. Once the District is called out to complete the final inspection, this will be complete. At that point, Assistant Chief Berger will work with legal counsel to determine the civil penalties to be sought and the matter will move to its next stage. For sub-Item B, the individual was a no show, an arrest warrant has been issued, and the matter is pending action. Sub-Item C has been a challenge, but significant progress has been made. The business owner has had to bring a water tank on site in order to provide fire flow sufficient to feed the sprinkler. The business owner continues to work to resolve the issues, so the District continues to work with the business owner. On sub-Item D, the business owner missed the September 9<sup>th</sup> compliance deadline, after the District allowed the business owner two years to comply. This matter will be brought to Justice of the Peace Court, Precinct 2, and the filing will be completed by the next Board meeting. As for sub-Item E, the owner of the property terminated the lease for the individual running the business and the property is nearly vacated. A default judgment will be sought against the individual business owner, which will follow that business owner around Travis County. Assistant Chief Berger then discussed sub-Item F, a large bar / night club assembly, which had a Certificate of Occupancy issued by the District but is now required to have a sprinkler system as a result of the new fire code adoption. The current compliance deadline for the business is in December. Sub-Item G is a daycare dealing with permitting issues with the County. The business owner moved into the facility without knowing the permitting rules. The business is relocating to the City of Pflugerville and is currently going through the permitting process. The business owner has a deadline of November 1<sup>st</sup> to vacate the current facility and relocate to the facility within the City of Pflugerville.*

*Commissioner Turner expressed his gratitude for the hard work and diligence put forth by Assistant Chief Berger and his team in pursuing these matters. Assistant Chief Berger expressed his appreciation for his team and also recognized Operations for their tremendous assistance in identifying and calling out issues. Commissioner Turner also commended Operations.*

*Chief Perkins then spoke briefly about the enforcement process, noting that the Board of Commissioners is the ultimate “appeal authority” in a dispute over the fire code.*

9. 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;

*Robert Farr, construction superintendent with Core Construction, discussed the status of the construction of Fire Station #7 and Training Field, detailing the site progress and providing drone photos of the station, as well as photos of the interior. Currently, the project is on schedule and plan to finish the fire station 45 days prior, with May 23, 2025 as the final date.*

10. 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 addressed in Executive Session.*

#### **DISCUSSION/ACTION ITEM**

11. DISCUSS AND CONSIDER THE RESOLUTION OF TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 2 DECLARING SEPTEMBER AS NATIONAL PREPAREDNESS MONTH AND TAKE ANY RELATED ACTIONS;

*Chief Perkins stated that this is a federal initiative under FEMA and is in its third year. Chief Perkins briefly discussed the importance of preparedness, such as residents maintaining property to help protect in the event of a wildfire, ensuring smoke alarms are in working order, and preparing an emergency kit or "go bag". Chief Perkins commented that talking about, thinking through and developing a plan to prepare for an emergency is beneficial to countering anxieties and fears in an emergency event. Commissioner Reyes expressed his agreement and wholehearted support for this effort, noting that – whether it be a storm, fire or pandemic – emergency situations can be scary; however, normalizing preparedness is key to navigating such situations.*

*Commissioner Reyes moved and Commissioner Howe seconded to adopt the resolution and declare September as National Preparedness Month. The motion passed unanimously.*

12. DISCUSS AND CONSIDER AN AGREEMENT FOR A DISTRICT NEEDS ASSESSMENT AND FEASIBILITY STUDY AND TAKE ANY RELATED ACTIONS;

*Chief Perkins discussed the need to determine the current and future facility requirements, given the District's aging infrastructure and recent expansions. Chief Perkins provided an overview of the District's Request for Qualifications ("RFQ") seeking to engage a firm to conduct an assessment and feasibility study, to identify facility needs and deficiencies, as well as provide repair and maintenance recommendations. Two firms responded to the RFQ and both were evaluated for demonstrated competence and qualifications to perform the service. District staff recommends retaining BRW Architects to conduct the study, based on those evaluations. Chief Perkins said the total cost to conduct the study is not to exceed \$111,000, and that amount was included in the FY 2025 budget. Chief Perkins commented that the FY 2024 budget included \$50,000 to conduct the study, which was the price from approximately three years ago. Chief Perkins noted the cost was higher due to the exceptional increase in costs for goods and services. Discussion followed among the Commissioners and Chief Perkins with regard to the study and scope of work to be completed.*

*Commissioner Turner moved and Commissioner Howe seconded to approve the item. The motion passed unanimously.*

13. DISCUSS AND CONSIDER APPROVAL OF PURCHASE OF COMPUTERS AND IT EQUIPMENT FOR THE DISTRICT'S PC REFRESH PROGRAM AND TAKE ANY RELATED ACTIONS;

*Chief Perkins provided background information with regard to the District's computers and technology, noting that the District has delayed replacing certain technology over recent budget cycles. Chief Perkins presented a proposal for 55 desktop computers, 12 laptops, and 10 wireless keyboard and mouse packs to be purchased from Dell Technologies for the total amount of \$77,913.40, which was included in the current budget. Chief Perkins advised that approval from the Board is needed to approve the expenditure and authorize District staff to make the purchase.*

*Commissioner Reyes commented that he will abstain from the vote due to the fact that his wife works for Dell.*

*Commissioner Howe noted that the prices seem exceptionally good.*

*Commissioner Turner moved to approve the purchase, as well as payment for the purchase. Commissioner Howe seconded the motion, and it passed 4-0-1, with Commissioner Reyes abstaining.*

14. DISCUSS AND CONSIDER TAKING ACTION REGARDING THE FISCAL YEAR 2025 BUDGET FOR THE PERIOD OCTOBER 1, 2024, TO SEPTEMBER 30, 2025, INCLUDING:

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

*Ms. Jessica Frazier provided an overview of the budget and discussed the fee schedule, new staff positions (also known as the full-time equivalent or "FTEs"), and investment account expectations. The proposed budget is expected to have the District continue as it is today along with increased call volume and costs. The budget also includes the cost of providing services out of the newly constructed Station 7 and utilizing the training center, as well as appropriations for new contracts and replacement vehicles. Ms. Frazier concluded, stating that the Board is being asked to adopt the FY2025 budget, authorize the FTEs, including the new positions, and to approve the fee schedule and financial policies.*

*Commissioner Reyes noted that he was excited to see a Social Worker position appear on the budget.*

*After discussion, Commissioner Turner moved to adopt the FY2025 budget as presented, Commissioner Howe seconded the motion and it passed unanimously.*

15. CONDUCT A PUBLIC HEARING ON THE PROPOSED TAX RATE.

*Commissioner Griffin opened the public hearing at 7:21 PM.*

*Mr. Carlton discussed two comments that were made online and provided to the Commissioners.*

*Commissioner Howe moved to close the public hearing, Commissioner Turner seconded the motion, and it passed unanimously.*

*The public hearing was closed at 7:22 PM.*

16. TAKE A RECORD VOTE ON THE DISTRICT'S 2024 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 RATE;

*Mr. Carton briefly discussed the process for adopting the tax rate and outlined the actions to be taken by the Board. Mr. Carlton also noted that the tax rate calculated by Ms. Frazier was \$0.0939, including \$0.0102 as the debt service rate. Commissioner Howe commented that the risks were high due to the election.*

*Commissioner Howe moved that the property tax rate be increased by the adoption of a tax rate of \$0.0939, consisting of a tax rate of \$0.0837 for operations plus \$0.0102 for debt service, which is effectively a 23.7 percent increase in the tax rate, and to authorize filing of the Order with the Travis County Tax Assessor/Collector. Commissioner Turner seconded the motion and it passed unanimously, with a record vote recorded as follows:*

*Commissioner Howe: Aye  
Commissioner Reese: Aye  
Commissioner Griffin: Aye  
Commissioner Turner: Aye  
Commissioner Reyes: Aye*

*Discussion followed with regard to the District's reserve account and the impact of the petition election to repeal the District's sales tax, if successful.*

17. AUTHORIZE POSTING OF STATEMENT REGARDING THE ADOPTED 2024 TAX RATE TO HOME PAGE OF DISTRICT'S WEBSITE;

*Commissioner Howe moved and Commissioner Turner seconded to authorize posting the statement regarding the adopted tax rate to the District's website. The motion passed unanimously.*

18. ADOPT A RESOLUTION TO OPEN A MONEY MARKET ACCOUNT AND AN INVESTMENT ACCOUNT WITH FROST BANK FOR THE STATION 7/TRAINING COMPLEX PROJECT LOAN PROCEEDS;

*Ms. Frazier discussed the handling of loan proceeds recently received, noting the intent to move to a separate account so as to earn interest on those proceeds.*

*Commissioner Howe moved to approve and authorize the account, Commissioner Reese seconded the motion, and it passed unanimously.*

19. 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;

*No report.*

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

*Chief Perkins noted that the only thing to be reported is that the tax rate adoption process has been completed. Commissioner Griffin announced that the Board would return to Item 10, to be addressed in closed session.*

*At this time, the Board went into Executive Session to receive legal advice from counsel pursuant to Texas Government Code Section 551.071. Executive Session convened at 7:34 p.m. and ended at 8:19 p.m., at which point the regular meeting was reconvened.*

*No action was taken during Executive Session.*

*After Executive Session, the Board returned to Item 14:*

*Commissioner Reyes discussed the reserve account and expressed desire to amend action taken on Item 14, noting that the Board previously set a goal of maintaining six months of reserves, but the budget that was adopted only contemplated three months of reserves. Ed King, the District's financial advisor, also*

*recommended maintaining six months of reserves. In addition, Commissioner Reyes acknowledged that most similarly situated districts maintain 12-months of reserves. While the District is not likely to achieve that level of reserves given the current circumstances, Commissioner Reyes recommended the budget be amended to reflect a six-month reserve, as well as amend the financial policies to state that the District will maintain a six-month reserve.*

*Commissioner Reyes moved to amend the action taken on Item 14 to reflect a six-month reserve in the budget and to update the financial policies to reflect that the District will maintain a six-month reserve. Commissioner Howe seconded the motion and it passed unanimously.*

The next Board meeting is scheduled for October 10<sup>th</sup> at 6:00 p.m.  
Commissioner Griffin adjourned the meeting at 8:23 p.m.

Respectfully Submitted By:

Sequina Allen

Board Recorder