

Bastrop County Emergency Services District No. 2

**October 15, 2019, 7:00 p.m.
Bastrop County ESD#2 Station 4
1432 N. State Highway 95
Bastrop, Texas
MINUTES**

1. President George Martinez called the meeting to order at 7:00 p.m. Commissioners present were Vice President Thomas Chalmers, Treasurer Kate Johnston, Assistant Treasurer Peter Hicks and Secretary Michael Baumann. Also present were ESD2 Chief Josh Gill and Administrator Lisa Eller.
2. George Martinez provided the invocation.
3. Both Pledges of Allegiance were voiced.
4. Public Comment: None

ADMINISTRATIVE ITEMS

5. The minutes from the September 17, 2019 regular meeting and September 24, 2019 special meeting were presented and discussed

It was moved (Chalmers) and seconded (Hicks) to accept the minutes as amended.
All approved

6. The Monthly Treasurer's report was presented.
 - a. An update on payments from Tax Assessor-Collector and bank balance was presented. FYTD Tax collections are \$1,359,488.
 - b. Unbudgeted expense items – none were presented
 - c. The Report of Fire Chief on the September 2019 disbursements was reviewed.
 - d. The September 2019 financial reports were reviewed.

It was moved (Hicks) and seconded (Chalmers) to approve the Treasurer's report as presented. All approved

FINANCIAL DISCUSSION/ACTION ITEMS

7. Discussion and possible action regarding amendment to the FY 2018-19 Budget. The purchase of a new engine that was approved at the September 17, 2019 meeting was completed prior to September 30, 2019. It was moved (Chalmers) and seconded (Hicks) to amend the 2018-19 budget to include \$427,000 for the purchase of a new engine All approved
8. Discussion and possible action regarding amendment to the 2019-20 budget. The loan from Classic Bank for the purchase of new equipment has been finalized. It was moved (Hicks) and seconded (Johnston) to amend the 2019-20 budget to include the \$105,804.30 loan from Classic Bank for the purchase of new equipment. All approved
9. The Investment report for the fourth quarter of FY 2018-19 was presented by Treasurer Johnston. The Money Market account balance as of September 30, 2019 was \$172,259.39. It was moved (Baumann) and seconded (Chalmers) to accept the report as presented. All approved
10. Discussion and possible action regarding disposition of 2 engines and 3 tenders and purchase of 2 pumper/tankers and 1 super tanker. Chief Gill reported that the sales of the surplus vehicles are in process,

OPERATIONAL DISCUSSION/ACTION ITEMS

11. Monthly report from Bastrop County First Responders regarding emergency operations, response times, call volume and membership was presented. 229 total responses were reported for September with an average response time of 6 mins
12. The Operations report from Bastrop County ESD #2 Fire Chief, Josh Gill, was presented including:
 - a. Operations reports – The September monthly Operations Report was presented.
 - b. Monthly Statistics – 95 calls were reported in September. Average response time was 12 mins 3 sec.
 - c. Training – Sheet metal on the Training building is being replaced
 - d. Management Activities – The 2 year TCFP audit was completed
 - e. Personnel –20 applicants were interviewed for the new full time positions

- f. Equipment maintenance – The starter was replaced and a large air leak was repaired on T243
- 13. The Standard Operating Guidelines for ESD 2 were reviewed. This will be a living document and will be revised as needed to reflect the current District operating practices. It was moved (Hicks) and seconded (Chalmers) to approve the current version of the Standard Operating Guidelines. All approved

POLICY DISCUSSION/ACTION ITEMS

- 14. Overview of SAFE-D ESD Handbook Chapter 5 was reviewed
- 15. President Martinez presented a document outlining specific duties that each Board member will be responsible for. This will help to ensure that items required to be completed each year will have a lead person taking the responsibility for overseeing completion of the task.
- 16. Adjournment

It was moved (Hicks) and seconded (Chalmers) to adjourn the meeting at 8:33 pm.
All approved

Michael Baumann, Secretary for Bastrop County Emergency Services District No. 2