

Bastrop County Emergency Services District No. 2

**April 21, 2020, 7:02 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 7:02 p.m. Vice President Thomas Chalmers was present. Treasurer Kate Johnston, Assistant Treasurer Peter Hicks and Secretary Michael Baumann participated via teleconference. Also present were ESD2 Chief Josh Gill and Administrator Lisa Eller.
2. Peter Hicks provided the invocation.
3. Both Pledges of Allegiance were voiced.
4. Public Comment: None
5. Public Comment on Agenda Items: None

ADMINISTRATIVE ITEMS

6. The minutes from the March 17, 2020 regular meeting were presented
It was moved (Chalmers) and seconded (Hicks) to accept the minutes as amended.
All approved
7. The March 2020 Treasurer's report was presented.
 - a. An update on payments from Tax Assessor-Collector and bank balance was presented. FYTD Tax collections as of April 1, 2020 are \$1,409,160.
 - b. Unbudgeted expense items – none were presented
 - c. The Report of Fire Chief on the March 2020 disbursements was reviewed.
 - d. The March 2020 financial report was reviewed.

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

FINANCIAL DISCUSSION/ACTION ITEMS

8. A memo dated 4-21-2020 from Treasurer Kate Johnston regarding 7 amendments to the FY 2019-20 Budget was presented and discussed. It was moved (Hicks) and seconded (Chalmers) to approve the amendments as detailed in the memo. All approved
9. The Quarterly Investment Report for the 2nd Quarter FY 2019-20 was presented. As of 3-31-20, the Money Market account balance was \$802,354.60. It was moved (Chalmers) and seconded (Hicks) to accept the report as presented. All approved.
10. The annual review of the District's Investment Policy, Strategies, Guidelines and Management Practices, dated April 18, 2017 was conducted. It was moved (Baumann) and seconded (Hicks) that the District continue to follow the Policy with no changes. All approved

OPERATIONAL DISCUSSION/ACTION ITEMS

11. The Monthly report from Bastrop County First Responders regarding emergency operations, response times, call volume and membership was presented. There were 161 total calls reported in March. 9 of the calls were in ESD 2 with an average response time of 7 mins. 3 seconds.
12. The Operations report from Bastrop County ESD #2 Fire Chief, Josh Gill, was presented including:
 - a. Operations reports – The March monthly Operations Report was presented.
 - b. Monthly Statistics – 49 calls were reported in March. Average response time was 9 mins 32 sec.
 - c. Training – Developed and conducted COVID-19 training for employees and volunteers
 - d. Management Activities – Revised the Employee Handbook and developed a new hire handbook

- e. Personnel – 2 paid employees were suspended 2 days for disciplinary reasons and 2 volunteers were suspended for not following COVID-19 directives
- f. Equipment maintenance – Conducted annual air pack testing and created a sprayer that can be used with an air pack to disinfect a large area

POLICY DISCUSSION/ACTION ITEMS

- 13. Assistant Treasurer Hicks presented the Local Sales and Use Tax Estimate Report that was prepared by the HdL company. Using the 2019 Local Sales and Use Tax data, the HdL analysis estimated that a 1.5% sales tax rate would potentially provide \$527,746 in additional revenues to the District. It was agreed that due to the COVID-19 impacts, this issue will be tabled for future discussion.
- 14. President Martinez reported that an internet provider who is proposing to install a tower next to Station 4 has offered to provide internet connectivity at no cost to the District.
- 15. Adjournment

It was moved (Chalmers) and seconded (Johnston) to adjourn the meeting at 7:46 pm. All approved



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