

Bastrop County Emergency Services District No. 2

**January 21, 2020, 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 7:04 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, Assistant Chief Jay Schwartz and Administrator Lisa Eller. Guests present were Larry Crabtree, resident, Frank Urbanek and Amberley Palmer of Classic Bank, James Green, Bastrop County First Responders and Melody Oltmann of Medack&Oltmann, LLP
2. George Martinez provided the invocation.
3. Both Pledges of Allegiance were voiced.
4. Public Comment: None

ADMINISTRATIVE ITEMS

5. George Martinez and Kate Johnston have been reappointed as Commissioners for the term of January 1, 2020 to December 31, 2021. They were sworn in by Amberley Palmer, Notary Public
6. All Commissioners are willing to continue with their current positions on the Board. It was moved (Johnston) and seconded (Hicks) to continue with the officers as presently in place. All approved
7. The State of Texas required annual notice of the address of the District's administrative office was published in the Bastrop Advertiser on January 18, 2020.
8. Melody Oltmann of Medack & Oltmann, LLP presented the Independent Auditor's report for the year ending September 30, 2019. In their opinion, the financial statements of ESD 2 present fairly the financial position and are in accordance with generally accepted accounting principles. As in previous years, the auditors noted that the District does not have personnel on staff who have a sufficient

knowledge of Generally Accepted Accounting Principles and the auditors needed to prepare some of the financial statements needed for the audit. Ms. Oltmann stated that this is common for ESDs and other entities of our size.

9. The minutes from the November 19, 2019 regular meeting were presented

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

10. The November 2019 and December 2019 Treasurer's reports were presented.
 - a. An update on payments from Tax Assessor-Collector and bank balance was presented. FYTD Tax collections as of December 31, 2019 are \$859,581.
 - b. Unbudgeted expense items – none were presented
 - c. The Report of Fire Chief on the November 2019 and December 2019 disbursements were reviewed.
 - d. The November 2019 and December 2019 financial reports were reviewed.
It was moved (Chalmers) and seconded (Hicks) to approve the Treasurer's report as presented. All approved

FINANCIAL DISCUSSION/ACTION ITEMS

11. Amberley Palmer and Frank Urbanek of Classic Bank announced that ESD 2 was selected as the Classic Bank Community Chest donation recipient for the fourth quarter of 2019 and presented ESD 2 with a check in the amount of \$1358.
12. No items were presented regarding amendment to the FY 2018-19 Budget.
13. The Quarterly Investment report for the 1st quarter FY 2019-20 was presented. The balance in the Money Market fund as of December 31, 2019 was \$598,899. It was moved (Chalmers) and seconded (Hicks) to accept the report as presented. All approved
14. Chief Gill provided an update on the disposition of surplus vehicles / equipment and purchase of 2 super tankers and 1 engine. The new engine is in service and a surplus engine was sold to the Smithville Fire Department for \$150,000. The 2 super tankers are under construction with an anticipated delivery in summer 2020. Payoff options for the existing vehicle loan were discussed.

15. Chief Gill and Assistant Chief Schwartz provided information on heavy brush truck 254 and options to replace this with a more suitable truck. They will be developing a plan for replacement for presentation at a future meeting.
16. Chief Gill discussed the need to obtain a trailer to be used to store and transport fire prevention items. A 6'x10' single axle trailer to be designated for this use could be obtained for approximately \$3000. Various options and other needs for a trailer were discussed. Chief Gill will research other options and present them at a future meeting.

OPERATIONAL DISCUSSION/ACTION ITEMS

17. Monthly reports from Bastrop County First Responders regarding emergency operations, response times, call volume and membership was presented. There were 17 calls in ESD 2 reported in November with an average response time of 8 mins. There were 34 calls in ESD 2 reported in December with an average response time of 7 minutes. Issues with the responses from Acadian ambulance and Bastrop County's contract with the ambulance provider were discussed.
18. The Operations report from Bastrop County ESD #2 Fire Chief, Josh Gill, was presented including:
 - a. Operations reports – The November and December monthly Operations Reports were presented.
 - b. Monthly Statistics – 123 calls were reported in November. Average response time was 10 mins 43 sec. 117 calls were reported in December. Average response time was 10 mins 42 sec.
 - c. Training – The Fire Academy training was completed and all ESD 2 candidates passed the state exams
 - d. Management Activities – The ID badge equipment has been installed and ID badges that can be used to unlock doors will be issued
 - e. Personnel – Chief Gill has revised the policy for volunteers being paid when working shifts to ensure compliance with labor law
 - f. Equipment maintenance – Station 4 bay doors and sliding gate required repairs.

POLICY DISCUSSION/ACTION ITEMS

19. The SAFE-D ESD Handbook Chapter 7 will be reviewed at a future meeting

20. Updates on the duties / projects that each Board member has been assigned were discussed. Assistant Treasurer Hicks stated that a study to evaluate the effectiveness of adding sales tax revenue to support ESD 2 would cost approximately \$1500. He will move forward with the study. President Martinez presented a Memorandum from the Carlton Law Firm regarding HB 305 requirements for posting Agendas, approved Minutes and other information on ESD websites. Secretary Baumann will work with Administrator Eller to add the needed items.

21. Adjournment

It was moved (Hicks) and seconded (Chalmers) to adjourn the meeting at 9:09 pm.
All approved



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