

Bastrop County Emergency Services District No. 2

March 17, 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 7:00 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, Assistant Chief Jay Schwartz, Firefighter Lynette Schwartz and Administrator Lisa Eller.
2. Peter Hicks provided the invocation.
3. Both Pledges of Allegiance were voiced.
4. Public Comment: None

ADMINISTRATIVE ITEMS

5. The minutes from the February 18, 2020 regular meeting were presented
It was moved (Hicks) and seconded (Chalmers) to accept the minutes as amended.
All approved
6. The February 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 February 29, 2020 are \$1,376,182.
 - b. Unbudgeted expense items – none were presented
 - c. The Report of Fire Chief on the February 2020 disbursements was reviewed.
 - d. The February 2020 financial report was reviewed.

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

7. Assistant Treasurer Hicks presented a draft letter outlining deficiencies that have been noted in the work being performed by the bookkeeping firm Exact Calculations. After reviewing the issues and discussing the best plan to resolve the problems it was agreed that the letter will not be sent at this time while a review of other alternatives for accounting services is conducted.

FINANCIAL DISCUSSION/ACTION ITEMS

8. No items were presented regarding amendment to the FY 2019-20 Budget.
9. Chief Gill provided an update on the disposition of surplus vehicles / equipment and purchase of 2 super tankers and 1 engine. The construction of the tankers is on schedule and the sale of Tanker 233 has been finalized and will take place once the new tankers are in service
10. Chief Gill provided an update on the payoff of the Scott air packs and 2017 Type 3 pumper loans. The payoffs approved at the February meeting have been completed.
11. Assistant Treasurer Hicks reported on the options that were researched for a new credit card provider. Proposals from Regions Bank and US Bank were presented and discussed. The US Bank proposal was deemed as the best fit for ESD 2. It was moved (Chalmers) and seconded (Johnston) to approve US Bank as the provider for ESD 2 credit cards. All approved

OPERATIONAL DISCUSSION/ACTION ITEMS

12. The Monthly report from Bastrop County First Responders regarding emergency operations, response times, call volume and membership was presented. There were 165 total calls reported in February. 12 of the calls were in ESD 2 with an average response time of 11 mins. 40 seconds.
13. The Operations report from Bastrop County ESD #2 Fire Chief, Josh Gill, was presented including:
 - a. Operations reports – The February monthly Operations Report was presented.

- b. Monthly Statistics – 70 calls were reported in February. Average response time was 11 mins 30 sec.
 - c. Training – 4 firefighters attended Fire Officer 2 class at Texas A&M and 2 firefighters attended Driver Operator class
 - d. Management Activities – COVID-19 preparation activities were conducted including stocking up on N95 masks and developing department specific procedures to be implemented
 - e. Personnel – a 3 hour staff meeting was held with all fulltime fighters
 - f. Equipment maintenance – The new fire boat was brought in from Rockwall, TX and is being outfitted
14. Issues with the present staffing mix of full time and part time firefighters were discussed. Chief Gill presented a proposal to hire 3 additional fulltime firefighters and discontinue using part time firefighters. The cost of the part time firefighters is \$109,000 per year and the cost of 3 full time firefighters will be \$148,000 per year. The additional cost for the remainder of the 2019-20 FY can be covered from unbudgeted revenues that have / will be realized. It was moved (Johnston) and seconded (Hicks) to approve the plan as presented. All approved
15. The discussion by Mel Hamner and Kari Hines on wildfire mitigation was tabled until a future meeting

POLICY DISCUSSION/ACTION ITEMS

16. Various items presented at the SAFE-D conference were discussed. Among these were the impacts of SB-2 on ESDs, TFMAS procedures for mutual aid agreements and Cyber Security training requirements that are now required. Administrator Lisa Eller provided information on the Volunteer Recruitment and Retention program that will be implemented.
17. President Martinez reviewed the information covered in the SAFE-D ESD Handbook Chapters 7, 8 and 9. This will complete the chapter reviews for this year
18. Updates on the duties / projects that each Board member has been assigned were discussed. The review for a new Auditor will be continued to the 2020-21 FY. The Health and Wellness program is being put on hold. The smoking cessation program was reviewed including the health insurer's recommendations and how this will be applied to new hires. Recent issues being experienced with Drop Box

were discussed and a possible change to One Drive for on-line ESD 2 documents will be considered.

19. The required annual review of the District's Record Management Policy was conducted and it was determined that the policy as previously adopted will be continued.
20. President Martinez presented the Resolution Regarding Public Participation at Open Meetings, as drafted by the Carlton Law Firm. The Resolution proposes changes in how members of the public can address the board at open meetings to put us in compliance with Texas Government Code section 551.007 which became effective on September 1, 2019. It was moved (Baumann) and seconded (Chalmers) to adopt the Resolution as presented. All approved
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