

## **Bastrop County Emergency Services District No. 2**

**July 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 7:01 p.m. Vice President Thomas Chalmers and Assistant Treasurer Peter Hicks were present. Treasurer Kate Johnston and Secretary Michael Baumann participated via teleconference. Also present were ESD2 Chief Josh Gill, Assistant Chief Jay Schwartz, Administrator Lisa Eller, Firefighter Lynette Schwartz and Firefighter Peter Hieds. along with Mark Burton and Taylor Kolmodin of Municipal Accounts.
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 June 16, 2020 regular meeting were presented  
It was moved (Chalmers) and seconded (Hicks) to accept the minutes as presented.  
All approved
7. The June 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 July 1, 2020 are \$1,468,868.
  - b. Unbudgeted expense items – none were presented
  - c. The Report of Fire Chief on the June 2020 disbursements was reviewed.
  - d. The June 2020 financial report was reviewed.

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

#### **FINANCIAL DISCUSSION/ACTION ITEMS**

8. No amendments to the FY 2019-20 Budget were presented
9. The 2020-21 budget is being finalized and will be reviewed at a special meeting scheduled for July 29 at 10am.
10. The Tax and Budget Planning Calendar for FY 2020-21 as prepared and subsequently revised by the Carlton Law Firm was reviewed. It was moved (Hicks) and seconded (Martinez) to accept the calendar as revised. All approved
11. The Quarterly Investment report for the 3<sup>rd</sup> Quarter FY 2019-20 was presented. As of June 30, 2020 the balance in the Money Market account was \$882,081. It was moved (Chalmers) and seconded (Hicks) to accept the report as presented. 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 144 total calls reported in June. 12 of the calls were in ESD 2 with an average response time of 7 mins. 20 seconds. The BCFR is requesting that the monies that have been budgeted for ESD-2 equipment to be used by BCFR be designated to replace AED units that are no longer functioning.
13. The Operations report from Bastrop County ESD #2 Fire Chief, Josh Gill, was presented including:
  - a. Operations reports – The June monthly Operations Report was presented.
  - b. Monthly Statistics – 62 calls were reported in June. The average response time was incorrect due to database issues and will be revised.
  - c. Training –

- d. Management Activities – Chief Gill attended the SAFE-D meeting on tax rates for ESDs
- e. Personnel – One new volunteer will be joining
- f. Equipment maintenance – Repairs were completed on E223, T253, Brush 236 and Brush 246

**POLICY DISCUSSION/ACTION ITEMS**

- 14. Mark Burton of Municipal Accounting provided an overview of services to be provided under the contract with ESD-2 for accounting services.
- 15. The AV system that was installed at Station 4 is no longer supported and it will be more cost effective to install a new system. Chief Gill reviewed the options and recommended that a system that will be installed and maintained by Elite Technical Solutions will be the best replacement. It was moved (Chalmers) and seconded (Martinez) to authorize Chief Gill to move forward with a contract not to exceed \$8,000 with Elite Technical Solutions. All approved.
- 16. The proposal submitted by Medack and Oltmann to conduct the annual audit for FY 2019-20 was reviewed. It was moved (Hicks) and seconded (Johnston) to authorize Medack and Oltmann to conduct the annual audit for a cost not to exceed \$7,000. All approved
- 17. Board member responsibility items were discussed. The masks for wildland fires were originally anticipated to be purchased with F3 filters. These filters are on backorder due to COVID-19. The masks will be supplied with F1 filters so they will be available to be used during the upcoming wildfire season. Once the F3 filters are available the masks can be changed out.
- 18. Adjournment  
It was moved (Martinez) to adjourn the meeting at 7:55 pm. All approved

\*\*\*\*\*



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