

Bastrop County Emergency Services District No. 2

**June 16, 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 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 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 May 19, 2020 regular meeting, May 26, 2020 Special meeting and June 2, 2020 Special meeting were presented

It was moved (Chalmers) and seconded (Hicks) to accept the minutes as presented.
All approved
7. The May 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 May 30, 2020 are \$1,449,073.
 - b. Unbudgeted expense items – none were presented
 - c. The Report of Fire Chief on the May 2020 disbursements was reviewed.
 - d. The May 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. Treasurer Kate Johnston reported that work on the 2020-21 preliminary budget is approximately 85% complete and should be finalized in time for discussion at the July regular meeting
10. The Tax and Budget Planning Calendar for FY 2020-21 as prepared by the Carlton Law Firm was reviewed. It was moved (Hicks) and seconded (Baumann) to accept the calendar as prepared. 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 176 total calls reported in May. 15 of the calls were in ESD 2 with an average response time of 7 mins. 24 seconds.
12. The Operations report from Bastrop County ESD #2 Fire Chief, Josh Gill, was presented including:
 - a. Operations reports – The May monthly Operations Report was presented.
 - b. Monthly Statistics – 67 calls were reported in May. Average response time was 11 mins 00 sec.
 - c. Training –
 - d. Management Activities – Employee performance evaluation forms are being revised
 - e. Personnel – Chief Gill, Firefighter Violet Schneider and Treasurer Kate Johnston are assisting the County Office of Emergency Management with COVID 19 activities

- f. Equipment maintenance – B246, E251 and T253 all required pump related repairs

POLICY DISCUSSION/ACTION ITEMS

- 13. President George Martinez reported on the transition to Municipal Accounting, the new Accounting firm. The transition to ADP for payroll has been completed. The transition to QuickBooks is underway. Treasurer Kate Johnston is working directly with Municipal Accounting on the various transition steps.
- 14. Robert Zoch of local Internet Service Provider Zoch Net has approached ESD 2 regarding leasing a portion of the unused land at Station 4 for construction of a 100' free standing tower to provide internet service to the local area. In addition to paying a market based lease for the land, they are offering to provide ESD 2 internet access at no charge to the District. It was moved (Chalmers) and seconded (Johnston) to establish a subcommittee of President George Martinez and Secretary Michael Baumann to negotiate a draft land lease agreement with Zoch Net. All approved.
- 15. Vice President Tommy Chalmers reported that the wellness programs that were being developed have been put on hold during the COVID 19 epidemic. The Board discussed the transition from Drop Box to One Drive for our on line records and it was agreed to stay with Drop Box until the transition to Municipal Accounting is completed.
- 16. Adjournment

It was moved (Martinez) to adjourn the meeting at 7:40 pm. All approved



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