

Bastrop County Emergency Services District No. 2

**August 18, 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. Vice President Thomas Chalmers, Treasurer Kate Johnston and Assistant Treasurer Peter Hicks were present. Secretary Michael Baumann participated via teleconference. Also present were ESD2 Chief Josh Gill, Assistant Chief Jay Schwartz, Administrator Lisa Eller, and Firefighter Lynette Schwartz.
2. George Martinez 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 July 21, 2020 regular meeting and July 29, 2020 special meeting were presented

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

7. The July 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 August 3, 2020 were \$1,487,212.
 - b. Unbudgeted expense items – none were presented
 - c. The Report of Fire Chief on the July 2020 disbursements was reviewed.
 - d. The financial reporting system is transitioning from Exact Calculations to Municipal Accounts. The July 2020 financial reports will be presented for review at a future meeting.

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

FINANCIAL DISCUSSION/ACTION ITEMS

8. Brush 236 is in need of significant repairs due to mechanical issues. Chief Gill estimated that the repairs can be completed for \$13,000 or less. It was moved (Johnston) and seconded (Hicks) to authorize up to \$13,000 to complete the needed repairs. All approved
9. Chief Gill discussed issues regarding the inability to access areas of rough terrain when responding to wildfires. A military surplus 6wd truck would have the capabilities to access these areas that the existing brush trucks do not. It is estimated that purchasing and retrofitting a suitable military surplus truck can be completed for \$10,000. It was moved (Johnston) and seconded (Martinez) to authorize Chief Gill to purchase and retrofit a suitable military surplus truck at a cost not to exceed \$10,000. All approved
10. No amendments were presented to the FY 2019-20 budget
11. The proposed FY 2020-21 budget was presented and reviewed. Among the items discussed were:

The Administrative Assistant position was evaluated and the duties being performed more closely align with an Office Manager position. It was moved (Martinez) and seconded (Johnston) to change the existing Administrative Assistant position to an Office Manager and revise the salary accordingly. All approved

The salary for the Chief position was discussed. All agreed that Chief Gill is doing an excellent job and should be compensated accordingly. President Martinez conducted a market review of the Chief's salary and it indicated that an increase of 5% would be appropriate. It was moved (Martinez) and seconded (Chalmers) to increase the annual salary for the Chief position by 5%. All approved

12. Options for the 2020 tax rate were discussed. Continuing with the proposed tax rate of \$0.09852 per \$100 should provide the District with the funds needed.

It was moved (Martinez) and seconded (Johnston) to propose a 2020 tax rate of \$0.09852 per \$100. A record vote was taken as follows: Thomas Chalmers – For, Kate Johnston – For, Michael Baumann – For, Peter Hicks – For, George Martinez

– For. Against – None, Present and not voting – None, Absent – None. The motion passed

It was moved (Martinez) and seconded (Chalmers) to schedule Tuesday September 15, 2020 at 7pm at Station 4 as the date for the Public Hearing on the proposed tax rate and authorize the Carlton Law Firm to arrange for publication of the “Notice of Public Hearing on Tax Increase” in the Bastrop Advertiser. All approved

It was moved (Martinez) and seconded (Hicks) to acknowledge and approve the posting of the tax rate notice and “Notice of Public Hearing on Tax Increase” on the home page of the District’s website. All approved.

OPERATIONAL DISCUSSION/ACTION ITEMS

13. The Monthly report from Bastrop County First Responders regarding emergency operations, response times, call volume and membership was presented. There were 163 total calls reported in July. Information on the number of calls in ESD 2 and average response time was unavailable due to issues with the database.
14. The Operations report from Bastrop County ESD #2 Fire Chief, Josh Gill, was presented including:
 - a. Operations reports – The July monthly Operations Report was presented.
 - b. Monthly Statistics – 86 calls were reported in July. The average response time was 10 minutes and 52 seconds.
 - c. Training –
 - d. Management Activities – Chief Gill requested proposals for and obtained lower cost workers comp insurance and improved health insurance programs. 25 burn ban signs were placed at prominent locations in the District when the County implemented the burn ban
 - e. Personnel – One fulltime firefighter resigned due to moving out of the area and a new fulltime firefighter was hired to replace him. 2 firefighters tested positive for COVID-19 and both have recovered and returned to work.
 - f. Equipment maintenance – Repairs were completed on E223 (brakes) and Brush 206 (leaking foam pipe)

POLICY DISCUSSION/ACTION ITEMS

15. Various Board member responsibility items were discussed. George Martinez has been coordinating items for the 2020 property tax with the Carlton Law Firm. Board Members were advised that they should contact Chief Gill if they have any items that they would like Lisa Eller to assist with so he can monitor and prioritize her workload. The masks that were ordered for wildland fires have been delayed due to COVID 19 backorders. The Employee Manual updates are being finalized and employees will need to sign to acknowledge that they have received the manual. Assistant Treasurer Peter Hicks will be added as an additional signatory for the Bank accounts if Treasurer Kate Johnston is not available

16. Adjournment

It was moved (Martinez) to adjourn the meeting at 8:10 pm. All approved



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