

Bastrop County Emergency Services District No. 2

**October 20, 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, Assistant Treasurer Peter Hicks and Secretary Michael Baumann were present. Also present were ESD2 Chief Josh Gill, Office Manager Lisa Eller, and Firefighters Chris Lively, Kevin Hoegemauer, Ethan Dedear and Kenny Wines.
2. George Martinez provided the invocation.
3. Both Pledges of Allegiance were voiced.
4. Public Comment: Commissioner Peter Hicks announced that he will be moving and his new residence will be in the District
5. Public Comment on Agenda Items: None

ADMINISTRATIVE ITEMS

6. The minutes from the September 15, 2020 regular meeting were presented
It was moved (Chalmers) and seconded (Hicks) to accept the minutes as presented.
All approved
7. The September 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 October 1, 2020 were \$1,510,681.
 - b. Unbudgeted expense items – none were presented
 - c. The Report of Fire Chief on the September 2020 disbursements was reviewed.
 - d. The September 2020 financial reports were reviewed. The Municipal Accounting submitted a reformatted summary report that will be clearer and

easier to review than reports that were submitted by the previous bookkeeping firm

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 2020-21 Budget were submitted
9. The Quarterly Investment Report for the 4th Quarter FY 2019-20 was presented. Then Money Market account balance as of September 30, 2020 was \$882,620. Municipal Accounting is reviewing our investment options to see if other options may be more appropriate than a low interest bearing Money Market account. It was moved (Chalmers) and seconded (Baumann) to accept the report as submitted. All approved
10. Chief Gill and Office Manager Lisa Eller provided a review of an issue with employee payroll deductions for FY 2019-20. It was determined that the payroll deductions for some of the employees were incorrect. The correct amounts are now being charged going forward. The issue was discussed and it was the consensus of the Board that because the error was made by the District the affected employees will not be retroactively charged for incorrect amounts. It was moved (Hicks) and seconded (Johnston) to leave the previous deductions in place. All approved
11. The Auditor is moving forward with developing their report for FY 2019-20 and no further action is needed at this time.

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 159 total calls reported in September, 8 in ESD 2. The average response time was 8 minutes 30 sec.
13. The Operations report from Bastrop County ESD #2 Fire Chief, Josh Gill, was presented including:

- a. Operations reports – The September monthly Operations Report was presented.
- b. Monthly Statistics – 95 calls were reported in September. The average response time was 11 minutes and 00 seconds.
- c. Training – UTV and 130/190 training classes were hosted in September.
- d. Management Activities – Chief Gill toured the Kyle fire station as a possible model for the proposed station to serve the south portion of the district
- e. Personnel – The performance evaluation forms have been revamped
- f. Equipment maintenance – The surplus 5-ton LMTV was purchased and is being outfitted with parts from Brush 254

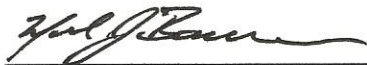
POLICY DISCUSSION/ACTION ITEMS

- 14. The SOGs will be updated. A suggestion box will be set up at Station 4 to enable comments / suggestions for revising the revisions to be submitted
- 15. Secretary Baumann announced that he will not be offering to be reappointed for another two year term when his present term expires in January. He will have served 2 two year terms as a Commissioner.

Issues with documentation for Commissioner’s attendance at SAFE-D conference training sessions were discussed. Each Commissioner will be reviewing their training certificates to ensure that their training hours are correctly documented.

- 16. Adjournment

It was moved (Martinez) to adjourn the meeting at 7:39 pm. All approved



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