

Bastrop County Emergency Services District No. 2

**February 25, 2021, 7:00 p.m.
Bastrop County ESD#2 Station 4
1432 N. State Highway 95
Bastrop, Texas
MINUTES**

OPENING

- 1) The meeting was called to order by President George Martinez at 7:00 p.m.
 - i) Those present included: President George Martinez, Vice President Thomas Chalmers, Secretary Doug Kelsay, Treasurer Kate Johnston. Assistant Treasurer Peter Hicks attended by phone.
 - ii) Also in attendance were Chief Josh Gill and Office Manager Lisa Eller.
- 2) George Martinez provided the invocation.
- 3) Both Pledges of Allegiance were recited.
- 4) There were no Public Comments on NON Agenda Items.
- 5) There were no Public Comments on Agenda Items.

ADMINISTRATIVE ITEMS

- 6) The minutes from the January 19, 2021 Regular Meeting were previously distributed. Mr Chalmers moved to approve the minutes as submitted, the motion was seconded by Ms Johnston and the motion passed.
- 7) Obtaining or renewing Treasurer's bond was discussed. It was noted that, on earlier advice of counsel, such a bond was not required unless specifically requested by the County Judge. Also the ESD2 Insurance policy covers board members including the treasurer and should suffice in lieu of bond. No further action was taken.

FINANCIAL DISCUSSION/ACTION ITEMS

- 8) The January 2021 Treasurer's reports were presented.
 - a) An update on payments from Tax Assessor-Collector and bank balance was presented. FYTD Tax collections as of Feb 1, 2021 were \$1,346,890.26.
 - b) Unbudgeted expense items – none were presented
 - c) The Report of Fire Chief on the Jan. 2021 disbursements was reviewed.
 - d) The Jan. 2021 financial reports were reviewed.
 - e) It was moved by Mr Chalmers to approve the Treasurer's report as presented. The motion seconded. The motion passed
- 9) Discussion and possible action regarding amendment to the FY 2020-21 Budget. No amendments were presented. No further action was taken.

- 10) Discussion and possible action on GoDaddy email service. It was decided that, as no contracts were involved, no action was required of the board for the Chief and his staff to investigate e-mail alternatives.

Discussion and possible action on disposition of excess funds in personnel budget. Chief Gill presented the basic competitive starting salary information for recent new hires from the fire departments in the county. In order to remain competitive, and not have disparity in the salary structure, Mr Chalmers moved that we increase all hourly firefighters' salary by \$2,368 annually, effective as soon as administratively practical. The motion was seconded by Ms Johnston. The motion passed.

OPERATIONAL DISCUSSION/ACTION ITEMS

- 11) Monthly report from Bastrop County First Responders was not available and there was no discussion.
- 12) The January 2021 monthly Operations Report from Bastrop County ESD #2 Fire Chief, Josh Gill, was presented. Highlights include:
- a) Monthly Response Statistics –
 - i) 91 calls were reported in January.
 - ii) The average response time was 8 minutes55 seconds.
 - b) Training – 59.45 Hours were completed.
 - c) Management Activities – 2 full time and one volunteer firefighters left the department. Tested 9 firefighters for 3 full time positions. Three hired to start in February.
 - d) Personnel – 268.47 hours were logged in calls, training or other events.
 - e) Equipment maintenance – Several maintenance items reviewed.

F) POLICY DISCUSSION/ACTION ITEMS

- 13) Board member responsibilities update
- a) Lisa Eller reported for the Secretary's responsibilities on website.
 - i) Volunteers and firefighters pictures may appear on the website but only with the approval of the individual.
 - ii) Past board members names (names only no additional information) should appear on the website.
 - b) Treasurer's responsibilities on Credit Cards –
 - i) Credit cards from US Bank are now available and will be provided to those that need them.
 - c) No other updates.

- 14) The meeting was adjourned at 7:55 PM



Doug Kelsay, Secretary for Bastrop County Emergency Services District No. 2