

Bastrop County Emergency Services District No. 2

**June 15, 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 Tommy Chalmers, Chief Josh Gill and Secretary Doug Kelsay. Attending by phone, was Treasurer Kate Johnston.
 - ii) Also in attendance were Office Manager Lisa Eller, Larry Crabtree and James Richard.
- 2) President 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 May 18, 2021 Regular Meeting were previously distributed. Tommy Chalmers moved to approve the minutes as submitted. The motion was seconded by Kate Johnston, The motion passed.

FINANCIAL DISCUSSION/ACTION ITEMS

- 7) The May 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 May, 2021 were \$1,578,241.71
 - b) Unbudgeted expense items – none were presented
 - c) The Report of Fire Chief on the prior month's disbursements was reviewed.
 - d) The May 2021 financial reports were reviewed.
 - e) It was moved by Doug Kelsay to approve the Treasurer's report as presented. The motion was seconded by Tommy Chalmers. The motion passed.
- 8) No amendments to the FY 2020-21 Budget were offered.
- 9) Money Market Acct was not presented.
- 10) The Annual review of the District's Investment Policy was presented. The information required further review. We agreed to review it in the July meeting.

- 11) The General FY20-21 budget discussion and review of the preliminary budget numbers was only about 75% completed so we will review it in the workshop (see item 12).
- 12) We discussed the tax and budget planning calendar for 2021 and the budget workshop date was set for July 27th 2021 at 7:00 PM, mainly driven by the certification of the tax rolls on July 26th. Adoption of the calendar and the work shop date was moved by Doug Kelsay. The motion was seconded by Tommy Chalmers. The motion passed.

OPERATIONAL DISCUSSION/ACTION ITEMS

- 13) The Monthly report from Bastrop County First Responders was reviewed. The current format is not providing information we need. An analysis by Chief Gill did provide other helpful information but as it took many man hours to compile, we decided not to ask for that effort again. A way to automatically compile this report is desired and will be investigated.
- 14) The April 2021 monthly Operations Report from Bastrop County ESD #2 Fire Chief, Josh Gill, was presented. Highlights include:
 - a) Monthly Response Statistics:
 - i) Total Calls – 95
 - ii) Average Response Time – 9:51
 - iii) Hours at Calls – 285:27 hrs
 - iv) Hours of Training – 113:28 hrs
 - v) Hours at Events (public relations) – 149:45hrs
 - vi) Total Hours 548:40 hrs
 - b) Training: “Wild and Urban Interface” training and nozzle forward class
 - c) Management activities: Working on new medical insurance change with TML, from UnitedHealth to BlueCross BlueShield. Working on a new ISO rating. Working on new budget
 - d) Personnel: Held employee meeting with all 11 fulltime employees. We are at full staff on paid side and no change in volunteer staff.
 - e) Equipment maintenance report:
 - i) E241 is back in service,
 - ii) T233 had DEF head replaced under warranty,
 - iii) E241 had batteries replaced,
 - iv) TV had battery and tire replaced,
 - v) Squad 241 had tire fixed,
 - vi) E251 had intake pressure transducer replaced

POLICY DISCUSSION/ACTION ITEMS

- 15) A Credit Card Policy was presented by Lisa Eller. It was moved by Doug Kelsay that we adopt the policy. The motion was seconded by Tommy Chalmers. The motion passed.

- 16) The district website status was reviewed. It was noted that it is up to date. Accessibility was discussed and noted that while currently acceptable, we could improve on the “about” section. That is now on the list of tasks for improving the website. Posting requirements were reviewed.
- 17) Annual review of District Investment Policy, strategies, guidelines and management practices was reviewed in agenda item 10. (This was a redundant topic agenda topic.)
- 18) Annual review of District Rules for Public participation at open meetings was conducted. It was moved by Tommy Chalmers to adopt the resolution and certificate of resolution. The motion was seconded by Kate Johnston. The motion passed.
- 19) Records management officer and declaration of compliance was discussed. We adopted an “Order Establishing Records Management Office, And Appointing Public Information Coordinator”. Adoption of this order was moved by Kate Johnston, Seconded by Tommy Chalmers. The motion passed.
- 20) Board member responsibilities update were reviewed.
- 21) The meeting was adjourned at 8:20 PM



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