

Bastrop County Emergency Services District No. 2

Regular Meeting

Apr 19, 2022, 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 George Martinez at 7:00 p.m.
 - i) Those present included: President George Martinez, Vice President Tommy Chalmers, Treasurer Tracy Waldron, Chief Josh Gill and Secretary Doug Kelsay.
 - ii) Also in attendance were Office Manager Lisa Eller, Mark Burton of MAC (Municipal Accounts & Consulting), and LT. Grauke, Firefighters Kevin Hoegenauer, Hernandez and Hall.
- 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) Approval of minutes from the Mar 15, 2022 Regular meeting.
Tommy Chalmers moved to accept the minutes as presented.
Tracy Waldron seconded.
The motion passed.

FINANCIAL DISCUSSION/ACTION ITEMS

- 7) Concerning Discussion and possible action regarding monthly report from Treasurer, the Mar 2022 Treasurer's reports were presented.
 - a) An update on payments from Tax Assessor-Collector was presented. FYTD Tax collections were \$1,704,883.71.
 - b) Approval of unbudgeted expense items in excess of \$2,000 - No unbudgeted expense items in excess of \$2,000 were presented
 - c) The Report of Fire Chief on the prior month's disbursements was reviewed. A questioned double entry of \$1575.00 for "The Art of Reading Smoke" class will be investigated and reported to the board.
 - d) The Feb 2022 financial reports were reviewed.
 - e) Tracy Waldron reported on the multiple bank accounts and presented that we are in the process of closing FNB General Account 0818 and moving the transactions and funds to

the FNB Operations Account 6698. Also she will look at closing the FNB Money Market account and moving that to the Operations Account 6698, as well. The Payroll Account FNB 4513 will stay active, as recommended by Mark Burton. Any check fraud (which is more likely to happen on a payroll account than other accounts) would require closing the account and re-establishing it. This would be a major problem if payroll was done for the Operations Account and a lesser problem if done for only the Payroll Account.

Doug Kelsay moved to approve the Treasurer's report as presented.

Tommy Chalmers seconded the motion.

The motion passed.

8) The discussion and possible action regarding amendment to the FY 2021-2022 Budget. No amendments were proposed.

OPERATIONAL DISCUSSION/ACTION ITEMS

9) The Feb 2022 monthly Operations Report from Bastrop County ESD #2 Fire Chief, Josh Gill, were presented. Highlights include:

November:

a) Monthly Response Statistics:

i) Total Calls – 97

ii) Average Response Time – 10:15

iii) Hours at Calls – 400:57 hrs

iv) Hours of Training – 193:30 hrs

v) Hours at Events (public relations) – 45:45 hrs

vi) Total Hours 640:12 hrs

b) Training: Vehicle extrication.

c) Management activities: Contract awarded to Pease Custom Floors to do tile and carpet in Station 3; water heater was replaced and move into attic area to make room for washer and dryer at Station 3; electric was upgraded at Station 3.

d) Personnel: No change to staffing levels.

e) Equipment maintenance report:

i) All PMs done

ii) B256 Front brakes replaced

iii) UTV257 Oil leak fixed

iv) R231 Batteries replaced

v) S241 Replaced rear brakes and transmission flush

vi) B236 new winch installed

f) EMS Calls – responded to 39 of 130 EMS calls.

g) Developments in the district –

i) 70 unit RV park at 438 Foothill Rd

POLICY DISCUSSION/ACTION ITEMS

10) Concerning the resolution on disposal of gear/equipment, we have some non-capital gear to dispose of and per a prior recommendation from Peter Hicks we should have a resolution and

form to do so. The resolution was not made available from the Attorneys at the time of the meeting. George will work with the attorneys to get it for next meeting.

11) The Hiring Process Update was presented: the New Hire Book, Hiring/Annual CPAT, and Written Test were reviewed and discussed. This was considered administrative so no board action was taken nor recommended. President George Martinez will work with Chief Gill and staff to review the updates.

12) Employee Handbook Updates process was discussed. The proposed updated version will be distributed for review of the board. The board will have the opportunity to make recommendations within a reasonable time from date of issue. The handbook does not need to be approved by the board, but board members may have some input of things they recommend.

13) Concerning developing a hiring process policy, discussion was held. President George Martinez will work with Chief Gill to recommend a proposal.

14) Discussion and possible action on amendment to bookkeeping contract with Municipal Accounts & Consulting. Mark Burton of MAC presented his proposed amendments. Their costs structure is going up due to the need for more skilled staff because of statutory and standard accounting requirements. Concern was voiced by the Board about the detail of billing being necessary to verify the work charged for was indeed the work requested by the Board. Mark seemed to understand the concern and will address it in the invoicing. The board needs to monitor that to ensure clarity of billing.

Tracey Waldron moved to amend the agreement as presented.

Tommy Chalmers seconded the motion.

The motion passed.

15) Discussion and possible action - Purchase of Tahitian Village Fire Station. President George Martinez updated the board on the purchase status - specifically that little had progressed due to the priority of his activity on the upcoming Sales Tax vote. Chief Gill requested more focus on this item.

16) Review corrections to Financial Audit by Medack and Oltmann of FY 2021-22. Discussion and consider acceptance of audit. President George Martinez received the corrected audit back from the Auditors, verified the corrections and informed the board that no approval or acceptance was actually required.

17) Discussion and Possible Action - Medical First Responder Services for the District. Discussion on the status indicated that the proposal had not been distributed. Chief Gill reported that are still working under the medical direction of the Frist Responders. Our anticipated transition to Acadian is not urgent. Peter Hicks will present the proposal at the next meeting.

18) Discussion and possible action on “fact sheet” and related activities for upcoming Sales Tax election. Early voting begins on April 24th. The final day of election is May 7. President George Martinez will work with volunteers to “block walk” and provide door hangers to likely voters that inform them of the issue and direct them to the BastropESD2.org website for the facts of the ballot proposal.

19) Review of the work of Simon VanDyk, TouchStone District Services for voter education in the District’s Sales Tax Election. TouchStone District Services did not provide the requested deliverables. The Social Media to alert voters to the upcoming vote will be done by the department. President George Martinez stated that there will be no billing by TouchStone as no work was done.

20) Discussion and possible action on metrics / analytics – Secretary Doug Kelsay presented examples of reports that the existing system can provide. He recommended that we work on better analytics and proposed a “Response Time / District (area) / Incident Type Code / Incident quantity / time period” matrix be used for board purposes. Other metrics (such as incidents per day or per time of day) be used for staffing management but not be part of the board review. Kevin Hoegenauer, Chief Josh Gill and Secretary Doug Kelsay were assigned to make a proposal.

21) Board member responsibilities update. No updates were presented.

22) The meeting was adjourned at 8:18 PM



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