

Bastrop County Emergency Services District No. 2

Regular Meeting

Feb 21, 2023, 7:00 p.m.

Bastrop County ESD#2 Station 4; 1432 N. State Highway 95; Bastrop, Texas

DRAFT MINUTES

OPENING

1. The meeting was called to order by President George Martinez at 7:00 p.m.

Those present included: President George Martinez, Vice President Tommy Chalmers, Treasurer Tracy Waldron, Assistant Treasurer Peter Hicks, Chief Josh Gill and Secretary Doug Kelsay.

Also in attendance were Office Manager Lisa Eller, Melodi Oltmann of Medack & Oltmann, LLP (Auditor), Firefighters Erick Johns, Henry Hernandez, Lawrence Kana, Lane Otto, Nick Laux and Battalion chief Carlos Valladares.

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 Jan 17, 2023 Regular meeting.

George Martinez moved to amend the minutes by striking the last sentence of item 13 “~~City of Bastrop officials have been grossly ineffective in providing required information for purchase decision.~~”

Discussion followed.

Doug Kelsay moved to amend the motion to remove the word “grossly”, to read “City of Bastrop officials have been ~~grossly~~ ineffective in providing required information for purchase decision.”

Peter Hicks seconded the amending motion

The original motion as amended passed.

FINANCIAL DISCUSSION/ACTION ITEMS

7. Concerning Discussion and possible action regarding monthly report from Treasurer.

- a. An update on payments from Tax Assessor-Collector was presented.

FYTD Tax collections were \$1,861,581.71.

Sales Tax:

Current Month payment was \$114,465.00 from sales in November 2022

FYTD total payments were \$357,216.32

FYTD information was presented and is now available. Just FYTD amount will be presented monthly.

- b. Approval of unbudgeted expense items in excess of \$2,000 – none presented.
- c. The Report of Fire Chief on the prior month’s disbursements was reviewed.
- d. The Nov and Dec 2022 financial reports were reviewed.

Tracy Waldron verified that there was on financial impact of the significant amount of “Over / Under Pledges” in the “Pledges By Pledgee report”.

- e. M.A.C. Billing details under new contract were not reviewed.
 Doug Kelsay moved to approve the Treasurer’s report as presented.
 Peter Hicks seconded the motion.
 The motion passed.

- 8. Consider bids for cleaning service for vent/ducts at Station #4
 George Martinez moved to approve the in-budget expenditure of \$6353 using Steam Team, and to for Chief to follow up with the builder or insurance companies for correction / compensation of these defects in this relatively new (5 year old) building.
 Doug Kelsay seconded
 The motion passed.

OPERATIONAL DISCUSSION/ACTION ITEMS

- 9. The Nov 2022 and Dec 2022 Operations Reports from Bastrop County ESD #2 Fire Chief, Josh Gill, were presented. Highlights include:
 - a. Monthly Response Statistics:

Total Calls –	70
Average Response Time – Min	7:39
Overlapping calls – %	11.43
Hours at Calls – hrs	354:24
Hours of Training – hrs	207:30
Hours at Events (PR) hrs	14:40
Total Hours - hrs	576:34
 - b. Monthly Operations:
 - i. Training - CPR & HAZMAT Refresher.
 - ii. Management activities –
 - 1. Hired Battalion Chief,
 - 2. survey on property for new station is complete, now we need a to have a final drainage plan & public improvement plan to get the city’s blessing on subdivision of the land.
 - iii. Personnel – Full Staff. Verbal update: recent notification of loss of one firefighter leaving to go to another department.
 - iv. Equipment maintenance report –
 - 1. All Engines - Put head sets in
 - 2. T253 - replaced headlight
 - 3. C204 - fixed Stabil track light and steering stabilizer
 - 4. B236 & B246 - lift kits/upfits done
 - 5. PUMP tested all trucks
 - 6. D201 - replaced battery
 - 7. Lawn Mower - replaced battery
 - v. Ems calls - Responded to 32 of 78 EMS calls.
 - vi. Developments in the district - 900-to-1200 unit mobile home park going in on 220 acres off Smith Road. Verbal update: new Veterinary clinic near Harman Rd and Hwy 71

POLICY DISCUSSION/ACTION ITEMS

- 10. FY 21-22 Audit presentation and consider approval of audit.
 Tracey Waldron moved to approve the audit as presented

Peter Hicks Seconded
The motion passed

11. Discussion and possible action on Texas Comptroller Special Purpose District Financial and Tax Reporting Requirement.

Lisa Eller reported that this was completed Jan 1 for Comptroller and Safe D

12. Discussion and possible action on disposal log.

Doug Kelsay moved to accept the recommendation to dispose of the items on the log.
Tommy Chalmers seconded
The motion passed

13. Discussion and possible action on update to volunteer OOD policy.

The draft policy was discussed. A Recommendation to consider non-firefighting volunteers (ie admin) was offered. The policy will be re-drafted for further consideration.

14. Discussion and possible action on changes to organization with recently hired Battalion Chief.

Chief Gill presented possible changes to the organization chart.

15. Discussion and possible action on adding a new position for an administrative assistant.

Tommy Chalmers moved to direct Chief Gill to develop a job description and budget amendment recommendation related to this position.
Peter Hicks seconded
Motion passed

16. Discussion and possible action on policy amendment to employment compensation and insurance.

Peter Hicks, Josh Gill and Doug Kelsay volunteered to work on the development of a comprehensive compensation plan.

George Martinez presented a proposal to change the insurance benefits coverage for spouses and family. After much discussion it was agreed to address this in the 5 yr plan / Budget workshop as changes cannot be made to the plan until “open enrollment” time.

17. Discussion and possible action on planning a 2023-24 Workshop schedule.

It was agreed that we needed such a workshop and it should start with the 5 yr plan. The workshop meeting is scheduled for April 22, 2023 from 9AM – 3PM.

18. Discussion and possible action on 5-year plan.

See above Item 17.

19. Discussion on SAFE-D conference, what each Board member learned.

The results of various conference sessions was discussed. It was agreed that the Safe D conference was very educational and worthwhile.

20. Update on purchase of property for south station and architect selection.

George Martinez and Tommy Chalmers are scheduled to discuss the topic of a South Station and other ESD topics with the Bastrop City Manager on March 6.

The costs for getting the currently considered South Station land on McAllister Rd (owned by AQUA) to a point where we can decide if we want to make an offer was

discussed. Approximately \$5000 is due for work completed so far and another approximately \$20,000 will be required to get to the final decision point.

Peter Hicks moved that we pay the surveyor for the work done so far (approx. \$5000), that we reactivate discussions with the Bastrop City Manager on possibilities they might offer, that we look for other property that might suit our need and that we stop work and consideration on the McAllister Road property

Doug Kelsay seconded
The motion passed

- 21. Discussion and possible action on First Responder Organization program.

Contracting with FRO has legal concerns. We will continue working as we have until a new plan can be worked. Peter Hicks and Chief were assigned to work on this plan.

- 22. Discussion and possible action on Firefighter Apprentice process.

TCFB (firefighter certification board) has no program to certify apprentices.

We will continue to study the opportunities for volunteer apprentices and other avenues for finding good recruits.

- 16. The meeting was adjourned at 9:12 PM

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