

Bastrop County Emergency Services District No. 2

Regular Meeting

Mar 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, Firefighters Bailey Grahn, Guy Hall, Seth Moss and Kevin Hoegenauer

2. Peter Hicks 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 Feb 21, 2023 Regular meeting.

Doug Kelsay moved to amend the reported FYTD Sales Tax amount from \$357,216.32 to \$220,018.39 which was in error due to a shift of reporting times. (see this month's Financial Discussion item 7,a, below)

Tommy Chalmers moved to accept the minutes as amended

Peter Hicks seconded the 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 \$2,076,221.24.
FYTD Sales Tax payments were \$357,216.32
 - 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 Feb 2023 financial reports were reviewed.
 - e. M.A.C. Billing details under new contract were not reviewed.

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

Tracy Waldron seconded the motion.

The motion passed.

OPERATIONAL DISCUSSION/ACTION ITEMS

8. 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 – 75

Average Response Time – Min	8:10
Overlapping calls – %	28
Hours at Calls – hrs	430:03
Hours of Training – hrs	439:45
Hours at Events (PR) hrs	00:00
Total Hours - hrs	869:48

b. Monthly Operations:

- i. Training- TIMS, WUI & task force leader.
- ii. Management Activities- working on compensation plan with Doug & Peter, working on first responder plan with Peter. Dispatch got put back under the sheriff again, hiring for vacant spot.
- iii. Personnel- down 1 full-timer. (B shift)
- iv. Equipment Maintenance Report
 1. E223 - check Engine light and 4x4 issues,
 2. both of the station 4 mowers are in for repairs and maintenance,
 3. all gear was cleaned and inspected by 3rd party,
 4. Station 3 - ordered new bay doors
 5. T253 - Headlight replaced
 6. Command 201 has 02 sensor out.
- v. Ems Calls – responded to 32 of 57 EMS calls.
- vi. Developments in the District – RV park on FM 1441 from current park to the creek, large multi-phase RV park at 21 & 290 in Paige

POLICY DISCUSSION/ACTION ITEMS

9. Discussion and possible action on TML Health – Benefit waiting period policy change.

No change to current procedures was moved. Current procedure is to provide insurance coverage when the employee starts work which is usually at the first of the month.

10. Update on Purchase of Property for South Station.

Discussion with City of Bastrop City manager Sylvia Carrillo with ESD2s George Martinez and Tommy Chalmers indicate that the city will re-consider the sale of the Tahitian Village fire station to ESD2 for use as our station #2 and that the Auto Aid agreement that expires in Sept 2023 will be favorably considered for renewal.

11. Update on Compensation Plan.

The status of the work of the Compensation Plan Committee was reviewed. It was decided that the committee should continue its work and report on a monthly basis with a goal to have a plan for review in June / July timeframe for budgeting.

12. Discussion and possible action on First Responder Organization program.

Topic was tabled to next month

13. Discussion and possible action on Firefighter Apprentice process.

Topic was tabled to next month but noted that other recruiting efforts (one of the benefits of the Apprentice process) for employees would continue

14. Discussion and possible action on disannexation orders to remove territory from the District annexed by the City of Bastrop, including:

- a Order Disannexing 312.61 acres annexed by Ordinance 2022-04;

- b Order Disannexing 56.620 acres annexed by Ordinance 2022-20;
- c Order Disannexing 12.95 acres annexed by Ordinance 2022-14; and
- d Order Disannexing 35.5 acres annexed by Ordinance 2022-08.

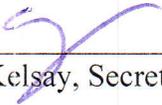
George Martinez moved to approve all four disannexation orders.
Tommy Chalmers seconded.
The motion passed with Tracy Waldron abstaining from the vote.

15. Discussion and possible action on hiring Administrative Assistant

An overview of the activities and duties of the Administrative Assistant was reviewed.
Tommy Chalmers moved to approve the hiring of and Administrative Assistant and increasing the budget to accommodate a \$45K per annum salary (approximately \$60K per annum).
Tracy seconded
The motion passed.

with Benefits

16. The meeting was adjourned at 7:59 PM


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