

## **Bastrop County Emergency Services District No. 2**

### **Regular Meeting**

**July 18, 2023, 7:00 p.m.**

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

### **FINAL MINUTES**

#### **OPENING**

1. The meeting was called to order by President George Martinez at 7:01 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, Battalion Chief Dustin Williams.
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. Approval of minutes from the June 20, 2023 Regular meeting.  
Assistant Treasurer Peter Hicks moved to accept the minutes as amended.  
Treasurer Tracy Waldron seconded the motion  
The motion 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.
    - i. FYTD Tax collections were \$2,243,636.14
    - ii. FYTD Sales Tax payments were \$896,045.37
  - b. Approval of unbudgeted expense items in excess of \$2,000 – Chief Gill noted that at this time we were at full year budget level for over-time pay. With fire season just starting we may need more. He will monitor and request as needed. We will not be over budget on overall payroll.
  - c. The Report of Fire Chief on the prior month's disbursements was reviewed.
  - d. The May 2023 financial reports were reviewed.
    - i. Office Manager Lisa Eller will report back to Secretary Doug Kelsay on a question on the Balance Sheet related to Retirement pay that appears to be a typo.
    - ii. Secretary Doug Kelsay reported that in discussions with the county commissioner and the county tax assessor / collector that there is a difference of perspective on a 1988 AG opinion on how to allocate the tax collector costs to the various taxing entities and an updated opinion was important in resolving the issue.  
Assistant Treasurer Peter Hicks moved to request our attorney's to request an updated opinion on the topic. Doug Kelsay will draft the request for George Martinez to send to the attorneys.

Secretary Doug Kelsay seconded.  
The motion passed

- e. M.A.C. Billing details under new contract were reviewed and it was noted that the excessive amount charged amount by MAC was again almost \$6000. The letter composed by Treasurer Tracy Waldron requested last month was reviewed and will be sent soon.  
Assistant Treasurer Peter Hicks moved to approve sending the letter to be updated by Lisa Ellers.  
Vice President Tommy Chalmers seconded  
The motion passed.
- f. Update on MAC communications (see above)
- g. 3Q investment Report – Was not presented or reviewed  
Secretary Doug Kelsay moved to approve the Treasurer’s report as presented.  
Assistant Treasurer Peter Hicks seconded the motion.  
The motion passed.

**OPERATIONAL DISCUSSION/ACTION ITEMS**

- 8. The May 2023 Operations Reports from Bastrop County ESD #2 Fire Chief, Josh Gill, were presented. Highlights include:

- a. Monthly Response Statistics:

Total Calls –	83
Average Response Time – Min	7:43
Overlapping calls – %	9.6%
Hours at Calls – hrs	330:40
Hours of Training – hrs	503:00
Hours at Events (PR) hrs	22:00
Total Hours - hrs	855:40
% Total Hours from Volunteers	24%

- b. Monthly Operations:

- 1. Training- Active Shooter/ MCI (mass casualty incident)
- 2. Management Activities- Working on compensation plan with Doug & Peter, working on FY23-24 budget.
- 3. Personnel- Hired for the Battalion Chief and Admin positions.
- 4. Equipment Maintenance Report-
  - a. Station 4 - pumped the septic,
  - b. T253 - replaced batteries
  - c. B204 - broke the lower unit of outboard motor in shallow water.
  - d. AED’s - replaced batteries in several units.
- 5. EMS Calls – Responded to 39 of 75 EMS calls.
- 6. Developments in the District – 44 unit subdivision on Whispering Pines 5-7 acre lots

**POLICY DISCUSSION/ACTION ITEMS**

- 9. Update on Purchase of Property for South Station.

President George Martinez reported that the Bastrop City Council did not review the sale of the fire station at the last council meeting due to heavy agenda and other sensitive topics. He expects it to be addressed at the next City Council meeting on or about 27 Jul. The sale is still looking positive.



10. Discussion and possible action on Compensation Plan.

Secretary Doug Kelsay report on the status of the Compensation Plan team's activities. President George Martinez requested more detail information such as a Gantt chart and / or list of goals for next update.

11. Discussion and possible action on Fire Code Development.

Chief Gill reported that ESD1's proposal is still with their lawyers. Nothing to review yet.

12. Discussion and consider approval of 2023 Tax Planning Calendar and set a budget workshop.

Secretary Doug Kelsay moved that we adopt the 2023 Tax Planning Calendar  
Assistant Treasurer Peter Hicks seconded  
The motion passed

13. Discussion and possible action on disposal log.

Assistant Treasurer Peter Hicks moved that we approve the disposal of items on the disposal log.  
Vice President Tommy Chalmers seconded  
The motion passed

14. Discussion and possible action on FY2022-23 Financial Audit.

Treasurer Tracy Waldron moved to approve the contract with Medack-Oltmann to do the FY2022-2023 Financial Audit, not to exceed \$8250.  
Vice President Tommy Chalmers seconded  
The motion passed

15. Discussion and possible action on Microsoft Outlook vendor change.

Assistant Treasurer Peter Hicks reported that the "go-daddy" based MS Office program was available directly from Microsoft for much less cost and was more reliable.  
Assistant Treasurer Peter Hicks moved to transfer the account to Microsoft  
Treasurer Tracy Waldron seconded  
The motion passed

16. Discussion and possible action on allowing Animal Shelter sign on ESD Property.

President George Martinez moved that we allow the Animal Shelter to put a sign on ESD2 property, and that he create a Memorandum Of Agreement stipulating the conditions.  
Treasurer Tracy Waldron seconded  
The motion passed

17. Discussion and possible action on the purchase of a trailer for fire prevention inflatable (bouncy castle). The trailer we have is junk and only usable for storage. We don't have an adequate way to move the fire prevention materials.

Secretary Doug Kelsay moved to approve \$10,000 to purchase a 16' enclosed trailer with decals (ESD2 logo / signage).  
Vice President Tommy Chalmers seconded  
The motion passed.

18. Discuss FY 2023-24 budget..

Chief Gill offered a proposal for a HRA (Health Reimbursement Account) an employer funded account to supplement dependent or co-pay expenses. Total cost would be about \$30,000 to be added to next year's budget but it will have to start this month. It can be fit into next year's budget but will require some small expenditure this year.

Treasurer Tracy Waldron moved to approve the change  
Vice President Tommy Chalmers seconded  
The motion passed

19. The meeting was adjourned at 8:29 PM

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