

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

**Regular Meeting**

**Oct 17, 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 7:00 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; Lt Donnie Grauke, Firefighters Seth Moss and Baily Grahan and volunteer Cadet Firefighter Bryan Vasquez.
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 Sept 19, 2023 Regular meeting.  
Chief Gill noted that on Item 12 it should be an "auto" aide agreement, not a "Mutual" aide agreement.  
Peter Hicks moved to accept all the minutes as amended presented.  
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 \$2,298,301.71
    - ii. FYTD Sales Tax payments were \$1,304,151.60
  - b. Approval of unbudgeted expense items in excess of \$2,000 – See item 9 below.
  - c. The Report of Fire Chief on the prior month's disbursements was reviewed.
  - d. The May 2023 financial reports were reviewed.
  - e. 3Q investment Report – ~~Was not presented or reviewed~~  
*24CS* *Reviewed + APPROVED*  
Doug Kelsay moved to approve the Treasurer's report as presented. *24CS / per*  
Tommy Chalmers seconded the motion. *PT5 sec*  
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 – 101; 802 for the year

Average Response Time – Min	8:28
Overlapping calls – %	23.7%
Hours at Calls – hrs	568:48
Hours of Training – hrs	1181:54
Hours at Events (PR) hrs	5:00
Total Hours - hrs	1755:42
% Total Hours from Volunteers	16.9%
Value of Volunteer support	\$6424.47

b. Monthly Operations:

- i. Training- Structure ops and size up.
- ii. Management activities- working on station 2 layout, scope of work, RFP & survey, getting updated quotes on trucks for station2, and working on hiring people for vacancies.
- iii. Personnel- we are down ~~2~~<sup>3</sup> firefighters.
- iv. Equipment maintenance report-
  1. B254 & E241 - radiator is leaking
  2. E241 - air and water leak
  3. T243 water tank on is leaking
  4. T243 replaced gauges
- v. Ems calls – Responded to 34 of 58 Ems calls.
- vi. Developments in the district – large RV park going in at 95 & PHELAN Road, House of Hope going in at 287 FM 20.

**POLICY DISCUSSION/ACTION ITEMS**

9. Discussion and possible action on final adjustments to FY 22/23 budget.

The adjustments were reviewed. See attached Budget Amendments FY23.pdf  
 Tommy Chalmers moved to adopt the adjustments  
 Tracy Waldron seconded  
 The motion passed

10. Discussion and possible action on disposal items

The disposal items were reviewed  
 Peter Hicks moved to accept the items for disposal  
 Tommy Chalmers seconded  
 The motion passed

11. Discussion and possible action on near-certified firefighters per TCFP Guidelines

Chief Gill reviewed the ideas, the pros and cons of such a program with lots of discussion. With the hiring problems across the industry, this sounds like a useful alternative. Peter Hicks moved to adopt a policy that allows for hiring “Provisional” (near-certified) Fighters; Chief Gill is approved to hire up to 3 people in this category and starting pay will be based on our previous minimum hiring rate. Tommy Chalmers seconded  
 The motion passed.

Peter Hicks moved to direct Chief Gill to develop a policy to allow for sponsoring untrained firefighters.  
 Doug Kelsay seconded.



The motion passed.

12. Discussion and possible action on training hours for commissioners.

Lisa needs copies of certificates from Tracy Waldron, Tommy Chalmers and George Martinez. Most are thought to be up to date, but she needs it for verification.

13. Discussion and consider attending Safe-D conference, Feb 22-24, 2024 at Irving Convention Center

It was agreed that we needed to go to the conference to maintain our CE credits as well as to continue growing our knowledge of managing the department.

Lisa was directed to book attendance and rooms for 5 commissioners, Chief Gill (or his designee) and herself.

14. Discussion and possible action on alternatives to MAC cost increase.

Due to this being the busy time for accountant companies, the topic was tabled to early next year when we can do further investigation

15. Discussion and possible action on fire code development

ESD1 has finished and approved its fire code. Chief will review, edit and make recommendations for use of that as a base document for use in ESD2.

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

Due to some delays and planned changes with Microsoft it was recommended to table the work until February of 2024.

17. Discussion and possible action on station 2 equipment purchase.

With the turmoil of the market (inflation, truck manufacturers requiring up-front payment for vehicles to be delivered far in the future) interest rates and staffing conditions, Chief Gill will continue to investigate other opportunities of acquiring vehicles for station 2

18. The meeting was adjourned at 7:54 PM

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