

Bastrop County Emergency Services District No. 2

Regular Meeting

Feb 20, 2024, 7:00 p.m.

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

Final MINUTES

OPENING

1. A quorum was established and the meeting was called to order by President Tommy Chalmers at 7:01 p.m.

Those present included: President Tommy Chalmers, Vice President James Bennett Treasurer James Allen, Assistant Treasurer Larry Crabtree, Chief Josh Gill and Secretary Doug Kelsay.

Also in attendance was: Office Manager Lisa Eller.

2. Larry Crabtree provided the invocation.
3. Both Pledges of Allegiance were recited.
4. There were no Public Comments on Non-Agenda Items
5. There was one Public Comments on Agenda Items – Lisa Eller asked about follow-up of action items. See item 10 where this topic was discussed.

ADMINISTRATIVE ITEMS

6. Approval of minutes from the Jan 16, 2024 Regular Meeting and Feb 09, 2024 Special Meeting.

James Allen moved to accept all the minutes as presented.

James Bennett 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 Property Tax collections were \$2,175,408.26
 - ii. FYTD Sales Tax payments were \$488,890.44. Note that this amount did not appear as income in the financials, but is from the State Treasurer's report.
 - b. Approval of unbudgeted expense items in excess of \$2,000.
 - c. The Report of Fire Chief on the prior month's disbursements was reviewed.
 - d. The Jan 2024 financial reports were reviewed.

It was noted, again this month, that several accounts in the P&L had inaccurate (no entries) data.

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

James Bennett seconded the motion.

The motion passed.

OPERATIONAL DISCUSSION/ACTION ITEMS

8. The Jan 2024 Operations Reports from Bastrop County ESD #2 Fire Chief, Josh Gill, were presented. Highlights include:
 - a. Monthly Response Statistics:

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|-------------------------------|-----------|
| Total Calls – | 115 |
| Average Response Time – Min | 9:49 |
| Overlapping calls – % | 17.4% |
| Hours at Calls – hrs | 341:41 |
| Hours of Training – hrs | 239:55 |
| Hours at Events (PR) hrs | 83:50 |
| Total Hours - hrs | 665:26 |
| % Total Hours from Volunteers | 28.3% |
| Value of Volunteer support | \$6066.48 |

b. Monthly Operations:

- i. Training- “first-in” company operations.
 - ii. Management activities-
 - 1. signed a contract with Arnold custom builders for the remodel of station 2
 - 2. Did final inspection of new tender for station 2,
 - 3. The new CRRO truck has been upfitted and is in service,
 - 4. attended the TVPOA annual meeting,
 - 5. moved all utilities for station 2 into our name,
 - 6. Attended the TEEX leadership symposium.
 - iii. Personnel-
 - 1. We have 3 open firefighter spots,
 - 2. hired 2 new Battalion chiefs they will start on 2/12/2024,
 - 3. hired a CRRO he will start on 2/13/2024.
 - iv. Equipment maintenance report-
 - 1. station 4 - annual Preventative Maintenances were done,
 - 2. Mower at Sta 5 - replaced Battery on lawn mower
 - 3. T243 - repaired wiring issue on emergency lights,
 - 4. all of our air packs got the 2018 upgrade we were promised when we bought them, also all of our air packs were flow tested for the year,
 - 5. C202 got new tires.
 - v. Ems calls – Responded to 47 of 66 Ems calls.
 - vi. Developments in the district – new shooting range at the boy scout camp.
- c. Discussion and possible action on Disposal Log
 This item was tabled due to the log being updated.

POLICY DISCUSSION/ACTION ITEMS

9. Discussion and possible action on ESD Board of Commissioners Policies and Governance

We discussed the proposed list of Policies and Governance topics and agreed to begin with a review of existing policies and following that, prioritize the remainder. A Board “on-boarding” guide was thought to be a high priority. We will continue the discussion.

10. Discussion and possible action on Texas Comptrollers Special Purpose District Financial and Tax Reporting Requirements

The reports had been timely filed by Lisa Eller.

After much discussion it was proposed that Lisa provide an “Administration Report”, similar to the “Chiefs Report” on activities that include statutory filings and board action

items. This report will be included in the minutes. No formal action was taken, we will monitor and see how this works.

11. Discussion and possible action related to Safe-D Annual Conference.

No formal coordination of session lectures was agreed to.

James Allen moved to have the department pay for early check-in for those arriving early and for Lisa Eller to coordinate that with the hotel.

Larry Crabtree seconded.

The motion passed

12. Discussion and possible action on scheduling a workshop on a Saturday in the month of March for feedback from this year's SAFE-D conference and the various roles of the ESD2 commissioners.

After some discussion, this item was tabled until the March meeting.

13. Discussion and possible action on Purchase of Property for South Station.

No action as the property has already been purchased.

14. Discussion and possible action on Microsoft account.

Lisa Eller reported that two IT support vendors recommended that we not change. The cost would not be better nor would the content of service.

15. Discussion and possible action on employee complaint received on February 4, 2024 regarding Department leadership

A brief update citing the Feb 09 minutes was offered. Also, that the action was started promptly with no final report schedule date set.

16. Discussion and possible action on forming an actual HR department.

After discussion, it was decided that Operations Chief Gill and Lisa Ellers would make a recommendation as to what services were needed and what the related cost might be.

17. The meeting was adjourned at 9:06 PM

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