

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

**Regular Meeting**

**Jan 16, 2024, 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 Vice President Tommy Chalmers at 7:00 p.m.

Those present included: Vice President Tommy Chalmers, Board Member James Allen, (newly appointed) Commissioners Larry Crabtree and James Bennett, Chief Josh Gill and Secretary Doug Kelsay.

Also in attendance were: Office Manager Lisa Eller; Judge Chris Duggan, Auditor James Medack, Citizen Sue Crabtree, Battalion Chief Greg Monroe, Firefighters Hunter Kerby, Indiana Oberholzer and Firefighter Cadet James Garcia.

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 were no Public Comments on Agenda Items.

**ADMINISTRATIVE ITEMS**

6. Swearing in of newly appointed Commissioners Larry Crabtree and James Bennett for 2-year terms.  
Larry Crabtree and James Bennett were sworn in by Judge Chris Duggan.
7. Approve and accept statements and oaths of office for appointed commissioners.

Statements and oaths of office were approved and accepted for commissioners Larry Crabtree and James Bennett.

Doug Kelsay moved to approve and accept the statements and Oaths.  
Tommy Chalmers seconded  
The motion passed.

8. Authorize publication of notice of address of administrative office location.

Doug Kelsay moved to authorize publication of notice of address of administrative office location.

Tommy Chalmers seconded  
The motion passed.

9. Finalize Audit, including Authorizing filing audit with Bastrop County.

The audit was presented by Auditor James Medack and he answered several questions to the satisfaction of the board.

Larry Crabtree moved to accept the Audit and authorize filing the Audit with Bastrop County.  
James Bennett seconded.

The motion passed.

10. Approval of minutes from the Nov 21, 2023 Regular Meeting and Dec 12, 2023 Special Meeting.

James Allen moved to accept both sets of the minutes as presented.

Tommy Chalmers seconded

The motion passed.

### **FINANCIAL DISCUSSION/ACTION ITEMS**

11. 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 for November were \$232,810.19
  - ii. FYTD Tax collections for December were \$728,998.52
  - iii. FYTD Sales Tax payments for Nov were \$ 122,974.48.
  - iv. FYTD Sales Tax payments for Dec were \$. 237,929.61
- b. Approval of unbudgeted expense items in excess of \$2,000.
  - i. No November unbudgeted expense items were reviewed
  - ii. No December unbudgeted expense items were reviewed
- c. The Report of Fire Chief on the prior month's disbursements was reviewed.
- d. The November and December 2023 financial reports were reviewed.
- e. 1Q investment Report was not reviewed

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

Larry Crabtree seconded the motion.

The motion passed.

### **OPERATIONAL DISCUSSION/ACTION ITEMS**

12. The November and December 2023 Operations Reports from Bastrop County ESD #2 Fire Chief, Josh Gill, were presented. Highlights include:

a. Monthly Response Statistics (Nov):

Total Calls –	91
Average Response Time – Min	7:53
Overlapping calls – %	16.5%
Hours at Calls – hrs	157
Hours of Training – hrs	263
Hours at Events (PR) hrs	150
Total Hours - hrs	570
% Total Hours from Volunteers	NA
Value of Volunteer support	\$NA

Monthly Response Statistics (Dec):

Total Calls –	82
Average Response Time – Min	8:54
Overlapping calls – %	22.0%
Hours at Calls – hrs	225.08
Hours of Training – hrs	65.25
Hours at Events (PR) hrs	153.50
Total Hours - hrs	443.83
% Total Hours from Volunteers	NA
Value of Volunteer support	\$NA

Chief Gill was asked to see if Volunteer hours can be easily summarized for future reports. The person who used to do the data analysis is no longer with the department.



b. Monthly Operations:

NOV

- a. Training- No training
- b. Management activities-
  - a. worked on Request For Bid for station 2,
  - b. worked on financing for new trucks, station purchase & remodel.
- c. Personnel- we are at full staff.
- d. Equipment maintenance report-
  - a. E223 - Replaced batteries, replaced transmission filter and fluid
  - b. B204 - replaced batteries
  - c. E251 - having front leaf spring bushings replaced, replaced power steering lines
- e. Ems calls – Responded to 45 of 74 Ems calls.
- f. Developments in the district – None.

DEC

- a. Training- Advanced airway.
- b. Management activities-
  - i. Finished and posted Request For Bid for station 2,
  - ii. met with contractors at station 2,
  - iii. working with the banks and our lawyers on the 2 loans,
  - iv. had our Christmas party at station 4.
- c. Personnel- We have 2 open firefighter spots.
- d. Equipment maintenance report-
  - i. T253 - Replaced air brake switch
  - ii. E251 - replaced leaf spring bushings, replaced power steering cables
  - iii. E223 - replaced brakes
  - iv. Lawn Mower Sta 4 - replaced starter
- e. Ems calls – Responded to 38 of 49 Ems calls.
- f. Developments in the district – None.

Doug Kelsay requested to add a standing topic of “Discussion and Possible action on Disposal Report” to the agenda in the Monthly Operations report. No objections were offered.

**POLICY DISCUSSION/ACTION ITEMS**

13. Discussion and possible action to elect officers for board.

The following board members were elected to these offices.

President – Tommy Chalmers and James Allen were nominated for the position.

Vote tally – Tommy Chalmers – 4, James Allen - 1

Vice President – James Allen and James Bennett were nominated for the position.

Vote tally – James Allen – 2, James Bennett - 3

Treasurer – James Allen was nominated for the position. As the lone candidate it was by proclamation that he would fill the position.

Assistant Treasurer – Larry Crabtree was nominated for the position. As the lone candidate it was by proclamation that he would fill the position

Secretary – Doug Kelsay was nominated for the position. As the lone candidate it was by proclamation that he would fill the position.

The Officer's roster stands as:

President – Tommy Chalmers

Vice President – James Bennett

Treasurer – James Allen

Assistant Treasurer – Larry Crabtree

Secretary – Doug Kelsay

14. Discussion and possible action on Treasurer's bond.

In the discussion it was brought up that in prior years, we decided that we had adequate coverage under the liability policies in place, we had little to no sophisticated investments and that attorneys concurred that we needed no such bond.

Doug Kelsay moved that we not pursue a Treasurer's bond this year.

Tommy Chalmers seconded

The motion passed.

15. Discussion on Board Member responsibilities.

Tommy Chalmers presented a more simplified path of developing our Agenda wherein the Secretary would distribute the Draft Agenda to the board prior to the finalization of the Agenda for comments, and would forward the Agenda to the attorneys for review, then post the Agenda. There was no objection.

After Chief reminded us that with the changes on the board that we needed more signatories on the bank account:

Larry Crabtree made the motion that we update the signatories with the bank to include President, Vice President, Treasurer and Chief.

Doug Kelsay seconded

The motion passed.

16. Discussion on SAFE-D conference.

Discussion was held. Lisa will begin the registration and reservation work.

17. Update on work on Station 2.

Chief reported that the utilities were transferred into ESD2's name (from the City of Bastrop) on 12 Jan 2024.

18. Discussion and possible action awarding the winner of the RFB for the Station 2 remodel.

Chief Gill presented the RFB package. 4 bidders were interested but only 2 bidders submitted bids – Arnold Custom Builders and R. Mancha Builders. Arnold Custom builders had the lower bid.

Doug Kelsay moved to approve the Arnold Custom Builders bid to do the specified work for \$480,068.00.

Larry Crabtree seconded.

The motion passed.

19. The meeting was adjourned at 8:48 PM

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