

Bastrop County Emergency Services District No. 2

Regular Meeting

Mar 19, 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 7:00 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, Attorneys John Carlton, Jennifer Schien of the Carlton Law Firm PLLC and Kevin Mullen of the Mullen Firm PLLC, Battalion Chiefs Michael Bland and Kyle Swarts, and Firefighters Mike Norman, Dustin Williams, Dawson Warren, Luke Wobus and 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. Service Award - Peter Hicks
 - a. This presentation was tabled as Peter Hicks was delayed in travel.
7. Approval of minutes from the Feb 20, 2024 Regular Meeting and Mar 5, 2024 Special Meeting (B).

James Allen moved to accept both sets of minutes as presented.
Larry Crabtree seconded the motion.
The motion passed.

FINANCIAL DISCUSSION/ACTION ITEMS

8. 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 \$2,370,568.24
 - ii. FYTD Sales Tax payments were \$638,957.75. 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. None presented.
 - 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.
Tommy Chalmers seconded the motion.
The motion passed.

OPERATIONAL DISCUSSION/ACTION ITEMS

9. The Jan 2024 Operations Reports from Bastrop County ESD #2 Fire Chief, Josh Gill, were presented. Highlights include:

a. Monthly Response Statistics:

Total Calls –	78
Average Response Time – Min	8:39
Overlapping calls – %	23.1%
Hours at Calls – hrs	162:03
Hours of Training – hrs	149:20
Hours at Events (PR) hrs	341:45
Total Hours - hrs	653:08
% Total Hours from Volunteers	57.3% *
Value of Volunteer support	\$8,101.90

*Secretary's Note: Volunteer hours now include Volunteers being "on call" at the station as well as working calls or specific defined duties. We have some Volunteers working 48 hour shifts alongside paid firefighters. This has significant impact on our response capability.

b. Monthly Operations:

i) Training- forcible entry, hose line deployments.

ii) Management activities-

(1) station 2 demo started & lots of lumber was delivered,

(2) lots of personnel issues and complaints being dealt with right now,

(3) all gear was cleaned and inspected by a 3rd party,

(4) attended the LEPC meeting,

(5) attended the emergency communication meeting.

iii) Personnel- We have 4 open firefighter spots, we are going to start the hiring process March 14th & 15th. They should start April 9th, we have 12 applicants.

iv) Equipment maintenance report-

(1) station 3 annual PM's were done,

(2) Boat 204 water pump is out,

(3) SCBA compressor repaired ,

(4) Air conditioning in training room went out.

v) Ems calls – Responded to 44 of 63 Ems calls.

vi) Developments in the district – 17 lot subdivision on S. Old Potato and a 3 lot subdivision on Old Pin Oak.

c. Discussion and possible action on Disposal Log

Doug Kelsay moved to approve the disposal log for disposition.

Larry Crabtree Seconded.

The motion passed.

POLICY DISCUSSION/ACTION ITEMS

10. Discussion and possible action on employee complaint received on February 4, 2024

At 7:04 PM, the Board went into Executive Session per Section 551.071 of the Government Code, to allow the Board to consult with and receive legal advice from its attorneys.

At 8:21 PM, the Board left the Executive Session and reconvened in the open meeting, with no action taken during the Executive Session.

Larry Crabtree made a motion to authorize President Tommy Chalmers to send a letter to Lt. Schneider explaining the resolution of this complaint of Feb 4, 2024 and to send letters to Chief Gill and BC Monroe involving matters related to this investigation of Lt. Schneider's complaint
James Allen seconded
The motion passed.

Doug Kelsay made a motion to establish a subcommittee consisting of James Bennett and Doug Kelsay to work with Chief Gill to establish appropriate training to improve management and personnel within the department.
Larry Crabtree seconded.
The motion passed.

Doug Kelsay made a motion to establish a subcommittee consisting of Larry Crabtree and James Allen to work with Chief Gill to review and update the Department policies and procedures and bring a recommendation to the board.
James Bennett seconded.
The motion passed.

11. Discussion and possible action on appeal by BC Williams.

Tommy Chalmers noted that three interviews have been conducted and a second interview with BC Williams is scheduled.

12. Discussion and possible action on the new BC's being our Public Information Officer (PIO) and handling our social media accounts. - BC Swarts

BC Swarts provided a summary of the PIO's duties and how distributing them among the Battalion Chiefs would be handled. He also noted that in a previous (2021) Board meeting, Lisa Eller was identified as the PIO.

Tommy Chalmers made a motion to authorize Chief Gill to be PIO and / or designate a PIO to manage Social Media and to ensure records compliance.

Larry Crabtree seconded
The motion passed.

13. Discussion and possible action on accounting issues.

Larry Crabtree reported on the need for and the best options available to achieve better accounting support. It was noted that Medack and Oltmann is our current auditor and that if they were selected, we would be required to find another auditor. They would use QuickBooks (cloud) to allow for our immediate access to records.

James Allen made a motion to change to Medack and Oltmann to perform the needed accounting tasks at a price of \$2500 flat rate per month, plus extra services as required, and to implement the transition with Medack and Oltman's recommended schedule

James Bennett seconded
The motion passed.

14. Discussion and possible action on obtaining QuickBooks for in-house use.

Larry Crabtree reported on the options, should we decide to obtain our own use of QuickBooks. It was recommended that we use the cloud version and have 20 user seats (total logins, not concurrent users) available. Discussion on the number of seats continued.

James Allen made a motion to authorize the department to buy (license) QuickBooks (cloud) with 5 access seats.
James Bennett seconded.
The motion passed.

15. Discussion and possible action on improving return on investments.

Tommy Chalmers noted that a company at Safe-D, Texas Class, was offering higher than average return on fire departments money market type investments, due to daily compounding.

James Allen agreed to investigate, with our current rate being about 5.34% and bring a recommendation to the board.

16. Discussion and possible action on Sales Tax consulting services.

The discussion was tabled until about August.

17. 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.

It was agreed that we would hold a Special Meeting Workshop on Saturday April 6 from 9-1 to discuss Safe-D conference topics.

18. Discussion and possible action on establishing a human resources department.

The discussion was tabled indefinitely due to the activities already covered with the Feb 4 Complaint resolution.

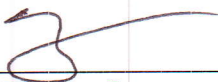
19. Discussion and possible action on ESD Board of Commissioners Policies and Governance.

The discussion was tabled indefinitely due to the activities already covered with the Feb 4 Complaint resolution.

20. Discussion and possible action on implementation progress of Property for South Station.

The building is in the demolition / build phase, and that City of Bastrop code approval is complicating buildout. Also, the Water tender is delivered, the Brush Truck chassis has been delivered to the truck builder and the engine is still scheduled for end of summer.

21. The meeting was adjourned at 9:49 PM



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