

Bastrop County Emergency Services District No. 2

Regular Meeting

Apr 16, 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 were: Office Manager Lisa Eller, RaChele Hazel of RIT Management, prior Commissioner Peter Hicks and Battalion Chief Greg Monroe.

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. Prior Commissioner Peter Hicks was recognized for his excellent service and special expertise on the board of commissioners from 2018 through 2023.
7. Approval of minutes from the Mar 19, 2024 Regular Meeting and Apr 06, 2024 Special Meeting (Safe D workshop).

James Bennett moved to accept both sets of minutes as presented.

James Allen 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 \$2,457,769.93
 - ii. FYTD Sales Tax payments were \$744,308.12.Note that this amount did not appear as income in the financials, but is calculated from the State Comptroller's reports.
 - 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.

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

James Bennett 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 –	69
Average Response Time – Min	9:43
Overlapping calls – %	11.6%
Hours at Calls – hrs	188:32
Hours of Training – hrs	114:50
Hours at Events (PR) hrs	214:50
Total Hours - hrs	518:12
% Total Hours from Volunteers	46.7% *
Value of Volunteer support	\$5,253.33

b. Monthly Operations:

i) Training- water supply, ladders & hydrant operations.

ii) Management activities-

(1) station 2 has been gutted, waiting on permit to start construction part,

(2) new tender is here,

(3) After Action Report (AAR) for Stockade Ranch Road fire,

(4) met with 3 committees on investigation

(5) hose and ladder testing.

iii) Personnel- We have 4 open firefighter spots, we will be testing and interviewing 4 on April 12th.

iv) Equipment maintenance report-

(1) station 5 - annual PM's were done and bay door fixed

(2) Boat 204&203 - water pumps replaced & PM done,

(3) Station 3 - motor replaced on A/C,

v) Ems calls – Responded to 29 of 53 EMS calls.

vi) Developments in the district – storage unit on Lovers Lane, new gym at 71 & Harmon.

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. Conduct annual review of investment policy and investment strategies and adopt resolution.

James Allen moved to accept the investment policy and adopt the resolution

James Bennett seconded

The motion passed.

11. Discussion and possible action on identifying loans for equipment and buildings as Debt for tax calculation purposes – Doug Kelsay / Tommy Chalmers

a. Doug Kelsay reported that during the “Truth in Taxation” training provided by Bastrop County Appraisal district and the Bastrop County Central Appraisal district through MVBA, that we could gain flexibility on determining our Tax Rate if we identified our loans for Station 2 equipment and building as “Debt”. Treasurer James Allen was asked to check with Tax Collector Ellen Owens to see if what she needs to include the

~\$2Million in debt for the Station 2 building and equipment in our calculations for this year's tax rate.

12. Update on actions related to employee complaint received on February 4, 2024
 - a Subcommittee to establish appropriate training to improve management and personnel within the department – Doug Kelsay / James Bennett.
Tommy Chalmers moved to authorize the subcommittee to approve the supplier choice and for Chief Gill to then proceed with arranging the training. This action subject to Open Meetings Act review.
Larry Crabtree seconded
The motion passed.
 - b Subcommittee to review and update the Department policies and procedures and bring a recommendation to the board – James Allen / Larry Crabtree.
Review of policies and procedures was discussed in the (20) Safe D review and in the above (12 a) discussions. No further action was taken.
13. Update on appeal by BC Williams – Tommy Chalmers / James Bennett.
Tommy Chalmers reported that the subcommittee met with Chief Gill and determined that the Chief's decision was correct. BC Williams was notified of the decision.
14. Discussion and possible action on opting out of Social Security – Chief Gill.
Chief Gill gave a brief explanation of the proposal and recommended we table until the next meeting.
15. Discussion and possible action on changing the hiring and firing policy / procedure for the department. – Chief Gill.
Chief Gill recommended moving "hiring and firing" authority to the Battalion Chiefs and other lesser disciplinary actions to BCs and lower-level managers to allow for review by the Chief. This avoids some appeals going to the board.
Chief Gill will bring a proposal for change to the policy and procedures at the next meeting.
16. Discussion and possible action on the equipment: - Chief Gill.
 - a Purchase of a dump trailer for the chipping events. Not to exceed \$15,000.
James Bennett moved to approval the purchase of the dump trailer not to exceed \$15,000.
Larry Crabtree seconded
The motion passed.
 - b Sale of 4 surplus trucks.
 - i Use of the proceeds to buy a replacement vehicle for Administration use.
Larry Crabtree moved to approve the Resolution Authorizing Sale of Surplus Property.
James Allen seconded.
The motion passed.
17. Discussion and possible action on filling Nick Jones position while on (long term) leave - Chief Gill.
Doug Kelsay moved that, as Nick Jones will not return from military duty until next fiscal year, when the plans are to hire additional firefighters, and that as we are only at 37% of budget for salaries for the year with more than half the year behind us, to approve the hiring of a replacement for Nick Jones position.
Larry Crabtree seconded

The motion passed.

18. Discussion and possible action on improving return on investments; possible use of TX Class – James Allen.

This item was tabled until next meeting.

19. Discussion and possible action on Sales Tax consulting services – Larry Crabtree.

Doug Kelsay moved to approve Chief Gill to contract for one year with HdL

James Allen Seconded

The motion passed

20. Update on Safe D items – Larry Crabtree.

Larry provided an update on his work at the Safe D Conference as he was absent from that meeting (Apr 6 Special Meeting).

- HR Consulting Services
 - RIT-HR (including presentation by RaChele Hazel of RIT.)
 - CPS-HR
- Retirement Plans
 - Texas County & District Retirement System
- Website Support Services
 - Clicktunity
 - Streamline
- Policies / Procedures
 - Coveler & Peeler PC

21. Update on Volunteer organization structure and retention plans – Lisa Eller.

Lisa Eller provided a thorough update on the Volunteer organization.

22. Discussion and possible action on implementation progress of Property for South Station. – Chief Gill.

Chief Gill presented the previously discussed changes to the buildout of Station 2 (South Station).

Doug Kelsay moved to approve the change orders 1 for \$9,613.87 and 2 for \$52,986.86.

Larry Crabtree seconded

The motion passed.

10. The meeting was adjourned at 9:13 PM

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