

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

**Regular Meeting**

**May 21, 2024, 7:00 p.m.**

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

**FINAL MINUTES**

**OPENING**

1. **Call meeting to order.** 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: Tony Sekaly of Texas Class, Firefighters Scott Hardy and Hunter Kerby. Office manager Lisa Eller was absent.

2. **Invocation.** Larry Crabtree provided the invocation.
3. **Pledges of Allegiance.** Both Pledges of Allegiance were recited.
4. **Public Comment.** There was one Public Comment on Non-Agenda Items – Larry Crabtree spoke about the public events he had attended representing ESD2, mainly with Circle D homeowners where he resides.
5. **Public Comment on Agenda Items.** There were no Public Comments on Agenda Items.

**ADMINISTRATIVE ITEMS**

6. **Approval of minutes from the Apr. 16 2024 Regular Meeting.**

James Bennett moved to accept the minutes as presented.

Tommy Chalmers seconded the motion.

The motion passed.

**FINANCIAL DISCUSSION/ACTION ITEMS**

7. **Discussion and possible action regarding monthly report from Treasurer, including:**

- a. An update on payments from Tax Assessor-Collector was presented.

- i. FYTD Property Tax collections were \$2,509,571.90

- ii. FYTD Sales Tax payments were \$877,559.46.

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.

The 1Q investment report was discussed. Our new accountant and our legal counsel appear to disagree on the need for this report in our situation. The board asked for both 1Q and 2Q investment report to be presented for approval at the next Regular Meeting – June 18.

James Bennett moved to approve the Treasurer's report as presented.

Doug Kelsay seconded the motion.

The motion passed.

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

#### **8. Operations Reports from Bastrop County ESD #2 Fire Chief, Josh Gill, including:**

##### **a. Monthly Response Statistics:**

Total Calls –	91
Average Response Time – Min	7:54
Overlapping calls – %	18.68%
Hours at Calls – hrs	235:52
Hours of Training – hrs	123:30
Hours at Events (PR) hrs	387:00
Total Hours - hrs	746:22
% Total Hours from Volunteers	52.1 %
Value of Volunteer support	\$8416.95

##### **b. Monthly Operations:**

i Training- Ems, extrication, air bags & wildland refresher.

ii Management activities

a. Station 2 has been started,

b. worked on getting training in reference to the investigation brought in per the board,

c. attended a special called ESD meeting.

iii Personnel:

a. Currently have 1 open firefighter spot,

b. Will be testing and interviewing on May 10th.

c. Have 3 captain spots open, those close on May 17th.

iv Equipment maintenance report

a. Station 5 bay door fixed,

b. station 5 ice machine is broken,

c. station 3 bay door fixed,

d. All A/C units had quarterly PM done,

e. E251 - fuel sending unit replaced,

f. E241 - manifold repaired again,

g. B206 - batteries replaced.

v Ems calls – Responded to 43 of 71 Ems calls.

vi Developments in the district:

a. 4 story senior living facility on Porter Road,

b. RV park and tiny home at 71 behind Dukes store.

c. Discussion and possible action on Disposal Log:

No disposal log was presented at this time.

### **POLICY DISCUSSION/ACTION ITEMS**

#### **General:**

9. Discussion and possible action on the formation of a county wide EMS ESD.

There was much discussion on the jurisdiction / role of the proposed County EMS ESD. It is understood that this will mainly be for Transport (ambulance) service and will not affect our BLS (basic life support) level first responder activities.



Larry Crabtree made a motion to authorize President Tommy Chalmers to notify Carlton Law Firm that 1) we waive the right to do EMS Transportation and 2) we approve of Carlton Law Firm to represent the initiating party to establish this EMS ESD overlay.

James Allen seconded

The motion passed.

10. Discussion and possible action on Air Med Care Network.

Tommy Chalmers presented an option for employee benefits of air medical transport. It would cost approximately \$75 per covered person. We agreed to consider it in the 2024/2025 budget.

11. Discussion and possible action on the Bastrop County ESD2 Board Oversight sheet

Tommy Chalmers distributed the oversight sheet and asked the board to review it for discussion in the next regular (June 18) meeting.

12. Discussion and possible action on the supporting Bastrop County communication trailer with volunteers.

James Allen presented the possibility that ESD2 volunteers could be trained for and staff the County owned and operated "radio trailer" for use in emergency communications. There was much discussion on the roles of the County as well as the volunteers and the resultant costs. No Memorandum of Understanding (MOU) was available. No decisions were made, other than to continue consideration.

13. Update, discussion and possible action on implementation progress of Property and Equipment for South Station.

Chief Gill provided the current status. The work is continuing and on schedule. There will likely be additional change orders and the sprinkler system is not yet designed.

14. Update on specific equipment approved at last meeting:

Chief Gill reported that:

- a Purchase of a dump trailer for the chipping event was completed slightly under budget and was used successfully at this last week's chipping event.
- b Sale of 4 surplus trucks returned a better than expected \$121,800.

**Budget Related:**

15. Discussion and possible action on County charges for Property Tax Collection

James Allen reported that most other jurisdictions have already agreed to this agreement and have paid the invoiced amount, and that our Legal Council recommended approving the agreement and paying the invoiced amount.

Larry Crabtree made a motion to approve the agreement for tax collection and pay the invoice, and that President Tommy Chalmers sign and have his signature "attested" on the Ad Valorem Tax Assessment and Collection Contract.

James Allen seconded

The motion passed.

16. Discussion and possible action on improving return on investments; possible use of TX Class

James Allen introduced Tony Sekly of Texas Class, a financing pool. Tony provided information on his company and he noted that we are already getting a very good deal from our local bank, and that the return he could provide would not be significantly above what our bank is providing, but we might want some diversification. After Tony had presented and left the meeting, we

agreed to consider the possibility and need during our 2024-2025 budget setting. No further action was taken.

17. Discussion and possible action on identifying loans for equipment and buildings as Debt for tax calculation purposes

James Allen reported that in discussion with Bastrop County Tax Collector Ellen Owen that our current loans, that are already classified as M&O funded cannot be restructured to be secured by Property Tax (instead of by equipment as we have now), but that on future loans we should consider securing with Property Tax funds.

18. Update on Sales Tax consulting services

Chief Gill reported that he has contracted for one year with HdL sales tax consulting service and they will be sending reports soon.

19. Discussion and possible action on Retirement Options, TCDRS and opting out of Social Security

Chief Gill verified that the board received the information he had provided (from Bexar County) and we could consider this option in our 2024-2025 budget session.

Doug Kelsay reported that attorney Kevin Mullins declined to review this topic as he was not a "Social Security" expert. He offered two other firms who specialized in this.

No further action was taken.

20. Discussion and possible action on use of the proceeds from sale of surplus trucks to buy a replacement vehicle for Administration use.

Chief Gill recommended we table this until the next meeting.

21. Discussion and possible action on hiring assessment firm for Captains' positions

Chief Gill informed us that with the applicants we received, this is no longer needed. No further action was taken.

22. Discussion and possible action on updating the 2023-2024 Budget

Chief Gill advised that he will be able to present an update for the 2023-2024 budget at the next regular meeting (June 18) as we will have information for our first fiscal half year.

#### **Personnel Related:**

23. Discussion and possible action on interactions with the office personnel and Chief

Tommy Chalmers requested that instead of simply "dropping in," board members schedule time with the Chief and the admin staff for any meetings. This was accepted as "proper professional procedure" by the board.

24. Update on actions related to employee complaint received on February 4, 2024

a Doug Kelsay noted that he did not follow the process of decision making in the motion in last months item 12 a) as it would have violated the Open Meetings Act.

b Discussion and possible action on hiring firm for anti-discrimination training and professional development

i Chief Gill had conducted the interviews of the potential training companies and recommended Mike McCall conduct the training at a cost of \$4000.

James Bennett moved to accept that bid and authorize Chief Gill to proceed with contracting with Mike McCall to conduct the training.



Larry Crabtree seconded  
The motion passed.

- c Update on Subcommittee to review and update the Department policies and procedures and bring a recommendation to the board

Larry Crabtree recommended with the training planned and with no Human Resources support yet agreed to, to not proceed further with this item until that time. No further action was taken.

- 25. Discussion and possible action on proposal to change the hiring and firing policy / procedure for the department.

Chief Gill ensured that all board members had received and reviewed the changes to the policy that had been sent out. Understanding that they had:

Jim Allen made a motion to approve the changes, subject to legal review.

Tommy Chalmers seconded

The motion passed.

- 26. Discussion and possible action on hiring Human Resources Department support

Larry Crabtree recommended we table this item until the next regular meeting (June 18) when Lisa will be back in the office. No further action was taken.

- 27. The meeting was adjourned at 9:32 PM

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