

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

### **Regular Meeting**

**Aug 20 2024, 7:00 p.m.**

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

### **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 and Assistant Treasurer Larry Crabtree, Secretary Doug Kelsay, and Chief Josh Gill.

Also in attendance were: Ashton McGonagle of Medack & Oltmann LLP, our accountants, Office manager Lisa Eller, Battalion Chief Greg Monroe and firefighters Hunter Kerby, Indiana Oberholzer and James Gracia

2. **Invocation:** Larry Crabtree provided the invocation.
3. **Pledges of Allegiance:** Both Pledges of Allegiance were recited.
4. **Public Comments on Non-Agenda Items:**

Larry Crabtree commented on two items:

- 1) He thanked Chief Gill and Office Mgr Lisa Eller for their hard work putting budget together a great budget under difficult circumstances.
- 2) He commented that the board should consider a procedure for formal evaluation of the Fire Chief, if one didn't already exist.

Tommy Chalmers commented about his discussion with County Judge Klaus about the progress of establishing ESD3 and that we may have to formally rescind our transport service jurisdiction which is established in our (ESD2) charter.

5. **Public Comments on Agenda Items:** No Comments were presented

#### **ADMINISTRATIVE ITEMS**

To accommodate the schedule of Ashton McGonagle of Medack & Oltmann LLP, we jumped to items 7&8, then returned to item 6

#### **6. Approval of minutes:**

Secretary Doug Kelsay recommended the following edits to the distributed minutes:

a July 16, 2024 Regular Meeting.

i Section 7,a,II concerning Sales Tax payments, ADD: *Secretary's note. Between the presentation at this meeting and the review for approval of the minutes at this meeting, it was identified that this amount was inaccurate due to faulty reporting processes. The correct amount should be noted as 1,409,057.94."*

Larry Crabtree moved to amend and approve the July 16 2024 minutes accordingly.

James Allen seconded

The motion passed

- b July 27, 2024 Special Meeting – Budget Workshop
  - The signature block incorrectly notes source of minutes. REMOVE: “*Notes at meeting taken by Tommy Chalmers. Transcribed and submitted by...*”
  - Larry Crabtree moved to amend and approve the July 16 2024 minutes accordingly.
  - James Allen seconded
  - The motion passed
  
- c Aug 2, 2024 Special Meeting – Proposed Tax Rate
  - i Section of State Code was incorrectly identified as 551.071. CHANGE to 551.074.
  - ii Reason for Executive Session was incorrectly stated: REPLACE “*consult with and receive legal advice from its attorneys*” WITH “*to allow the Board to discuss a personnel matter.*”
  - iii The signature block incorrectly notes source of minutes. REMOVE: “*Notes at meeting taken by Tommy Chalmers. Transcribed and submitted by...*”
  - Larry Crabtree moved to amend and approve the Aug 2, 2024 minutes accordingly.
  - Tommy Chalmers seconded
  - The motion passed
  
- d Aug 19, 2024 Special Meeting – Public Hearing / Budget Approval
  - i Attendees is incorrect. MOVE “Secretary Doug Kelsay” from attendees to absent section.
  - ii Headings are incorrect. REPLACE “*Budget and Tax Rate*” WITH “*Public Hearing*”; ADD “*Financial Discussion / Action Items*” after item 6; REPLACE “*Adopt Budget*” WITH “*Discuss and consider taking action regarding budget for fiscal year October 1, 2024 to September 30, 2025;*”.
  - iii Section of State Code was incorrectly identified as 551.071. CHANGE to 551.074.
  - James Bennett moved to amend and approve the Aug 19, 2024 minutes accordingly.
  - Jim Allen seconded
  - The motion passed

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

#### **7. Presentation by Accountants Medack and Oltmann on transition of accounting tasks:**

Ashton McGonagle of Medack & Oltmann LLP answered question from the board concerning reserves and reserve accounts, details on the budget report format, cash vs accrual accounting and other topics related to our accounting processes. It was noted by Doug Kelsay that due to the transition to the new firm and the problems with the previous accounting service, the board was very happy to finally be getting good reports once again.

#### **8. 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 \$ 2,612,732.13
  - ii. FYTD Sales Tax payments were \$ 1,559,898.24.
- b. Update from HdL on Sales Tax Analysis:



- i. A “snapshot” report was presented.
- ii. Doug Kelsay commented on some analysis he and Office Manager Lisa Eller had done, specifically an analysis of grouping the top taxpayers, in groups of 10 (without identification of the individual tax payer) for the top 50 tax payers. This was helpful to understand the impact of certain taxpayers on our overall revenue. Chief Gill was asked to request HdL consider this as a standard report. Also, that HdLs service was understood to include an audit of the taxpayer base for taxpayers we are not receiving revenue and should or taxpayers we are receiving revenue for and should be. Again, Chief Gill was asked to check with HdL to see where they are with this service.
- c. Approval of unbudgeted expense items in excess of \$2,000.  
No items were presented
- d. The Report of Fire Chief on the prior month’s disbursements was reviewed.
- e. The June 2024 financial reports were reviewed.  
The FY3 investment report were not presented as they were reviewed last month.  
Doug Kelsay moved to accept the Treasurer’s report as presented.  
James Bennett seconded the motion.  
The motion passed.

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

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

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

Total Calls –	94
Average Response Time – Min	13:04
Overlapping calls – %	20.43%
Hours at Calls – hrs	194:45
Hours of Training – hrs	217:00
Hours at Events (PR) hrs	76:30
Total Hours - hrs	488:15
% Total Hours from Volunteers	30.1%
Value of Volunteer support	\$3178.89

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

- i Training-
  - 1. Boat training, shore line rescue, first due operations, rural water supply.
- ii Management activities-
  - 1. Budget workshop with the 3 BC’s, Budget workshop with the CRRO, Budget workshop with Lisa & budget workshop with the board,
  - 2. working with contractors for station 2 remodel.
- iii Personnel-
  - 1. 1 employee terminated,
  - 2. 1 still on military leave.
- iv Equipment maintenance report-
  - 1. Stations 4&5 - Ice machines fixed,
  - 2. T233 - repaired AC unit
  - 3. B206 - replaced MAF plug
  - 4. B246 - replaced batteries
  - 5. B203 - replaced bilge pump
- v Ems calls – Responded to 0 of 0 Ems calls.

It was noted that this unacceptably poor level of service is continuing due to incomplete changes in the 911 system. All EMS calls routed this month to ESD2 were for service in Elgin, not ESD2. It is reported that the system should be back in service by Oct 1.

- vi Developments in the district
  - 1. Truck-stop in the area across from camp swift,
  - 2. RV park on sayers road,
  - 3. tiny home development on Moon Mist.

c. Discussion and possible action on Disposal Log

A disposal log was presented.

James Bennett made a motion to approve the disposal of the items on the Disposal Log.

Larry Crabtree seconded

The motion passed

## **POLICY DISCUSSION/ACTION ITEMS**

### **Station 2**

**10. Discussion and possible action on the Board action in the July 16 Regular Meeting to authorize Chief Gill to spend up to \$20,000.00 on amendments to the contract for capital construction at Station 2 – Larry Crabtree**

No change orders were paid by Chief Gill so far.

Larry Crabtree moved that the board rescind the action authorizing the expenditure of the \$20,000 for change orders.

James Allen seconded.

The motion passed.

**11. Update, discussion and possible action on implementation progress of Property and Equipment for South Station. – Chief Gill.**

Drywall and windows should be complete next week.

No generator was previously planned and it is requested we install a generator to ensure 24/7 service.

Chief Gill presented a change order to add a generator and related installation fees, but excluding a 500 gallon propane tank, to be proposed next month as quotes are not completed. The generator and installation cost is \$38,958.46.

Tommy Chalmers moved to approve the expenditure. Source of funds was not identified.

James Bennett seconded.

The motion passed.

**12. Discussion and possible action on Flooring for Station 2 - Chief Gill**

Chief Gill presented information on the flooring alternatives. It is determined that the planned paint, as used in Station 4, is very slippery when wet and there is concern of injury to personnel. The cost for a non-slip epoxy in the 2340 sq ft bays is \$15,163.20 and is cheaper than commercial paint.

Tommy Chalmers moved to approve the expenditure of \$15,163.20 for a non-slip epoxy coating. Source of funds was not identified.

James Bennett seconded.

The motion passed.



**13. Review of Budget Details possibly discussed in Aug 19 Special Meeting – Chief Gill / Doug Kelsay**

- a **A 10 year schedule of major equipment replacement, to include showing reserve and / or funding process requirements.**

Analysis is in work between Chief Gill and Doug Kelsay. Further discussion tabled to next month.

- b **A way to provide for unexpected unforeseen expense financial needs.**

This was completed within the 2024-2025 Budget.

**Administration**

**14. Update, discussion and possible action on District website status, accessibility, and posting requirements and take any related action – Doug Kelsay / Lisa Eller**

Lisa Eller reported that the required changes to the website will be implemented with the posting of the approved budget. This item is considered complete until further requirements are identified.

**15. Update on email & discussion and possible action on social media archiving – Lisa Eller**

Email archiving is complete through GoDaddy. Social media archiving is in work with the implementation of the Smarsh contract.

**Budget Related:**

**16. Discussion and possible action regarding engaging Montemayor Britton, Bender PC to perform the annual audit pursuant to HSC 775.082 in an amount not to exceed \$10,000.00. – Larry Crabtree**

Three alternatives were reviewed. It was agreed that Montemayor Britton, Bender PC had the lowest price bid and that they could provide proper service.

Doug Kelsay moved we approve the \$10,000 bid from MBB LLC as presented.

James Allen seconded.

The motion passed.

**17. Update, discussion and possible action on opting out of Social Security – Chief Gill.**

No action taken at this time as BC Swarts was unavailable to present.

The topic will be tabled until the next regular meeting.

**18. Discussion and possible action on updating the 2023-2024 Budget – Chief Gill**

Due to ongoing accounting transition and GL cleanup Chief Gill was unable to present the recommended update this meeting.

The topic will be tabled until the next regular meeting where it must be addressed as time will run out.

**Personnel Related:**

**19. Update on actions related to employee grievance noted in Aug 2 Special Meeting minutes in Public Comments**

Tommy Chalmers updated the board that the grievance was upheld and that the employee was properly terminated. No further action by the department or by the employee has transpired.

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

**a. Update on the quote from Mr. McCall and progress on providing Internal Response Guidelines – Chief Gill**

The quote from Mr. McCall of \$4000 was reviewed and considered reasonable. It is within the current training budget and Chief Gill will proceed with implementation. See Item 21 for further information on this agreement.

**b. Update on Subcommittee to review and update the Department policies and procedures and bring a recommendation to the board – James Allen / Larry Crabtree.**

No action has been taken so far. It was previously agreed that this action would start once the Feb 4 grievance and related training was completed.

The topic will be tabled until the next regular meeting.

**21. Update on legal review of proposal to change the hiring and firing policy / procedure for the department. – Chief Gill.**

Ref item 20. This is part of the \$4000 proposal with Mr. McCall. Chief Gill will proceed with implementation.

**22. Adjourn -** The meeting was adjourned at 8:50 PM

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