

Bastrop County Emergency Services District No. 2

Regular Meeting

Sept 17 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, Treasurer James Allen and Assistant Treasurer Larry Crabtree, Secretary Doug Kelsay, and Chief Josh Gill. Vice President James Bennett was absent.

Also in attendance were: Office manager Lisa Eller, Battalion Chief Doug Keeling and firefighter Hunter Kibby.

2. **Invocation:** Larry Crabtree provided the invocation.
3. **Pledges of Allegiance:** Both Pledges of Allegiance were recited.
4. **Public Comments on Non-Agenda Items:** No Comments were presented
5. **Public Comments on Agenda Items:** No Comments were presented

ADMINISTRATIVE ITEMS

6. **Approval of minutes:**

Aug 20, 2024 Regular Meeting were previously distributed.

James Allen moved to approve the Aug 20, 2024 minutes as distributed.

Tommy Chalmers seconded

The motion passed

FINANCIAL DISCUSSION/ACTION ITEMS

7. **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 \$ 2,639,552.80
 - ii. FYTD Sales Tax payments were \$ 1,709,254.13.
- b. Update from HdL on Sales Tax Analysis:
 - i. A "snapshot" report was presented, including an analysis of the top 100 taxpayers, and the initial results of an audit of the taxpayer base.
- 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.

Doug Kelsay moved to accept the Treasurer's report as presented.
Larry Crabtree 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 –	86
Average Response Time – Min	10:18
Overlapping calls – %	21.4%
Hours at Calls – hrs	285:43
Hours of Training – hrs	255:35
Hours at Events (PR) hrs	63:30
Total Hours - hrs	604:48
% Total Hours from Volunteers	27.4%
Value of Volunteer support	\$ 3,610.77

NOTE: some of the 21.4% of overlapping calls included more than 2 simultaneous calls. Analysis of those occurrences was discussed. All calls were responded to.

b. Monthly Operations:

i) Training-

- (1) Blood borne pathogens,
- (2) stop the bleed

ii) Management activities-

- (1) working with mike McCall,
- (2) working on the data to drop SS,
- (3) working with contractors for station 2 remodel.

iii) Personnel

- (1) 1 employee short & 1 still on military leave.

iv) Equipment maintenance report

- (1) E241 - put new breaks, replaced windshield
- (2) B254 - fixed radiator
- (3) T223 - fixed foam leak, replaced intake
- (4) E251 - replaced windshield

v) Ems calls

- (1) Responded to 33 of ? Ems calls.

vi) Developments in the district

- (1) 350-acre subdivision – 1050 houses with a planned MUD for hydrants - off Coolwater,
- (2) 55 acre subdivision - some 50 houses with Aqua water hydrants off Hwy 95 and
- (3) 11 unit subdivision - with 10,000 gal water tank for fire use - off Grassyville.

c. Discussion and possible action on Disposal Log

A disposal log was presented.

Larry Crabtree made a motion to approve the disposal of the items on the Disposal Log.

Doug Kelsay seconded

The motion passed

POLICY DISCUSSION/ACTION ITEMS

Station 2

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

Sheetrock is done but waiting City of Bastrop inspection approval. Once approved, paint, flooring and other buildout is expected to go quickly. Opening date is still uncertain due to inspection delays. Buy vs Rent discussion on a 500 gal propane tank was discussed. Chief Gill to investigate.

Administration

10. **Discuss and consider action on approval of a Statement of Services regarding the creation of Bastrop County ESD No. 3 – Tommy Chalmers**

James Allen moved to approve the Statement of Service regarding the creation of Bastrop County ESD3.

Larry Crabtree seconded.

The motion passed.

11. **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 budget % are now provided by our accounting firm and should be added to the website by the end of the month. That will conclude this topic.

Budget Related:

12. **Update, discussion and possible action on opting out of Social Security – Chief Gill /Kyle Swarts**

Chief Gill presented the research and recommendations of BC Kyle Swarts with a recommendation to get an analysis of benefits to ensure compliance with Social Security regulations.

Tommy Chalmers moved to request Chief Gill get quotes on the analysis service

James Allen seconded.

The motion passed.

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

Lisa Eller presented the updates required. The adjustments were discussed.

Doug Kelsay moved to approve the amendment to the budget.

James Allen seconded

The motion passed.

14. **Discussion and possible action on long range, strategic planning for the ESD.**

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

b. **Consider workshop.**

a) The reserve was discussed in last months meeting. The 10 year equipment replacement schedule was discussed.

b) A workshop was discussed.

Doug Kelsay moved to have the first of several Strategic Planning workshops starting on Nov 16 from 9AM – 1PM to work on the updating of the existing plan, and the process and structure of the plan.

Tommy Chalmers seconded.

The motion passed.

Personnel Related:

15. **Discussion and possible action on the policy, process, and format for annual evaluation of Fire Chief. – Larry Crabtree**

Lots of discussion occurred on this topic.

Doug Kelsay moved to include a planned closed meeting discussion on review of Chief Gills performance in the next Regular Meeting.

Larry Crabtree seconded.

The motion did not pass.

The topic was tabled to a future meeting.

16. **Discussion and possible action on impact of grant on staffing structure and related staffing ratio metric. – Doug Kelsay**

Discussion focused on “direct” firefighting staff vs “Indirect” employees. Firefighters (of all levels including “drivers”, Lieutenants [which we don’t currently use] and Captains) are all “direct” firefighters. Captains being a lead position but definitely consistently “hands-on”.

This covered the concerns of “direct” vs “Indirect” ratios as relates to the grant.

17. **Update on work with Mr. McCall and progress on:**

a. **Providing Internal Response Guidelines – Chief Gill**

b. **proposal to change the hiring and firing policy / procedure for the department. – Chief Gill.**

a) Chief Gill reported that on 9/23/24 there will be training for 8 employees to act as Internal Response Team members.

b) Chief Gill reported that the policy review will be finalized after the analysis of the training.

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

We currently don’t have a Board level Department Policies and Procedures manual. Larry Crabtree presented his and James Allen’s proposed format.

Tommy Chalmers moved to approve the format and include the already approved section on board position responsibilities.

James Allen seconded

The motion passed.

19. **Adjournment.** The meeting was adjourned at 9:37PM.

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