

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

### **Regular Meeting**

**Jan 21, 2025, 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, Assistant Treasurer Larry Crabtree, Chief Josh Gill and Secretary Doug Kelsay.

Also in attendance were: Office Manager Lisa Eller, District Judge Chris Duggan, ESD3 Secretary Keith Simpson, CRRO Colton Curles and Mitigation Supervisor Rich Gray.

2. **Invocation:** Larry Crabtree provided the invocation.
3. **Pledges of Allegiance:** Both Pledges of Allegiance were recited.
4. **Public Comments on Non-Agenda Items:** Commissioner Crabtree gave an update on his battle with leukemia and that he is glad to be back participating on the board.
5. **Public Comments on Agenda Items:** No comments were presented

#### **ADMINISTRATIVE ITEMS**

6. **Swearing in of Commissioners.**

Commissioners Tommy Chalmers, James Allen and Doug Kelsay were sworn in by District Judge Chris Duggan.

7. **Selection of officers.**

The officers were selected by nomination and vote. There was only one nomination for each position. All votes were unanimous. The FY 24-25 officers are:

President – Tommy Chalmers  
Vice President - James Bennett  
Treasurer – James Allen  
Assistant Treasurer – Larry Crabtree  
Secretary – Doug Kelsay

8. **Authorizing Publication of Notice of Address of administrative office location.**

Lisa Eller presented the Notice.

Doug Kelsay made a motion to authorize publication of Notice of Address of Administrative Office Location.

James Bennett seconded

The motion passed.

9. **Approve submission of report required by Texas Department of Emergency Management**

Lisa Eller presented the TDEM required report.

Doug Kelsay moved to approve the submission of the report

Larry Crabtree seconded

The motion passed

10. **Approval of minutes:**

Nov 19, 2024 Regular Meeting minutes were previously distributed.

James Bennett moved to approve the minutes as distributed.

Tommy Chalmers seconded

The motion passed

**11. Discussion and possible action on revision of the Minutes of the Regular Meeting of Oct 15, 2024. Item 19 – “Discussion and possible action on updates to Commissioner policies”.**

Doug Kelsay noted that it is customary and proper to add subsequent edits to previously approved Minutes by recording it in the session when the edits are recommended, as opposed to editing and re-approving closed Minutes. These changes are hereby noted referencing the Minutes of the Regular Meeting of Oct 15, 2024. Item 19:

The recommendation is to record the actual policies adopted by number and title.

- a 1.01.011 Establishment
- b 1.01.021 Section Numbers and Titles
- c 1.02.010 Appointment of Commissioners
- d 1.02.020 Terms of Office
- e 1.03.010 Regular Meetings

Doug Kelsay moved to record the policies adopted, as suggested.

Larry Crabtree seconded.

The motion passed

**FINANCIAL DISCUSSION/ACTION ITEMS**

**12. Discussion and Action for the FY2024 Audit by selected auditors Montemayor Britton Bender PC Certified Public Accountants.**

Due to the weather, the representatives of the Auditors - Montemayor, Britton, Bender PC, CPA were not available at this meeting.

The presentation was tabled to the February 18 Regular Meeting.

**13. Discussion and possible action on Treasurer’s Bond.**

Lisa Eller presented the status of the Treasurer’s Bond. Previously our insurance has always covered that bond. We verified that the insurance policy had \$50,000 coverage for the Treasurer so it did not appear that we needed to file a bond with the County Clerk.

Doug Kelsay volunteered to check with the County Clerk on the amount of the bond or to see if there were other concerns.

**14. Discussion and possible action regarding monthly report from Treasurer:**

We reviewed and signed the Tax Levy Report for the County Tax Collector and the reports from the Comptroller’s office for both the month of November and December.

- a. An update on payments from Tax Assessor-Collector and State Comptroller were presented, through November and December 2024.
  - i. FYTD Property Tax collections were
    - 1. November \$ 254,429.31
    - 2. December \$1,770,231.17
  - ii. FYTD Sales Tax payments were
    - 1. November \$ 294,729.87 (\$149,407.68 for the month)
    - 2. December \$ 437,134.85 (\$142,404.98 for the month)
- b. Update from HdL on Sales Tax Analysis:

- i. A “snapshot” report for each month was presented.  
There appears to be little risk of achieving the budgeted projection.  
Taxpayer audit changes to our current tax base was not presented. The value of the HdL service was discussed. We agreed to discuss this with them at the Safe D conference.
- 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. Monthly financial reports and issues were presented.
- f. 1<sup>st</sup> Quarter Investment Report.

Doug Kelsay moved to accept the 1<sup>st</sup> Quarter Investment Report as presented.

Tommy Chalmers seconded the motion.

The motion passed.

Doug Kelsay moved to accept the Treasurer’s report as presented.

James Allen seconded the motion.

The motion passed.

# **15. Discussion and possible action on reporting requirements for the SPDPID (Special Purpose District Public Information Database) Report to the TX Comptroller.**

Lisa Eller presented the requirements for the SPDPID report. The board reviewed the report and acknowledged the filing. No further action was required.

## **OPERATIONAL DISCUSSION/ACTION ITEMS**

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

a. Monthly Response Statistics:	Nov	Dec
Total Calls this month	132	139
Average Response Time – Min	12:27	11:24
Overlapping calls – %	21:97%	25.36%
Hours at Calls – hrs	333:13	237:49
Hours of Training – hrs	162:40	239:00
Hours at Other Events (PR) hrs	94:00	39:00
Total Hours - hrs	589:53	515:49
% Total Hours from Volunteers	29.6%	4.7%
Value of Volunteer support	\$ 3,780.20	\$1,637.75

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

##### **(1) November:**

- a) Training- landing zone, apparatus familiarization at station 5, hose deployment.
- b) Management activities- working with contractors for station 2 remodel, working on health insurance renewal, had all trucks pump tested.
- c) Personnel- Hired 5 new firefighters. (all started in early Dec)
- d) Equipment maintenance report-
  - i) T243 - replaced pump on (failed pump test),
  - ii) B254 - alternator went out (working on getting it rebuilt),
  - iii) E223 - replaced door handle
  - iv) E241 - fixed air leak and radiator (was leaking again - loose hose)
- e) Ems calls – Responded to 44 of 88 Ems calls.
- f) Developments in the district –

- (i) working with the movie theater project.
- (2) December:
  - a) Training- cutting techniques (Jaws of Life, sawz-All, etc).
  - b) Management activities- working with contractors for station 2 remodel, took delivery of 1 of the new engines.
  - c) Personnel- 1 firefighter turned in 2-week notice.
  - d) Equipment maintenance report-
    - i) E241 - replaced pump packing
    - ii) E251 - rebuilt front end
  - e) Ems calls – Responded to 47 of 78 Ems calls.
  - f) Developments in the district –
    - i) Continue to work with the movie theater project.
- c. Discussion and possible action on Disposal Log
  - The disposal log was presented.
  - Tommy Chalmers moved to approve the disposal of items on the log
  - Larry Crabtree Seconded
  - The motion was approved.

## **POLICY DISCUSSION/ACTION ITEMS**

### **Station 2:**

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

Chief Gill presented the updates on Station 2 including status on the buildout of the restrooms and the bay floors. It is expected that we should be running by about Spring Break.

### **Administration:**

#### **18. Discussion and possible action on a Bookkeeping Engagement Letter with Medack & Oltmann, LLP. – Lisa Eller**

Lisa Eller presented the Engagement Letter with Medack & Oltman.  
 James Allen moved to accept and approve the Engagement letter  
 Larry Crabtree seconded  
 The motion passed.

#### **19. Update, discussion and possible action on changes for ESD2 related to the creation of Bastrop County ESD No. 3. – Chief Gill**

Keith Simpson, treasurer of ESD3 was in attendance. We had a brief discussion on the challenges ESD3 has to get set up and the points of interaction with ESD2.

#### **20. Update on ILA (Inter-Local Agreement) to provide county fire protection for the movie theater project located in lower Tahitian. – Chief Gill**

Chief Gill reported that we are still waiting on the attorneys to get to the point where the county, the property owner and ESD2 board can sign. This needs to be concluded very soon (in February?) in order to get it on the ballot for the May election. The property owner has to vote to be annexed, and all of ESD2 constituents need to vote to allow him to be annexed in.

#### **21. Update, discussion and possible action regarding completion of titling process for the Paige station. – Chief Gill.**

Chief Gill reported that we are still awaiting Attorneys and Title Company action.  
Table to March 18 Regular Meeting

**22. Discussion and possible action on updating our CWPP. - Colton Curles**

Community Risk Reduction Officer Colton Curles reported on the status of our Community Wildfire Protection Plan. He covered key aspects of the almost 100 page plan.

**23. Discussion and possible action on grant presentation. – Colton Curles**

Community Risk Reduction Officer Colton Curles reported on the status of a \$3.8M grant for CWPP work. This would add 5 additional full-time staff, 6 seasonal staff, equipment and related support. It is intended that we could get further grants as this is a big topic due to the LA Wildfires. In the event we have to absorb the full-time staff without further grants, it was recommended that all full-time staff also be firefighter capable.

James Allen made a motion to direct the department to go ahead and submit the grant.

James Bennett seconded.

The motion passed

**Personnel Related:**

**24. Discussion and Action on updates to the Employee Handbook. Updates include but not limited to:**

- a. Hiring & Termination;
- b. Disciplinary Action;
- c. Harassment;
- d. Coaching & Counseling policy and form;
- e. Internal Response Team;
- f. No Recording Policy;
- g. PTO update for firefighters (operational members).

The board reviewed the changes to the Employee Handbook. There were numerous minor edits discussed. We agreed to adopt the handbook as is and work on an update in a few months to catch any edits.

James Allen moved to approve the changes to the Employee Handbook.

James Bennett seconded

The motion passed.

**25. Discussion and possible action on updates to Commissioner policies. – Larry Crabtree**

Commissioner Crabtree presented several Commissioner Policies that should be reviewed. These were sent out for review on Friday, but he offered that there was not adequate time to review for this meeting. Also, the term “Policies” was discussed and it was recommended that we term this compilation “Commissioners Guide”. The board agreed to consider changes at the next meeting.

**26. Adjournment.** The meeting was adjourned at 9:07 PM.

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Minutes taken by President Tommy Chalmers, transcribed by Doug Kelsay, Secretary for Bastrop County Emergency Services District No. 2