

Bastrop County Emergency Services District No. 2

Regular Meeting

Nov 19, 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 7:01 p.m.

Those present included: President Tommy Chalmers, Vice President James Bennett, Secretary Doug Kelsay, and Chief Josh Gill. Treasurer James Allen and Assistant Treasurer Larry Crabtree were absent.

Also in attendance were: Office Manager Lisa Eller, Commissioner Crabtree's wife Sue Crabtree and Ashton McGonagle of Medack & Oltmann LLP (ESD2's accounting firm).

2. **Invocation:** Doug Kelsay provided the invocation.
3. **Pledges of Allegiance:** Both Pledges of Allegiance were recited.
4. **Public Comments on Non-Agenda Items:** Sue Crabtree provided an update on Commissioner Crabtree's recently identified fight with cancer.
5. **Public Comments on Agenda Items:** No Comments were presented

ADMINISTRATIVE ITEMS

6. **Approval of minutes:**

- a. Oct 15, 2024 Regular Meeting.
- b. Nov 16, 2024 Special Meeting - Strategic Planning

Both sets of minutes were previously distributed.

James Bennett moved to approve both sets of minutes as distributed.

Tommy Chalmers seconded

The motion passed

FINANCIAL DISCUSSION/ACTION ITEMS

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

Ashton McGonagle of Medack & Oltmann provided a review of the 2023-2024 Fiscal year summary. This work is typically done in preparation for an audit. It should give our new auditors an excellent base of information from which to start their audit.

We reviewed and signed the Tax Levy Report for the County Tax Collector.

- a. An update on payments from Tax Assessor-Collector and State Comptroller were presented, through Sept 2024, the end of the fiscal year.
 - i. FYTD Property Tax collections were \$ 13,667.77
 - ii. FYTD Sales Tax payments were \$ 145,322.19.
- b. Update from HdL on Sales Tax Analysis:
 - i. A "snapshot" report was presented. It was noted that approximately 50% of all sales tax accounts had reduced year-on-year results indicating the possibility of a leveling off or slowing down of sales tax revenue.

- 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.
Tommy Chalmers moved to accept 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 this month	98
Average Response Time – Min	10:27
Overlapping calls – %	11:22%
Hours at Calls – hrs	194:01
Hours of Training – hrs	255:55
Hours at Other Events (PR) hrs	139:00
Total Hours - hrs	588:56
% Total Hours from Volunteers	29.6%
Value of Volunteer support	\$ 3,775.16

b. Monthly Operations:

i) Training-

- (1) structure fire response,
- (2) heavy brush truck 254 overview, (a unique truck in our fleet)
- (3) wildland training.

ii) Management activities-

- (1) Delt with several complaints from FF's against a captain and BC,
- (2) working with contractors for station 2 remodel,
- (3) ordered river boat.

iii) Personnel-

- (1) replaced 1 Battalion chief, 1 Captain and 1 FF,
- (2) promoted 1 captain to Battalion chief and 2 FF's to captain.
- (3) we are now 5 employee's short,
- (4) have hiring process in early November 20+ applicants.

iv) Equipment maintenance report-

- (1) T233 - replaced tire
- (2) B256 - replaced tire
- (3) E223 - replaced brakes
- (4) E251 - replaced air brake switch.

v) Ems calls – Responded to 45 of 66 Ems calls.

vi) Developments in the district

- (1) working with the movie theater project since it's not within the city jurisdiction anymore
- (2) working with the school police station on Lover's Lane Dr.

c. Discussion and possible action on Disposal Log

The disposal log was presented.

James Bennett moved to approve the disposal of items on the log

Tommy Chalmers Seconded
The motion was approved.

POLICY DISCUSSION/ACTION ITEMS

Station 2:

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

Chief Gill presented a change order for \$6,900 for replacement of the septic lines and macerator pump needed because the existing lines were found to be clogged and unrepairable.

James Bennett moved to approve the change order
Tommy Chalmers seconded.
The motion was approved.

The buildout is progressing and is on schedule for an opening around January 2025.

Administration:

10. **Discussion and possible action on changes for ESD2 related to the creation of Bastrop County ESD No. 3**

It appears that ESD2 is set for any immediate actions regarding the implementation of ESD3. ESD3 will need to install a board of commissioners and arrange funding sources before much can be done. We will work with them once they get established to identify any changes or actions required.

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

We reviewed the ILA. It currently reflects a plan that ESD2 can support. It will be sent to the land owner and to the County Commissioners for their review and approval.

12. **Discussion and possible action on a policy for recording conversations and the record retention of the recordings.**

The policy, as previously supplied by Commissioner Crabtree, was reviewed. It was noted that it had been reviewed by our legal counsel and HR consultant Mr McCall.

Doug Kelsay made a motion to approve the policy.
Tommy Chalmers seconded.
Then motion passed.

13. **Discussion and possible action regarding completion of titling process for the Paige station. – Chief Gill.**

A status of the transfer of title was reviewed. It appears we have all original documents. The only step left to go is to have our attorneys do the title transfer and arrange for title insurance, as needed.

14. **Discussion regarding required training hours for Commissioners. – Carlton**

Discussion on the need for training hours took place. No further action is required.

15. **Discuss and consider Commissioners' terms of office expiring at year end.**

County Judge Klaus was provided with the input of who wishes to stay on the board this year back in September. No word of approval has come through. Tommy Chalmers will work with Commissioners court to ensure the appointments are made in a timely manner.

Budget Related:

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

Battalion Chief Swarts is no longer with the department, and in subsequent review of this topic by Chief Gill, it appears that the complexity of work to get this implemented is beyond what was initially understood. The legal costs are also significant and the return savings are not compelling to spend the resources to investigate at this time.

This action will be tabled until March or April 2025.

Personnel Related:

17. **Discussion and possible action on evaluation of Fire Chief. – Tommy Chalmers**

After opening the discussion on the evaluation of the Fire Chief, Tommy Chalmers called for a brief executive session.

At 8:18 PM, the Board went into Executive Session per Section 551.074 of the Government Code, to allow the Board to discuss a personnel matter.

At 8:37 PM, the Board left the Executive Session and reconvened in the open meeting, with no action taken during the Executive Session.

Tommy Chalmers set a schedule to meet with Chief Gill do discuss the evaluation.

18. **Discussion and possible action on updates to Commissioner policies.**

Due to the absence of Commissioner Crabtree, the discussion was tabled to at time when he is available.

19. **Discussion and possible action on Internal Response Team (IRT) – Chief Gill.**

The IRT policy and checklist was reviewed. It was noted that it was reviewed and approved by council and our HR consultant Mr. McCall.

Tommy Chalmers moved to adopt the policy as presented.

Doug Kelsay seconded

The motion passed.

20. **Proposal to change the hiring and firing policy / procedure for the department; and**

The drafts of Hiring and Firing policy and procedure were reviewed. It was again noted that it was reviewed and approved by council and our HR consultant Mr. McCall.

James Bennett moved to adopt the policy content and have it implemented in our standard policy format.

Tommy Chalmers seconded

The motion passed

21. **Proposal to make additional handbook changes.**

This item was considered in the discussion with item 20 and no other handbook changes were identified. No further action is required.

22. **Adjournment.** The meeting was adjourned at 8:49 PM.

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