

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

### **Regular Meeting**

**March 18, 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, Treasurer James Allen, Assistant Treasurer Larry Crabtree, Chief Josh Gill and Secretary Doug Kelsay. Vice President James Bennett was absent.

Also in attendance were: Office Manager Lisa Eller, Battalion Chief Greg Monroe, and Firefighters Hunter Kerby, James Garcia and Indiana Oberholzer.

2. **Invocation:** Larry Crabtree provided the invocation.
3. **Pledges of Allegiance:** Both Pledges of Allegiance were recited.
4. **Public Comments on Non-Agenda Items:** Office Manager Lisa Eller commented that a new ruling requires website compliance with ADA by 2027 and a company she met at the Safe-D conference Streamline, does that audit and correction work.
5. **Public Comments on Agenda Items:** No comments were presented.

#### **ADMINISTRATIVE ITEMS**

6. **Approval of minutes:**  
The Feb 18, 2024 Regular Meeting minutes were previously distributed.  
No changes were offered, so the minutes stand approved as distributed.

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

7. **Discussion and possible action on Treasurer's Bond.**  
Doug Kelsay reported that there was no current update from the Commissioners court on setting of bond value. It will hopefully be available next month  
The topic will be postponed to the next meeting.
8. **Discussion and Action for the FY2024 Audit**  
Tommy Chalmers reported that he gave the audit information to the County Judge's office on Feb 28<sup>th</sup>. This completes this year's Audit activities.
9. **Discussion and possible action regarding monthly report from Treasurer:**
  - a. An update on payments from Tax Assessor-Collector and State Comptroller were presented, through January 2025.
    - i. FYTD Property Tax collections were \$2,887,272.14
    - ii. FYTD Sales Tax payments were \$773,407.77 (\$180,382.03 for the month)
  - b. Update from HdL on Sales Tax Analysis:
    - i. A "snapshot" report for the month was presented and reviewed.
  - 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.

The Financial Report was approved as presented.

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

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

a. Monthly Response Statistics:

Total Calls this month	92
Average Response Time – Min	08:46
Overlapping calls – %	13.4%
Hours at Calls – hrs	408:08
Hours of Training – hrs	302:30
Hours at Other Events (PR) hrs	36:15
Total Hours - hrs	746:53
% Total Hours from Volunteers	11.5%
Value of Volunteer support	\$1,866.67

b. Monthly Operations:

i. Training- structure fire 360<sup>0</sup> “size-up” (situation assessment); interior operations.

ii. Management activities-

- 1. working with contractors for station 2 remodel,
- 2. gathered data for strategic plan.

iii. Personnel- we are down 3 spots.

iv. Equipment maintenance report-

- 1. B246 - windshield sprayer pump replaced, crankcase filter housing replaced,
- 2. B236 - crankcase filter housing replaced, all trucks had Bi annual PM's done,
- 3. E241 - had \$21k worth of work done on it to include pump housing/packing, gauge replacement, DEF head work and exhaust replaced.
- 4. Chief Gill reported on the significant fire of March 8 at a 2 ac pallet company. After a significant wind shift, 5 ESD2 vehicles were damaged because of the intense heat of the fire. A tender will need extensive repair and the other vehicles will need cosmetic repairs.

v. Ems calls – Responded to 40 of 64 EMS calls.

vi. Developments in the district –

- 1. 812 lot subdivision off Sayers Road,
- 2. 9 unit RV park on 1st street,
- 3. lots of people splitting their properties up into smaller lots to sell off.

c. Discussion and possible action on Disposal Log

The disposal log was presented.

Doug Kelsay moved to accept the disposal of the items on the log

Larry Crabtree seconded.

The Disposal Log was approved as presented.



## **POLICY DISCUSSION/ACTION ITEMS**

### **Station 2:**

#### **11. 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 the progress on the final details of the station. The expected completion date is still early to mid April, and the grand opening will probably be scheduled for early May.

### **Administration:**

#### **12. Discussion and possible action on value of HdL sales tax analysis contract.**

The contract with HdL is up June 1.

Jim Allen made a motion to begin the process of terminating the contract as of that date citing that the value of the service was not worth the cost.

Larry Crabtree seconded

The motion passed.

#### **13. Discussion and possible action to purchase a burn building for training.**

Tommy Chalmers said we should table / terminate the discussion on the topic until it is incorporated into the Strategic Plan

#### **14. Discussion and possible action on Strategic Planning workshop date.**

Doug Kelsay reported that he and Chief Gill had been working on the Strategic Plan to format it into the proposed format recommended at the Safe-D conference for standardization. He expects the proposal to be ready for next month, at which time we can set a time for the workshop.

### **Personnel Related:**

#### **15. Discussion and possible Action on TCDRS, other retirement programs and their previous participants. – Tommy Chalmers**

Chief Gill reported that at timeline was important and that the attorneys had not completed that. Also, that there was a staffing change at the law firm as Jennifer, our regular contact, was leaving the firm.

This will be postponed until we get a reading from our attorneys.

#### **16. Discussion and possible action on hierarchy of governing law. – Doug Kelsay**

Doug Kelsay reported that the Petition for the founding of ESD2 was now in hand, and that was the main important topic for strategic planning purposes. There are still documents to be added as those are found. This topic will be postponed until the other documents are in hand.

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

Larry Crabtree presented the work of the Commissioner's Guidelines committee and reiterated the importance of this for training new commissioners and continuity as well as an expedient source for locating information such as previous board resolutions. Four Volumes were discussed. Volume 1 Board Rules and Policies, Volume 2 Quick Reference Guide to Laws, Volume 3 Historical Documents, and Volume 4 Statutes, Case Law, Attorney General Opinions.

It was recommended that the "Volume 1 Board Rules and Policies" include a table of contents indicating all the other volumes as well as clarification that this guideline applies to Commissioners and that for employees (in operations) they should refer to the employees handbook.

The topic will be postponed until the next regular meeting.

**18. Call for Comments and Requests –**

Tommy Chalmers recommended we review the process of annexation of the movie studio off Lover's Lane including a timeline of things needed for the petition and election.

**19. Adjournment.** The meeting was adjourned at 7:56 PM.

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