

Bastrop County Emergency Services District No. 2

Regular Meeting

May 20, 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, Battalion Chief Doug Keeling, Captain Dawson Warren, and Firefighter Sheldon Springer.
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 offered thanks to all the firefighters for their service, and Tommy Chalmers notified the board of the Mouse Fire Executive Summary. This summary was distributed to all board members and an offer of further review was proposed.
5. **Public Comments on Agenda Items:** No comments were presented.

ADMINISTRATIVE ITEMS

6. **Approval of minutes:**
The Apr 15, 2025 Regular Meeting minutes were previously distributed.
The Apr 23, 2025 Special Meeting minutes were previously distributed.
The minutes of both meetings were approved as distributed.

FINANCIAL DISCUSSION/ACTION ITEMS

7. **Discussion and possible action on Treasurer's Bond.**
Doug Kelsay reported that there was still no current update from the County 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 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 \$3,049,049.30
 - ii. FYTD Sales Tax payments were \$1,045,101.90 (\$126,747.87 for the month)
 - b. Update from HdL on Sales Tax Analysis:
 - i. A "snapshot" report for the month was presented and reviewed.
 - ii. The monthly analysis provided by Office Manager Lisa Eller was presented and it was decided that, at regular board meetings, we would review only the analysis provided by Lisa.

- 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.

9. Second Qtr. Investment Report

The second quarter investment report was presented by Lisa Eller and signed by Treasurer Jim Allen.

10. Discussion and possible action on annual review of investment policy, strategies, guidelines, and management practices; adopt a resolution and certificate of resolution.

The resolution, prepared by our attorneys was previously distributed with the information package. Lisa presented the resolution and policy for review.

Larry Crabtree moved to adopt the resolution as presented and that Treasurer Jim Allen take a copy to the bank for completion of "exhibit A".

Tommy Chalmers seconded the motion.

The motion was passed.

OPERATIONAL DISCUSSION/ACTION ITEMS

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

a. Monthly Response Statistics:

Total Calls this month	72
Average Response Time – Min	13:21
Overlapping calls – %	15.28%
Hours at Calls – hrs	295:47
Hours of Training – hrs	207:00
Hours at Other; Events (PR) hrs	76:00
Total Hours - hrs	578:47
% Total Hours from Volunteers	16.9%
Value of Volunteer support	\$2115.77

b. Monthly Operations:

- Training-
 - a. vehicle extrication,
 - b. boat operations.
- Management activities-
 - a. moved into station 2,
 - b. got the petition signed for the annex of the movie studio,
 - c. put key card readers on station 2,3&5.
- Personnel-
 - a. we ran a promotional process for Captain, had 6 applicants,
 - b. and ran a hiring process for firefighters, had 39 applicants.
- Equipment maintenance report-
 - a. wildfire 201 had radio fixed,
 - b. support 201 replaced rocker light
 - c. C202 had new brakes put on.

- Ems calls – Responded to 27 of 57 Ems calls.
 - Developments in the district – none, still have lots of people splitting their properties up. Chief updated the board that since this Operations summary was distributed he learned that there is a big subdivision north of 1441, near the north side trailer park that will have 400 houses.
- c. Discussion and possible action on Disposal Log
- No disposal log was presented.

POLICY DISCUSSION/ACTION ITEMS

Station 2:

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

Chief Gill reviewed the Grand Opening held this morning at 10AM.
This concludes the status reports on Station 2 implementation.

Administration:

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

Chief Gill reported the response from our attorneys on this issue – that we will need to authorize them to contract with another attorney that specializes in TCDRS issues.

Doug Kelsay moved to authorize Chief Gill to contact Carlton Law Firm and authorize them to work with the other attorney.

James Bennett seconded.

The motion passed.

14. Discussion and possible action on update to employee handbook.

Chief Gill reported that we are now TIFMAS (Texas Intrastate Fire Mutual Aid System) qualified, which allows us to send ESD2 employees to fires (outside our jurisdiction) under TIFMAS direction. We have benefited from their support when they helped us with big fires in our jurisdiction.

This change to the handbook was required by TIFMAS using their standard terminology. There was no concerns with the update.

Tommy Chalmers made a motion to approve the update.

Larry Crabtree seconded.

The motion passed.

15. Discussion and possible action on ILA / rental agreement with Bastrop County ESD3 to house ambulance and personnel at ESD2 facilities.

Chief Gill presented a proposal on accommodations and costs for ESD3 – one unit at Station 4.

Jim Allen moved to approve the ILA.

Larry Crabtree seconded.

The motion passed.

16. Review, discussion and possible action on the process of annexation related to the movie studio off Lover's Lane.

Chief Gill reviewed the schedule of activities necessary to ensure the annexation is included in the November election.

Doug Kelsay made a motion to:

- Order a hearing on the Petition in a Special Meeting on 24 June 2025, and
- On or before Mon June 6, 2025, for Chief Gill to Publish the notice of the hearing (including time and place of the meeting, and a description of the territory proposed to be annexed) in the newspaper of general circulation in the county, and
- On or before June 9, 2025 for Chef Gill to post notice of the hearing in:
 - 3 public places in the District
 - One public place in the territory proposed to be annexed

17. Discussion and possible action on Strategic Planning and Budget workshop date.

We agreed to postpone a further meeting until we have a calendar for Budget development, which we should have by the June regular meeting.

Personnel Related:

18. Commissioner's report on Commissioner Policies. – Larry Crabtree

Investment Policy was noted as additional info that should be in the Guide. (See item 10).


Secretary procedures will be added once they are reviewed by Office Manager Lisa Eller as she completes several steps in the process.

19. Call for Comments and Requests –

No additional items identified.

20. Adjournment. The meeting was adjourned at 8:12 PM.

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