

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

**Regular Meeting**

**July 15, 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. Absent was Vice President James Bennett.

Also in attendance were: Office Manager Lisa Eller, Battalion Chief Greg Monroe, Captain Indiana Oberholzer and Firefighter Dyllon Chandler.

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:**

The June 17, 2025 Regular Meeting minutes were previously distributed.  
The minutes were approved as presented.

**FINANCIAL DISCUSSION/ACTION ITEMS**

7. **Discussion and possible action on Treasurer's Bond.**

Doug Kelsay reported that the County Commissioners' Court informed him that there is no formal process regarding ESD bonds.

The topic is considered closed.

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 \$3,138,862.36

- ii. FYTD Sales Tax payments were \$ 1,519,387.76 (\$223,902.71 for the month)

- b. Update on Sales Tax Analysis:

The monthly analysis provided by Office Manager Lisa Eller was reviewed.

- c. Approval of unbudgeted expense items in excess of \$2,000.

Chief Gill requested \$235,700 to commit to buy a replacement Brush truck to replace the B206 with a blown engine. Engine replacement was quoted as \$47,256. The rig is a 2011, 13 years old Ford 550 with a diesel engine, and was slated for replacement in 2026. The replacement truck has 11 month delivery date so it will be comprehended for and show up in the 25-26 budget.

James Allen moved to approve the expenditure  
Larry Crabtree seconded  
The motion passed.

- 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. **Update and possible action on contracting with an auditor for the next financial audit by Montemayor Britton Bender PC.**

Lisa Eller's update reported that the contract with the auditors was started. The terms and scope of work are the same as last year and the cost will be the same as last year - \$10,000.

10. **Third Qtr. Investment Report**

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

11. **Discussion and possible action on Pledgee list.**

The change to the Pledgee list as proposed by our bank was reviewed.

James Allen moved to accept the changes as proposed and to authorize Chief Gill to sign and process the list with the bank.

Tommy Chalmers seconded

The motion passed.

**OPERATIONAL DISCUSSION/ACTION ITEMS**

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

a. Monthly Response Statistics:

Total Calls this month	87
Average Response Time – Min	14:50
Overlapping calls – %	12:64%
Hours at Calls – hrs	270:38
Hours of Training – hrs	153:75
Hours at Other; Events (PR) hrs	57:00
Total Hours - hrs	486:59
% Total Hours from Volunteers	27.4%
Value of Volunteer support	\$2,334.96

b. Monthly Operations:

- Training- Boat operations.
- Management activities-
  - working on the budget,
  - working on site plans and cost of a new fire station to replace station 3.
- Personnel- 1 vacancy.
- Equipment maintenance report-
  - B206 - has major motor issues (in the shop for a quote),
  - mower 204 - has a bad bearing,
  - B236 - replaced broken fuel filter
  - Wildfire 201 – oil filter change
- EMS calls – Responded to 53 of 101 EMS calls.

- Developments in the district – Industrial center with 22 shops on Lovers Lane.
- c. Discussion and possible action on Disposal Log  
No disposal log was presented at this meeting.

## **POLICY DISCUSSION/ACTION ITEMS**

### **Administration:**

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

Chief Gill reported that our attorneys are working on the issue and analyzing the contract. It is a complex issue.

The topic will be postponed until next month.

#### **14. Review, discussion and possible action on the process of annexation related to the movie studio off Lover's Lane. – Doug Kelsay**

a. Discuss and consider action on posting of notices Jul 2 and July 7.

b. Discuss and consider action to accept the November 4, 2025 election calendar.

Doug Kelsay reported that:

the Bastrop Advertiser ran the Notice of Public Hearing and provided an Affidavit of Publication on July 2 2025, and

That on or before July 7, 2025 Chef Gill posted notices of the hearing in:

- 3 public places in the District (ESD 2 stations) and
- One public place in the territory proposed to be annexed (the front gate to the property)
- And that Certificates of posting are in hand
- The next step is the July 22 Special Meeting for Public Hearing.

#### **15. Discussion and possible action on Budget Workshop planned for 26 July 9AM.**

We reviewed the planned dates for the Special Budget Workshop on Saturday 26 July and decided that there wasn't adequate information. We decided to include the budget workshop in the Special Meeting on Tuesday Aug 5<sup>th</sup> when we will also hold a record vote on the Property Tax rate. The Special Meeting on Aug 13<sup>th</sup> for a Public Hearing on the tax increase is still on schedule.

Doug Kelsay moved to cancel the meeting of July 26 and incorporate the Budget Workshop into the Aug 5 meeting.

Larry Crabtree seconded

The motion passed.

Doug Kelsay presented a budget breakdown of 2024/5 budget for discussion at the meeting on the 26<sup>th</sup>. The main concern being the need to maintain a balance between personnel, apparatus, facilities and debt.

### **Personnel Related:**

#### **16. Discussion and possible action on policy changes for reimbursement and in backfill in regards to TIFMAS**

Colton Curles presented the policy changes and explained that in order to participate and get paid promptly and properly, we need to implement these changes.

James Allen moved to adopt the changes

Larry Crabtree seconded

The motion passed.

**17. Commissioner's report on Commissioner Policies. – Larry Crabtree**


Larry Crabtree explained the differentiation between Administrative Policies and Employee Handbook and Commissioners Policies. This would require sorting the current Employee Handbook items into the Admin Policy handbook and adding such topics as how / when the Chief notifies the board of certain issues and other topics as they arise.

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

No additional items identified for the next meeting. Discussing the Admin Policy handbook will be scheduled at a further time.

**19. Adjournment.** The meeting was adjourned at 8:03 PM.

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Doug Kelsay,

Secretary for Bastrop County Emergency Services District No. 2