

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

**Regular Meeting**

**August 19, 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 was Office Manager Lisa Eller.

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 minutes of the following meetings were previously distributed.

July 15, 2025 Regular Meeting

July 22, 2025 Special Meeting – Annexation

Aug 5, 2025 Special Meeting – Tax Rate

Lisa Eller and Doug Kelsay noted that there were some typos in the drafts including Aug 5, Item 9, the statute was supposed to be 551.072, not 551.087.

James Bennett moved to accept the minutes as amended.

Jim Allen seconded.

The motion passed.

**FINANCIAL DISCUSSION/ACTION ITEMS**

7. **Discussion and possible action regarding monthly report from Treasurer:**
  - a. Updates on payments from Tax Assessor-Collector and State Comptroller were presented, through July, 2025.
    - i. FYTD Property Tax collections were \$3,171,149.97
    - ii. FYTD Sales Tax payments were \$ 1,694,688.25 (\$165,064.26 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.

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.

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

Lisa Eller reported that everything was set for conducting the audit. It would start in October. This item is concluded.

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

Chief Gill reported that he signed and processed the Pledgee list. This item is concluded.

**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	81
Average Response Time – Min	14:48
Overlapping calls – %	7.41%
Hours at Calls – hrs	332:58
Hours of Training – hrs	165:30
Hours at Other; Events (PR) hrs	19:00
Total Hours – hrs	389:87
% Total Hours from Volunteers	11.8%
Value of Volunteer support	\$996.06

b. Monthly Operations:

- Training- bloodborne pathogens & decontamination.
- Management activities- working on the budget.
- Personnel- 1 Firefighter vacancy. (hiring in August)
- Equipment maintenance report- Mower 204 has broken spindle.
- EMS calls- Responded to 39 of 83 Ems calls.
- Developments in the district- several existing projects are under review or under construction (nothing new).

c. Discussion and possible action on Disposal Log  
No disposal log was presented at this meeting.

**POLICY DISCUSSION/ACTION ITEMS**

**Administration:**

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

Chief Gill reported that our attorneys still have not responded on this topic. It was noted that this issue has been on the agenda since February. The topic will be postponed again until next month.

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

Doug Kelsay reported that our attorneys confirmed:

All actions have been taken on the annexation election. The item on the election calendar for August 18 is NOT a meeting date, but represents the deadline for the board to call the election and hold the hearing, all of which was completed on July 22. Our next deadline, which the firm will handle, is sending *Notice of the Election* to the County Clerk on September 5.



This item is completed for this time. The next action will be certifying the election after election day.

### 13. Discussion and possible action on Budget.

Chief Gill presented the updates to the budget. Several items were updated with increased cost including some insurance quotes / estimates, soft cost for some equipment and other items. Chief Gill said he had cut other areas in the budget to compensate. After review of the income side of the budget, it was determined that our estimated Sales Tax estimate was probably low, based on historical trends, and an increase of \$100,000 would still be very conservative.

James Bennet moved to increase the budgeted amount of Sales Tax from \$1.6M to \$1.7M to cover these updated expense plans and for operations flexibility.

Jim Allen seconded.

The motion passed.

### 14. Discussion and possible action on Real Estate

Doug Kelsay suggested to call the topic into executive session.

President Tommy Chalmers directed Vice President James Bennett to call an executive Session to include Chief Gill and Office Manager Lisa Eller and to exclude Tommy Chalmers.

At 7:44 PM the Board went into Executive Session per Section 551.072 of the Government Code, to allow the Board to discuss a real estate investment matter.

At 7:53 PM, the Board left the Executive Session and reconvened in the open meeting, with no action taken during the Executive Session, Tommy Chalmers once again presiding.

Doug Kelsay made a motion to authorize Chief Gill to proceed with the purchase of the property, not to exceed \$300,000 to ensure we will have adequate property for expansion when needed.

Larry Crabtree seconded.

The motion passed. Tommy Chalmers abstained from voting.

### 15. Discussion and possible action on Tax Rate to include reschedule the public meeting date for adoption of the tax rate to Sept 16 Regular meeting.

Doug Kelsay reported that our attorneys confirmed the following:

The District will not be able to adopt the tax rate on the scheduled meeting date of August 19.

This is because publication deadlines for that specific date have already passed.

Because the District is going the green route, the District can adopt the tax rate at the September 16 regular meeting.

The previously scheduled Special Meeting on Aug 25<sup>th</sup> was subsequently cancelled.

Lisa Eller was assigned to ensure that the *Notice of Meeting on Tax Rate* be submitted to the Bastrop Advertiser no later than Sept 3.

Lisa Eller was also directed to post the *Notice of Meeting on Tax Rate* on the Home Page of the Districts website, no later than Sept 9.

Lisa Eller was also directed to secure confirmation that the *Notice of Meeting on Tax Rate* was actually published on or before Sept 10.

Doug Kelsay was directed to ensure that the Sept 16 Agenda included a *Vote to Adopt Budget and Vote on Tax Rate* and to adopt the *Order Levying Taxes* and to submit adopted tax rate to Bastrop County Tax Office by Sept 17.

It was noted that neither the *Notice of Meeting on Tax Rate* and *Order Levying Taxes* are yet available from our attorneys.

**Personnel Related:**

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

Larry Crabtree reported on the progress of the committee, including the very detailed Table of Contents.

This item is postponed to next month.

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

Tommy Chalmers requested "Discussion and possible action on options for legal counsel".

**18. Adjournment.** The meeting was adjourned at 8:04 PM.

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