

Bastrop County Emergency Services District No. 2

Regular Meeting

Sept 16, 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 and Ernie Rodriguez representing Bastrop County ESD 3.
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 mentioned that he had contacted Safe-D to offer the Commissioners Policy information as a possible topic at the next Safe-D convention. He also mentioned that his leukemia is in remission.
5. **Public Comments on Agenda Items:** No comments were presented.

ADMINISTRATIVE ITEMS

6. **Approval of minutes:**
The minutes of the Aug 19, 2025 Regular Meeting were previously distributed.
The minutes were approved as distributed.

FINANCIAL DISCUSSION/ACTION ITEMS

7. **Discussion and possible action regarding monthly report from Treasurer:**
 - a. An update on payments from Tax Assessor-Collector and State Comptroller were presented, through August, 2025.
 - i. FYTD Property Tax collections were \$3,195,419.49
 - ii. FYTD Sales Tax payments were \$ 1,859,752.51 (\$175,300.49 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. **Discussion and possible action on engagement letters with Bookkeeper.**

James Allen moved to accept the engagement letter with Medack and Oltman, CPA and direct Treasurer James Allen to sign.

James Bennett seconded
The motion passed

OPERATIONAL DISCUSSION/ACTION ITEMS

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

f. Monthly Response Statistics:

Total Calls this month	115
Average Response Time – Min	13:30
Overlapping calls – %	18%
Hours at Calls – hrs	396.78
Hours of Training – hrs	118
Hours at Other; Events (PR) hrs	NA
Total Hours – hrs	396.78
% Total Hours from Volunteers	NA
Value of Volunteer support	\$ NA

Chief Gill explained that the new software the department is using creates the above information as a standard report. We discussed adding in Not Available items. This will be investigated and reported on in the next meeting.

g. Monthly Operations:

- Training- Rope Rescue.
- Management activities-
 - working on the budget,
 - hiring process,
 - went to Louisiana to do final inspection of our new engine,
 - closed on the property at 277 Old Hwy 20 adjacent to Station 5.
- Personnel- full staff.
- Equipment maintenance report-
 - C200&C202 - Oil change
 - T233&B246 - directional bar fixed
 - B256 - replaced bracket
 - T233 - fixed cabin light
 - E231 - Fixed radio scan list
 - B226 - replaced kushmal (shore power control) plate
- EMS calls – Responded to 55 of 107 EMS calls.
- Developments in the district – none.

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

POLICY DISCUSSION/ACTION ITEMS

Administration:

10. Discuss and consider action on Budget Amendments to the FY25 Budget.

The proposed Budget Amendment was previously distributed.

It was noted that the numbers used for the Amendments were based on actual expenditures as of August 2025 and would be finally adjusted with the FY25 Audit.

Doug Kelsay moved to accept the Budget Amendments to the FY2025 Budget as distributed.

James Bennett seconded

The motion passed

11. Take action regarding budget for FY26 (October 1, 2025 to September 30, 2026).

There were no amendments to the proposed 2025-2026 Budget.

Doug Kelsay moved we adopt the Budget and the Resolution Adopting Budget and approve the related Certificate of Order.

James Bennett seconded

The motion passed.

12. Discuss and consider District's 2025 tax rate, adopt Order Levying Taxes, and authorize filing the Order with the County Tax Assessor/Collector

Larry Crabtree moved that we adopt the Order Levying Taxes and approve the related Certificate of Order and authorize Doug Kelsay to file the Order with the County Tax Assessor / Collector.

James Allen seconded

The motion passed.

13. Acknowledge and approve posting of statement regarding adopted tax rate to home page of District webpage.

James Allen moved that we acknowledge and approve the posting of the statement regarding adopted tax rate to the home page of the District website.

Larry Crabtree seconded

The motion passed

14. Discussion and possible Action on TCDRS, other retirement programs and their previous participants.

Tommy Chalmers reported on discussion with our attorneys that the department is liable for offering the back hours for part time work to be included in TCDRS calculations.

Chief Gill was directed to complete list of employees that could have been part of the program.

It was noted that there will be a cost to the employee for their participation. We should canvass the employees that could have been part of the program to see if they would be interested in participating.

Tommy Chalmers will check with the attorneys about a memorandum of participation which will allow employees to participate or opt out of participation. For those that want to participate the pay period records will then be analyzed for the extent of the hours and match cost to the employee.

This item will be postponed to the October meeting.

15. Discussion and possible action on Real Estate

Chief Gill reported that we have closed on the land and that the Community Risk Reduction staff is utilizing the new "office" building.

16. Discuss and consider possible action regarding sale of surplus F-550 Truck.

The Notice to Bidders was reviewed. Chief reported that he had to change the dates on the Notice to have it comply with publication dates. The notice was published.

The topic will be postponed to the October meeting where we expect to be able to review bids.

17. Discuss and consider rules regarding public participation at meetings and adopting a resolution.

No resolution was provided by attorneys.

Tommy Chalmers moved that we keep the same process and wording that we have currently, as identified by the statements in our Agenda items 4&5.

Doug Kelsay seconded

The motion passed

This topic will be postponed to the October meeting to see if a resolution is required and available.

18. Discussion and possible action on options for legal counsel

It was noted that a periodic review of ANY contractor or agent is proper due-diligence as we are stewards of the District's constituents' funds. The list of attorneys serving ESDs in Texas was reviewed.

Doug Kelsay suggested that any topics of concern with current service should be compiled such that we have a concise list of concerns / requirements. He volunteered to compile the list from input from board and operations staff.

Tommy Chalmers made a motion to continue with Carlton Law firm as we proceed with due diligence and analysis.

Larry Crabtree seconded

The motion passed

Personnel Related:

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

Larry Crabtree reported on the progress of the committee, that we had added a section on "closed meetings" aka "executive session" and that the policy manual was near completion.

This item is postponed to next month.

20. Call for Comments and Requests –

Doug Kelsay mentioned the opportunity for the Lost Pines Water Conservation District to present at our November meeting.

21. Adjournment. The meeting was adjourned at 8:23 PM.



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