

# **BASTROP-TRAVIS COUNTIES EMERGENCY SERVICES DISTRICT NO. 1**

## **AGENDA**

October 17, 2023

Notice is hereby given that a regular meeting of the Board of Commissioners of Bastrop-Travis Counties Emergency Services District No. 1 will be held on **Tuesday, October 17, 2023, at 6:30 p.m.**, at the Elgin Fire Station, 111 N. Avenue C, Elgin, Texas, for the following purposes:

1. Pledge of Allegiance;
2. Call meeting to order;
3. Public Comment: Members of the public may address the Board for a collective total of 10 minutes regarding general topics that are not on the current agenda. In accordance with the Texas Open Meetings Act, any response to a public comment that is made on an item that is not on the published final agenda will be limited to a statement of factual information or a statement of existing policy given in response to the public comment. Any deliberation or decision by the Board must be limited to a proposal to place the subject on a future agenda;
4. Public Comment on Agenda Items: Members of the public may comment on any agenda item listed below. Members of the public may speak for up to three minutes per agenda item on which they comment. Members of the public will speak on an agenda item after the item is called by the presiding officer, but before Board consideration of the item;

### **ADMINISTRATIVE**

5. Acceptance of resignation of Commissioner;
6. Discuss and consider appointing replacement Commissioner to fill unexpired term;
7. Discuss and consider election of officers;

### **PRESENTATION AND REPORTS**

8. Presentation on IT Support from Rita Technology;
9. Presentation from Watkins Consulting Group;
10. Receive monthly report from the Treasurer and consider:
  - (a) approval of payment of monthly bills and invoices;
  - (b) approval of monthly financial report;
  - (c) approval of quarterly investment report for 3<sup>rd</sup> quarter; and
  - (d) action regarding amendments to budget for FY23 and/or FY24;
11. Receive monthly report regarding District emergency operations, apparatus, response times, call volume, training, budget, management activities, personnel issues, and membership;

12. Receive monthly Commissioner activity reports;

**DISCUSSION/ACTION ITEMS**

13. Discuss and consider approval of minutes for the September 5, 2023 special meeting and September 20, 2023 regular meeting;
14. Discuss and consider taking action on presentation from Rita Technology;
15. Discuss and consider taking action on presentation from Watkins Consulting Group;
16. Review and discuss and consider action on HR Report;
17. Discuss training hours for Commissioners;
18. Discuss and consider attending Annual SAFE-D Conference, scheduled for February 22-24, 2024, at the Irving Convention Center;
19. Discuss and consider action on pre-tax elections for payroll and payroll cycles;
20. Discuss and consider action on Assistant Chief job description;
21. Update from the policies and procedures committee;
22. Discuss and consider engagement of auditor to perform FY23 audit;
23. Discuss investment accounts and consider taking action to authorize the transfer of funds;
24. Discuss and consider taking action on written test process for job candidates;
25. Discuss and consider taking action on the plan review process and procedures;
26. Discuss agenda items, time, and date for next meeting.

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A packet containing all supportive documentation for this agenda is available for inspection at The Carlton Law Firm, P.L.L.C., 4301 Westbank Drive, Suite B-130, Austin, Texas between the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday and at the District Office located at 111 N. Avenue C, Elgin, Texas between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.

/s/ Matt Benson  
Matt Benson, Secretary

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Bastrop-Travis Counties Emergency Services District No. 1 is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call Bastrop-Travis Counties Emergency Services District No. 1 at 512-281-4025 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may utilize the statewide Relay Texas Program by dialing 7-1-1 or 1-800-735-2988.

The Board may retire to Executive Session any time between the meeting's opening and adjournment for any purpose authorized by the Texas Open Meetings Act, including but not limited to: consultation with legal counsel (Section 551.071 of the Texas Government Code); personnel matters (Section 551.074); discussion of real estate acquisition (Section 551.072); discussion regarding a prospective gift to the District (Section 551.073); and/or deliberation regarding security devices or security audits (Section 551.076). Action, if any, will be taken in open session.