

Minutes

Bastrop/Travis Counties ESD No. 1

February 23, 2021

The Bastrop/Travis Counties ESD No. 1 met at the Elgin Fire Department on February 23, 2021. Attending the meeting were Commissioners Tommy McCullough (by Zoom), Julius Schwartz, Wayne Skubiata, Jodie Benitez and Larry Foehner. ESD staff member Melba Skubiata, members of the Elgin Fire Department and First Responder staff.

1. Pledge of Allegiance:

The Pledge of Allegiance was led by Commissioner Skubiata.

2. Call Meeting to Order:

The meeting was called to order by Commissioner Skubiata at 6:32pm. The proper meeting notice had been posted.

3. Public Comments:

There were no public comments.

4. Public Comments on Agenda items:

There were no public comments on Agenda items.

Administrative:

5. Approve and accept statement and oath of office for appointed Commissioner.

The statement and oath for Commissioner Larry Foehner was presented to the Board. Motion by Commissioner McCullough and seconded by Commissioner Schwartz to accept Larry Foehner's statement and oath of office. Motion passed 4-0-1, which Commissioner Foehner abstaining.

Presentation and Reports:

The Board took Item 14 out of order to allow the auditor time to get to another commitment.

14. Receive presentation of audit by Medack and Oltmann, LLP.

Melodi Oltmann gave their audit report. After the presentation a motion was made by Commissioner Schwartz and seconded by Commissioner Foehner to accept the audit presentation. The motion passed 5-0.

The Board returned to Item 6.

6. Receive monthly report from the Treasurer and consider: Commissioner Schwartz presented the Treasurer's report.

(a) Approval of monthly bills and invoices. A motion was made by Commissioner Foehner and seconded by Commissioner McCullough to approve payments of monthly bills and invoices. Motion passed 5-0.

(b) Approval of monthly financial report. The monthly financial report was presented. A motion by Commissioner McCullough seconded by Commissioner Foehner to accept the report as presented. Motion passed 5-0.

(c) Action regarding amendments to budget for FY 2021. There were two budget amendments presented by the Admin. Assist. Melba Skubiata for the ESD's budget. Move \$337.50 from Fund Balance to account 400.423 ESD Audit. Move \$7,988.72 from Fund Balance to account 400.1521B Bastrop County Parcels. A motion by Commissioner Schwartz and seconded by Commissioner Foehner to approve both adjustments. Motion passed 5-0.

7. Receive monthly report from Elgin Volunteer Fire Department regarding emergency operations, apparatus, response times, call volume, training, management activities and membership.

Interim Chief Henry Hernandez presented report regarding emergency operations, apparatus, response times, call volume, training and membership. 85 calls were reported. Chief Hernandez requested that the ESD agenda be emailed to the department.

8. Receive monthly report from McDade Volunteer Fire Department regarding emergency operations, apparatus, response times, call volume, training, management activities and membership.

McDade representation was absent, but a report was sent in. Commissioner Skubiata read McDade's report. 13 calls were responded to for January.

9. Receive monthly report from the First Responder Unit regarding emergency operations, response times, call volume, training, management activities and personnel issues.

First Responder Unit representatives Chris Botello and Marco Martinez presented the EMS report regarding emergency operations, apparatus, response times, call volume, training, management activities and membership. A total of 105 calls were reported for January. Marco also presented items on retirement benefits, and the FR1 vehicle had mechanical issues that were taken care of, but needed more work. They brought up the fact that the next FR1 vehicle should be a 4-wheel vehicle. They also wanted to purchase another handheld 800 radio. They also reported that certification as an Infection Control Officer needed to be taken. Any and all First Responder Organizations in the state are required to have one.

10. Receive monthly commissioner activity reports:

Commissioner Skubiata asked a question concerning the new generator for the McDade Fire Station. Commissioner Foehner replied that he had talked with Austin Generator about this. Because of the COVID-19 situation the factory is behind. The transfer switch has been received and the generator will be delivered sometime in mid-March.

Commissioner Foehner talked about getting more ESD caps and shirts for the board. He was advised to see what deal he could work out with the vendor.

Discussion/Action Items:

11. Discuss and consider approval of minutes for the January 19, 2021 regular meeting.

The minutes for the January 19, 2021 meeting were presented. A motion by Commissioner Schwartz and second by Commissioner Foehner to approve minutes as presented. Motion passed 5-0.

12. Discuss and consider submitting required annual report to the Division of Emergency Management. This item was tabled.

13. Review training requirements and compliance status for each commissioner. This item was tabled.

Item 14 was addressed earlier, so the Board skipped to Item 15.

14. Discuss and consider filing of audit with County Commissioners' Court.

The audit report was just received at this meeting so it will be filed with the Bastrop County Commissioners Court as soon as possible.

15. Discuss and consider action on Texas Comptroller Special Purpose District Financial and Tax Reporting Requirements.

It was decided to table this item till the ESD could consult with our lawyers.

16. Discuss and consider action to pay off the District's two outstanding loans.

A motion was made by Commissioner Schwartz and seconded by Commissioner McCullough to let Commissioner Schwartz and Commissioner Foehner go to First National Bank and Prosperity Bank on Thursday morning and obtain the payoff amounts for each loan. If the payoff is what we had for balances, then the ESD would cut checks and payoff the loans Thursday. The motion passed 5-0.

17. Discuss and consider establishing a bank account for funding a new station and equipment.

It was decided to table this item until the District could consult with the auditor on how to proceed.

18. Discuss and consider repair and maintenance of the District's facilities and equipment.

Commissioner Schwartz brought up the high natural gas bill the District had received. It was decided to not set the heater thermostats higher than 60 degrees in the station bay areas.

Discussion was raised as to who had access to the camera security system. The internet connection to the system had been down. It will be decided who will be granted access to the system.

It was brought up about the water leak in the truck refill pipe at the Elgin Station. It had been repaired by one of the Elgin fireman.

It was reported that the District's fuel cards are still having problems. Commissioner Schwartz is going to check on the possibility of changing companies.

20. Discuss agenda items, time, and date for next meeting.

Motion by Commissioner Foehner and second by Commissioner Schwartz to hold the next meeting on March 16, 2021 at 6:30pm at the Elgin Fire Station. Motion passed 5-0. Meeting was adjourned.