

BASTROP-TRAVIS COUNTIES EMERGENCY SERVICES DISTRICT NO. 1

MINUTES

October 18, 2022

A regular meeting of the Board of Commissioners of Bastrop-Travis Counties Emergency Services District No. 1 was held on **Tuesday, October 18, 2022, at 6:30 p.m.**, at the Elgin Fire Station, located at 111 N. Avenue C, Elgin, Texas.

Attending the meeting were Commissioners Larry Moseley, Tommy McCullough, Amanda Sanchez, Liston Crim and Matt Benson. A quorum was present at the meeting. Also present were ESD staff members, Elgin and McDade Fire Department representatives, and representatives of the First Responder Unit.

1. **Pledge of Allegiance:** The pledge of Allegiance was led by Commissioner Moseley.
2. **Call meeting to order:** Meeting was called to order by Commissioner Moseley at 6:00PM
3. **Public Comment:** No public comment
4. **Public Comment on Agenda Items:** Curtis Craig signed up to public speak on agenda #15

PRESENTATION AND REPORTS

5. **Receive monthly report from the Treasurer and consider:** Reports were presented by Treasurer Commissioner Crim.

- (a) **approval of payment of monthly bills and invoices:** Motion made to approve all monthly bills and invoices by commissioner McCullough, motion seconded by Commissioner Benson.

Motion passed 5-0

- (b) **approval of monthly financial report:** Motion was made by Commissioner McCullough to approve monthly financial report, Motion seconded by Commissioner Benson.

Motion passed 5-0

- (c) **approval of quarterly investment report for 3rd quarter:** Motion made by Commissioner Benson, Commissioner McCullough seconded.

Motion passed 5-0

- (d) **action regarding amendments to budget for FY22:** No amendments

- (e) **action regarding amendments to budget for FY23:** No amendments

6. **Receive monthly report from Elgin Volunteer Fire Department regarding emergency operations, apparatus, response times, call volume, training, management activities and membership:** Report presented by Asst. Chief Reyna
7. **Receive monthly report from McDade Volunteer Fire Department regarding emergency operations, apparatus, response times, call volume, training, management activities and membership:** Report presented by Asst. Chief Villareal
8. **Receive monthly report from the First Responder Unit regarding emergency operations, response times, call volume, training, budget, management activities and personnel issues:** Report presented by Chief Martinez
9. **Receive monthly report from the Interim District Chief regarding emergency operations, apparatus, response times, call volume, training, management activities and membership:** Report presented by Chief Martinez
10. **Receive monthly commissioner activity reports:** Commissioner Crim updated information on banking signature cards.

DISCUSSION/ACTION ITEMS

11. **Discuss and consider approval of minutes for the September 20, 2022 regular meeting, and the October 7, 2022 special meeting:** Motion made by Commissioner Crim to approve both meeting's minutes, Commissioner Benson seconded.

Motion passed 5-0
12. **Discuss required training hours for Commissioners:** After some discussion, no action was taken.
13. **Discuss and consider attending Annual SAFE-D Conference, scheduled for February 2-4, 2023, in Round Rock:** All Commissioners discussed attending conference.
14. **Discuss and consider obtaining Treasurer's bond for Commissioner Crim:** After some discussion, no action was taken.
15. **Discuss and consider terminating contract with Elgin Volunteer Fire Department:** Commissioner Benson made a motion to cancel the EVFD contract with the understanding the District will name the stations Elgin Station, and McDade Station, or operating along those lines, Commissioner Sanchez seconded the motion.

Motion passed 5-0
16. **Discuss and consider updating contract with Travis County Emergency Services District No. 13:** After some discussion no action was taken.

17. **Discuss and consider Travis County Emergency Services District No. 13's use of District physical address for certain correspondence:** Motion to allow ESD 13 to use EVFD address by Commissioner McCullough, Commissioner Benson seconded motion.

Motion passed 5-0
18. **Discuss and consider authorizing issuance of debit card for use by Interim District Chief:**

Motion made by Commissioner McCullough to approve Chief obtaining a debit card, Commissioner Benson seconded.

Motion passed 5-0
19. **Discuss and consider adopting guidelines for purchasing and invoice processing for all departments and service providers:** After some discussion no action was taken, can be removed from agenda.
20. **Discuss and consider purchasing phone system for District:** After some discussion no action was taken. Chief will look into cost.
21. **Discuss District's security cameras and consider modifications to permitted access:**

The Board went into executive session at 8:56PM. The Board went back into regular session at 9:26PM. No action was taken in executive session.

Commissioner McCullough made a motion to have security company come in and review and audit current system; Commissioner Benson seconded the motion.

Motion passed 5-0
22. **Discuss and consider request to lease office space to Bastrop County TDEM office:** Chief will contact TDEM to obtain MOU, until then no action is taken.
23. **Discuss and consider District office space and future needs:** Commissioner Benson will gather monthly expenses, and value of assets. He will return with information. No action.
24. **Discuss District's visitor's policy and consider modifying same:** Chief will make modifications to current visitor's policy and will present at next business meeting.
25. **Discuss District's adopted Employee Handbook:** Chief is in the process of adopting a handbook, we will follow up. No action.
26. **Discuss and consider updating employees' background checks and driving records:** After some discussion, no action was taken- this can be removed from agenda.

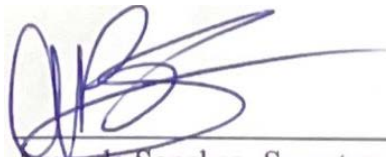
27. **Discuss and consider hiring District administrative assistant to fill vacant position:** Commissioner Benson will work with Chief on obtaining bids from multiple companies, they will bring the information back next meeting. No action.
28. **Discuss and consider updates from subcommittee on personnel evaluations for District employees:** After some discussion, no action was taken.
29. **Discuss and consider updates from subcommittee on future planning for stations:** After some discussion, no action was taken.
30. **Discuss and consider repair and maintenance of the District's facilities and equipment:** After some discussion, no action was taken. Asst. Chief Reyna questioned the holiday party. The Board requested they have the holiday party at another establishment.
31. **Discuss agenda items, time, and date for next meeting:** Commissioner Benson made a request for Chief to provide a consolidation process for the volunteers.

Next meeting for November 15, 2022, at 6:30PM at EVFD

Commissioner McCullough made a motion to adjourn, commissioner Benson seconded.

Motion passed **5-0**

Meeting adjourned at 9:30PM



Amanda Sanchez, Secretary
Bastrop-Travis Counties ESD No. 1

November 15, 2022