

BASTROP-TRAVIS COUNTIES EMERGENCY SERVICES DISTRICT NO. 1

MINUTES

December 21, 2021

Notice is hereby given that a regular meeting of the Board of Commissioners of Bastrop-Travis Counties Emergency Services District No. 1 was held on **Tuesday, December 21, 2021, at 6:30 p.m.**, at the McDade Volunteer Fire Department, located at 224 El Paso Street, McDade, Texas, for the following purposes. Attending the meeting were Commissioners McCullough, Benitez, Sanchez, and Moseley. Commissioner Moseley arrived late. Commissioner Skubiata was absent.

1. Pledge of Allegiance:

The pledge of Allegiance was led by President Tommy McCullough.

2. Call meeting to order:

Commissioner McCullough called the meeting to order at 6:30pm

3. Public Comment:

David Glass spoke about his upcoming political campaign.

4. Public Comment on Agenda Items:

No public comment.

PRESENTATION AND REPORTS

5. Receive monthly report from the Treasurer and consider: Report given by Commissioner Benitez.

(a) approval of payment of monthly bills and invoices:

Commissioner Sanchez made a motion to approve, Commissioner McCullough seconded. Motion passed 3-0.

(b) approval of monthly financial report:

Commissioner McCullough made a motion to approve, Commissioner Sanchez seconded. Motion passed 3-0.

(c) action regarding amendments to budget for FY21 and/or FY22:

Commissioner McCullough made a motion to approve, Commissioner Sanchez seconded. Motion passed 3-0.

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

membership: Report given by Cameron Jonse – Command Staff. Brian Henson – Board President read apology letter from the Board of Directors.

7. **Receive monthly report from McDade Volunteer Fire Department regarding emergency operations, apparatus, response times, call volume, training, management activities and membership:** Report given by Rey Ramirez – Chief

8. **Receive monthly report from the First Responder Unit regarding emergency operations, response times, call volume, training, budget, management activities and personnel issues and take any related action:** Report given by Marco Martinez

9. **Receive monthly commissioner activity reports:** No Report

Commissioner Moseley arrived during the presentation of reports.

DISCUSSION/ACTION ITEMS

10. **Discuss and consider approval of minutes for the November 16, 2021, regular meeting and the December 13, 2021, special meeting:** Commissioner Benitez made a motion to approve, Commissioner McCullough seconded. Motion passed 4-0

11. **Discuss and consider submitting required annual report to the Division of Emergency Management:** No action was taken.

12. **Supplemental Agenda for election items:**

1. **Discuss and consider approval of Resolution Authorizing Secretary's Appointment of Agent to Perform Duties During Election Period:** Commissioner Benitez made a motion to approve, Commissioner Sanchez seconded. Motion passed 4-0.

2. **Discuss and consider approval of the Contract for Election Services with Bastrop County for the May 7, 2022, election, approval of required payment for those services, and a Resolution Approving Contract for Election Services with Bastrop County:**

Commissioner Benitez made a motion to approve, Commissioner Sanchez seconded. Motion passed 4-0.

3. **Discuss and consider approval of the Contract for Election Services with Travis County for the May 7, 2022, election, approval of required payment for those services, and a Resolution Approving Contract for Election Services with Travis County:**

Commissioner Benitez made a motion to approve, Commissioner McCullough seconded. Motion passed 4-0.

4. **Discuss and consider approval of an Order Adopting and Implementing the Use of Electronic Voting Systems in Addition to Paper Ballots in District Elections:** Commissioner Benitez made a motion to approve, Commissioner McCullough seconded. Motion passed 4-0.

5. **Discuss and consider approval of the Order Calling Commissioner Election for May 7, 2022:**

Commissioner Benitez made a motion to approve, Commissioner McCullough seconded. Motion passed 4-0.

6. **Authorize District's attorney to give Notice of Commissioner Election for May 7, 2022:**

Commissioner Benitez made a motion to approve, Commissioner McCullough seconded. Motion passed 4-0.

7. **Any other matters in connection with the District's May 7, 2022 Commissioner Election:**

Commissioner Benitez made a motion to approve, Commissioner McCullough seconded. Motion passed 4-0.

13. **Discuss and consider adoption of evacuation procedure policy:** No action Taken.
14. **Discuss and consider Interlocal Agreement with Travis County regarding medical direction for First Responder Unit:** Under review with Travis County legal Dept. – no action taken.
15. **Discuss and consider requiring Elgin Volunteer Fire Department and McDade Volunteer Fire Department to develop written 1-year, 3-year, and 5-year plans of projected needs:** No action taken.
16. **Discuss and consider updates to Texas Mutual and VFIS insurance policies:** No action taken.
17. **Discuss and consider hiring a District fire chief:** Commissioner Benitez requested this agenda item be discussed in executive session. Stopped regular meeting g at 7:54pm. Resumed regular meeting at 8:14pm.
18. **Discuss and consider amendments to service provider agreements with Elgin Fire Department and McDade VFD:** No action taken.
19. **Discuss and consider updates to Employee Handbook including implementing policy for FR1 to receive paid quarantine leave related to COVID-19:** No action taken.
20. **Discuss and consider repair and maintenance of the District's facilities and equipment:** No action taken.
21. **Discuss agenda items, time, and date for next meeting:** January 18, 2022 at 6:30 in Elgin. Commissioner Benitez made a motion to adjourn, Commissioner McCullough seconded. Motion passed 4-0 with no further business meeting adjourned at 8:25pm.