

## Minutes

Bastrop/Travis Counties ESD No.1

January 19, 2021

The Bastrop/Travis Counties ESD No. 1 met at the Elgin Fire Department on January 19, 2021. Attending the meeting were Commissioners Tommy McCullough, Julius Schwartz, Wayne Skubiata and Jodie Lopez. A Quorum was present at the meeting. The ESD staff members, Elgin and McDade Fire Department representatives were also present.

### Pledge of Allegiance:

1. The Pledge of Allegiance was led by Commissioner Skubiata, Vice President followed by a moment of silence in memory of Carl Newstrom.

### Call Meeting to Order:

2. The meeting was called to order by Commissioner Skubiata at 6:33pm. Proper notice has been posted.

### Public Comments:

3. There were no public comments.

### Public Comments on Agenda Items:

4. There were no public comments on agenda items.

### Administrative

5. Discuss and consider appointment of commissioner to fill unexpired term:  
A nomination was made by Commissioner Schwartz to appoint Larry Foehner to fill the unexpired term of Commissioner and seconded by Commissioner McCullough. Motion passed unanimously.
6. Approve and accept statement and oath of office for appointed commissioner:  
This item tabled as Larry Foehner was unable to attend due to illness.
7. Discuss and consider election of officers for the Board of Commissioners:  
Commissioner Schwartz made a motion to elect Larry Foehner as Secretary and all other offices remain as is and seconded by Commissioner McCullough. Motion passed unanimously.
8. Discuss and consider renewal and update of required Treasurer's bond:  
A motion was made by Commissioner Schwartz to update & renew the Treasurer's Bond and seconded by Commissioner McCullough. Motion passed unanimously.

### Presentation and Reports

9. (a) Approval of payment of monthly bills and invoices  
A motion was made to approve the monthly bills and invoices for Nov2020/Dec2020 by Commissioner McCullough and second by Commissioner Schwartz. Motion passed unanimously.  
A motion was made to approve the monthly bills and invoices for Dec2020/Jan2021 by Commissioner McCullough and second by Commissioner Schwartz. Motion passed unanimously.
- (b) Approval of monthly financial reports:  
A motion was made to approve the monthly financial reports for Nov2020/Dec2020 by Commissioner McCullough and second by Commissioner Schwartz. Motion passed unanimously.

A motion was made to approve the monthly financial reports for Dec2020/Jan2021 by Commissioner McCullough and second by Commissioner Schwartz. Motion passed unanimously.

(c) Action regarding amendments to budget for FY 2020:

No action taken – this item can be removed from the agenda.

(d) Action regarding amendments to budget for FY 2021:

No action taken.

(e) Approval of quarterly investment report for 4<sup>th</sup> quarter of previous year:

Commissioner Schwartz presented the 4<sup>th</sup> quarter investment report ending 12/31/20. A motion was made to accept the report by Commissioner McCullough and seconded by Commissioner Schwartz. Motion passed unanimously.

10. Receive monthly report from Elgin Volunteer Fire Department regarding emergency operations, apparatus, response times, call volume, training, management activities and membership:  
The monthly report for the Elgin Volunteer Fire Department was presented by Acting Chief Henry Hernandez. Mr. Hernandez reported on monthly calls for Nov & Dec and in-house training in Dec, etc.
11. Receive monthly report from the McDade Volunteer Fire Department regarding emergency operations, apparatus, response times, call volume, training, management activities and membership:  
The monthly report for the McDade Volunteer Fire Department was presented by Chief Rey Ramirez. Chief Ramirez reported on monthly calls for Nov & Dec and training that took place last month. Training is scheduled for TEEX sometime in March.
12. Receive monthly report from the First Responder Unit regarding emergency operations, apparatus, response times, call volume, training, management activities and membership:  
FR Marco Martinez reported on the monthly calls for Nov & Dec. He reported that some vehicle repairs may need to be taken care of and working on clearing up the AWACs pager account and inquired about the Retirement package from TCRS.
13. Receive monthly commissioner activity reports:  
Several Commissioners expressed their sincere thanks to the family of Carl Newstrom for sharing him with the ESD and Fire & FR Departments.

#### Discussion/Action Items

14. Discuss and consider approval of minutes for the November 12, 2020 special meeting and November 17, 2020 regular meeting:  
A motion to accept the minutes as presented by Commissioner Schwartz and seconded by Commissioner McCullough. Motion passed unanimously.
15. Discuss and consider submitting required annual report to the Division of Emergency Management:  
This item was tabled.
16. Discuss and consider publication of address of administrative office:  
A motion was made by Commissioner Schwartz and seconded by Commissioner McCullough to publish the address of the administrative office. Motion passed unanimously.
17. Review training requirements and compliance status for each commissioner:  
This item was tabled.
18. Discuss and consider filling vacancy in First Responder program:  
Chris Botello reported that the vacancy has been filled. This item can be removed from the agenda at this time.
19. Discuss and consider repair and maintenance of the District's facilities and equipment:

MVFD Chief Ramirez reported that there is a water drainage issue in the station and would like to extend the parking lot.

EVFD Mark Rodriguez reported that there's a roof leak from FR1 thru the fire station bay on the new side of the building and would like to have Voelker address the issue. And the drainage is showing standing water.

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

A motion was made to hold the next meeting on February 16, 2021 @6:30pm at the Elgin Volunteer Fire Department meeting room by Commissioner Schwartz and seconded by Commissioner McCullough. Motion passed unanimously.

A motion was made to adjourn by Commissioner McCullough and seconded by Commissioner Schwartz. Motion passed unanimously.

Commissioner Wayne Skubiata, Vice President adjourned the meeting.

---

Respectfully submitted in part and approved by Commissioner Jodie Lopez, Assistant Secretary/Treasurer

Board of Commissioners  
Bastrop/Travis Counties ESD No. 1