

BASTROP-TRAVIS COUNTIES EMERGENCY SERVICES DISTRICT NO. 1

Minutes for November 16, 2021

A regular meeting of the Board of Commissioners of Bastrop Travis Counties ESD#1 was held Tuesday November 16,2021 at 6:30pm at the Elgin Fire Station located at 111 North Ave C Elgin Tx, for the following purposes:

1. Pledge of Allegiance:

The Pledge of Allegiance was led by President Tommy McCullough.

2. Call Meeting to Order:

Meeting was called to order by Commissioner McCullough at 6:30pm. Commissioners present were Commissioner Tommy McCullough, Commissioner Wayne Skubiata, Commissioner Jodie Benitez, Commissioner Larry Moseley, and Commissioner Amanda Sanchez. Others present were Kelli Carlton, BTCESD#1 Attorney via teleconference, Melba Skubiata, Administrative Assistant, members of EVFD, MVFD and FR1, Scott Green of Bastrop County First Responders Organization and several other interested parties.

3. Public Comment:

No public comment.

4. Public Comment on Agenda Items:

No public comment.

Presentation and Reports

5. Receive monthly report from the Treasurer and consider:

(A). Approval of payment of monthly bills and invoices:

Report was presented by Commissioner Benitez. Commissioner Skubiata made the motion to accept the report, Commissioner Sanchez seconded. Motion passed 5-0.

(B.) Approval of monthly financial report:

Commissioner Benitez gave the monthly financial report. Commissioner McCullough made the motion to accept the monthly financial report, Commissioner Moseley seconded. Motion passed 5-0.

(C.) Action regarding amendments to budget for FY 2021:

Commissioner Benitez read and submitted a budget amendment for MVFD. Commissioner Sanchez made a motion to accept the budget amendment and Commissioner Benitez seconded. Motion passed 5-0.

14. Discuss and consider updates to Texas Mutual and VFIS insurance policies:

Board President Commissioner Tommy McCullough moved agenda item 14 up for discussion to allow the VFIS Representative Stephanie Dew to give a report on the present coverage and proposed new insurance benefits coverages for the VFDs of Bastrop-Travis Counties ESD #1. Commissioner Benitez made a motion to accept the new VFIS Benefits Coverage Program. Commissioner Sanchez seconded. Motion passed 5-0.

16. Discuss and consider FY21/22 payment request from Bastrop County First Responders Organization and review previous transactions:

Board President Commissioner McCullough moved agenda item 16 up for discussion to allow Scott "Scooter" Green with the Bastrop County First Responder organization to present their status with the Bastrop-Travis Counties ESD #1 and FR1. Mr. Green mentioned that the First Responders work under the Medical Director Dr A. Vira. No further action taken at this time.

6. Receive monthly report from Elgin Volunteer Fire Department:

Report given by Chief Henry Hernandez.

7. Receive monthly report from McDade Volunteer Fire Department:

Report given by Chief Rey Ramirez.

8. Receive monthly report from First Responders 1:

Report given by FR Marco Martinez. Report attached.

9. Receive monthly commissioner activity reports:

Commissioner Skubiata provided the other Commissioners an email in regard to other official shirts and jackets. Commissioner Skubiata also mentioned the transfer of the Freightliner water tender from EVFD to MVFD.

Discussion/Action Items

10. Discuss and consider approval of minutes for the October 19, 2021 regular meeting:

Commissioner Moseley made a motion to accept the minutes as presented, Commissioner Benitez seconded. Motion passed 5-0.

13. 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:

After discussion it was agreed that EVFD would present their 1-year, 3-year, and 5-year plans at the January 2022 meeting and MVFD would present their plan at the February 2022 meeting.

15. Discuss and consider amendment to Fire Recovery agreement:

After discussion, Commissioner McCullough made a motion not to accept the amendment to the Fire Recovery agreement. Commissioner Sanchez seconded. Motion passed 5-0.

17. Discuss and consider hiring a District fire chief:

Commissioner Benitez gave a report on moving forward and discussing hiring a District Fire Chief. It was agreed to gather more information and to contact Mr. Ron Moellenberg as a resource. More information to follow. No action.

18. Discuss and consider District and Department relations and communications;

No action taken as it was handled at the last meeting.

19. Discuss and consider amendments to service provider agreements with Elgin Fire Department and McDade VFD;

Commissioner McCullough made a motion to meet December 13, 2021 at 6:30pm with the Elgin VFD and McDade VFD to discuss the contract agreements. Commissioner Benitez seconded. Motion passed 5-0.

20. Discuss and consider updates to Employee Handbook including implementing policy for FR1 to receive paid quarantine leave related to COVID-19.

Commissioner Skubiata made a motion to update the Employee Handbook as presented and implement the "Paid Quarantine leave" related to the COVID-19 policy. Commissioner Benitez seconded. Motion passed 5-0.

21. Discuss and consider authorizing purchase of fire truck for EVFD;

Commissioner Moseley made a motion to approve the apparatus purchase of the brush fire truck as previously presented, and to approve the price increase of \$4800. Commissioner Skubiata seconded. Motion passed 5-0.

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

EVFD reported that air tank updates are needed. MVFD reported a 1000-gallon propane tank may be needed and MVFD is also short on building space. MVFD may request a building expansion of 1 bay.

Executive Session: Commissioner McCullough called an executive session at 8:41pm on Agenda Items 11, 12 & 16 for the purpose of consultation with the District's attorney. The executive session ended and the meeting was called back to order at 9:29pm. No action was taken in executive session.

11. Discuss and consider Interlocal Agreement with Travis County regarding medical direction for First Responder Unit:

Commissioner Sanchez made a motion to request a draft interlocal agreement from Travis County for the FR1. Commissioner McCullough seconded. Motion passed 5-0.

12. Discuss and consider Treasurer responsibilities, including corrective action plan, budget amendments and invoice processing

Commissioner Benitez made a motion to implement a corrective action plan regarding budget amendments and invoice processing. Commissioner Sanchez seconded the motion. Motion passed 5-0.

16. Discuss and consider FY21/22 payment request from Bastrop County First Responders Organization and review previous transactions:

Commissioner McCullough made a motion to not pay the invoice presented by the Bastrop County First Responder Organization. Commissioner Benitez seconded. Motion passed 5-0.

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

Commissioner McCullough made a motion to schedule a special meeting for December 13, 2021, at 6:30 pm at EVFD in Elgin and to set the next regular meeting for December 21, 2021 at 6:30pm at the MVFD in McDade. Commissioner Skubiata seconded. Motion passed 5-0.

With no further business meeting adjourned at 9:32pm.

Wayne Skubiata, Board Secretary
Bastrop-Travis Counties Emergency Services District #1