

BASTROP-TRAVIS COUNTIES EMERGENCY SERVICES DISTRICT NO. 1

MINUTES

September 20, 2022

A regular meeting of the Board of Commissioners of Bastrop-Travis Counties Emergency Services District No. 1 was held on **Tuesday, September 20, 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. No Commissioners were absent. 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 6:30pm.
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 presented by Commissioner Crim.

Motion to approve monthly bills and invoices, by commissioner McCullough, Motion seconded by Commissioner Crim.

Motion passed 5-0
 - (b) **approval of monthly financial report**: Report presented by Commissioner Crim.

Motion to accept financial report by Commissioner McCullough, motion seconded by Commissioner Benson.

Motion passed 5-0
 - (c) **action regarding amendments to budget for FY22**: Report presented by Melba Skubiata.

Motion to approve budget amendments by Commissioner Crim, Motion seconded by Commissioner Sanchez.

Motion passed 5-0

(d) action regarding amendments to budget for FY23:

NAME OF DEPARTMENT <u>ESD & FR1 Budgets</u>								
YOU MUST USE THE 2ND COLUMN ON YOUR BUDGET REPORT								
Item #	Budget Account & Description	TRANSFER FROM:			TRANSFER TO:			
		Budget Amount Before Transfer	Amount (+ or -)	Budget Amount After Transfer	Budget Account & Description	Budget Amount Before Transfer	Amount (+ or -)	Budget Amount After Transfer
1	400.10 Personnel Cost FICA (move from FR1 to ESD budget)	15,000.00	(2,366.59)	12,633.41	400.10 Personnel Cost FICA (move from FR1 to ESD budget)	1,200.00	2,366.59	3,566.59
2	Move from Fund Balance		(27,700.00)		400.10 Personnel Cost FICA (this should cover the last payroll)	3,566.59	27,700.00	31,266.59
3	500.105 PTO	14,000.00	(5,000.00)	9,000.00	500.106 TCDRS Retirement	6,000.00	5,000.00	11,000.00
4	400.423 Office Equipment	6,000.00	(272.02)	5,727.98	400.151 Appraisal District	25,050.00	272.02	25,322.02
5	Move from Fund Balance		(6,000.00)	(6,000.00)	700.6 Radio Tower (Removal)	0.01	6,000.00	6,000.01

NAME OF DEPARTMENT <u>Med/Rescue 1</u>								
YOU MUST USE THE 2ND COLUMN ON YOUR BUDGET REPORT								
Item #	Budget Account & Description	TRANSFER FROM:			TRANSFER TO:			
		Budget Amount Before Transfer	Amount (+ or -)	Budget Amount After Transfer	Budget Account & Description	Budget Amount Before Transfer	Amount (+ or -)	Budget Amount After Transfer
1	500.12 PERS. PROT. GEAR	3,000.00 ✓	(1,400.00) ✓	1,600.00 ✓	1000.54 FR1 PHONE	2,100.00 ✓	1,400.00 ✓	3,500.00 ✓
2	500.12 PERS. PROT. GEAR	1,600.00 ✓	(10.50) ✓	1,589.50 ✓	500.122 MAINTENANCE	3,000.00 ✓	10.50 ✓	3,010.50 ✓
3	500.12 PERS. PROT. GEAR	1,589.50 ✓	(122.81) ✓	1,466.69 ✓	500.11 UNIFORMS/ BADGES	2,000.00 ✓	122.81 ✓	2,122.81 ✓
4	500.12 PERS. PROT. GEAR	1,466.69 ✓	(487.43) ✓	979.26 ✓	500.13 MEDICAL SUPPLIES	9,500.00 ✓	487.43 ✓	9,987.43 ✓
5	500.4 FIRST RESP. TRAIN.	8000. 2,991.54	(2,800.00)	5200. 131.54	500.121 FUEL	5,000.00 ✓	2,800.00 ✓	7,800.00 ✓
6	500.4A VOLUNTEER TRAIN.	7000. 5,522.00	(5,000.00)	2000. 522.00	500.106 TCDRS RETIREMENT	6,000.00 ✓	5,000.00 ✓	11,000.00 ✓
7	500.105 PTO	9000. 9,962.00	(7,500.00)	1500. 1,562.00	500.102A HEALTH-BCBS	21,000.00 ✓	7,500.00 ✓	28,500.00 ✓

NAME OF DEPARTMENT <u>MVFD Budgets</u>								
YOU MUST USE THE 2ND COLUMN ON YOUR BUDGET REPORT								
Item #	Budget Account & Description	TRANSFER FROM:			TRANSFER TO:			
		Budget Amount Before Transfer	Amount (+ or -)	Budget Amount After Transfer	Budget Account & Description	Budget Amount Before Transfer	Amount (+ or -)	Budget Amount After Transfer
1	100.22 Hand Tools	2,000.00	(706.02)	1,293.98	100.92 Misc Equip	3,000.00	706.02	3,706.02
2	100.22 Hand Tools	1,293.98	(21.47)	1,272.51	100.102 Rehab supplies	1,500.00	21.47	1,521.47
3	200.922 Mntc Equip Repair other	4,000.00	(155.80)	3,844.20	200.921 Generator mntc	3,200.00	155.80	3,355.80
4	300.421 Certifications	6,000.00	(2,500.00)	3,500.00	300.22 Fuel & Lube	4,000.00	2,500.00	6,500.00
5	300.422 Rescue Tools Certs	2,000.00	(1,627.84)	372.16	300.32 Tires	8,000.00	1,627.81	9,627.81
6	600.522 Training Reimbursement	10,000.00	(1,764.22)	8,235.78	700.12 Radio/Pagers	15,000.00	1,764.22	16,764.22

NAME OF DEPARTMENT <u>Elgin Fire Department</u>								
YOU MUST USE THE 2ND COLUMN ON YOUR BUDGET REPORT								
Item #	Budget Account & Description	TRANSFER FROM:			TRANSFER TO:			
		Budget Amount Before Transfer	Amount (+ or -)	Budget Amount After Transfer	Budget Account & Description	Budget Amount Before Transfer	Amount (+ or -)	Budget Amount After Transfer
1	100.11 Fire Hose	1,500.00	(827.60)	672.40	200.51 EVFD Overhead Doors	\$5,528.95	827.60	6,356.55
2	100.11 Fire Hose	1,500.00 672.40	(186.99)	1,213.01 485.41	300.412 EVFD Rescue Tools Certs	\$3,500	186.99	3,686.99
3	100.11 Fire Hose	1,500.00 485.41	(189.09)	1,210.91 296.32	400.421A EVFD Copier	\$2,000	189.09	2,189.09
4	100.11 Fire Hose	1,500.00 296.32	(296.32)	1,203.68 0.00	400.71 EVFD Mileage Reimbursement	\$70,000.00	296.32	70,296.32
5	100.31 Nozzles and Valves	1,500.00	(1,500.00)	-	400.71 EVFD Mileage Reimbursement	70,000.00 70,296.32	1,500.00	71,500.00 71,796.32
6	700.11 Radios and Pagers	13,000.00	(13,000.00)	-	400.71 EVFD Mileage Reimbursement	70,000 71,796.32	13,000.00	83,000.00 84,796.32
7	700.21 Comm Supplies/Equip	1,500.00	(1,500.00)	-	400.71 EVFD Mileage Reimbursement	70,000 84,796.32	1,500.00	71,500.00 86,296.32
8	700.31 Radio Repairs	1,000.00	(1,000.00)	-	400.71 EVFD Mileage Reimbursement	70,000 86,296.32	1,000.00	71,000.00 87,296.32
9	100.41 EVFD Foam	2,000.00	(703.68)	1,296.32	400.71 EVFD Mileage Reimbursement	70,000 87,296.32	703.68	70,703.32 87,999.90
10	300.31 EVFD Tires	6,000.00	(1,600.00)	4,400.00	1000.21 EVFD Electricity	14,350.00	1,600.00	15,950.00

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 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 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:** No report was given.

DISCUSSION/ACTION ITEMS

11. **Discuss and consider approval of minutes for the August 16, 2022, regular meeting:**
 Motion made by Commissioner Crim to approve minutes for the August 16, 2022, meeting. Commissioner Benson seconded.

Motion passed 5-0

12. **Discuss and consider purchase of District laptop for use by the Secretary of the Board of Commissioners:**

Motion to buy district laptop for secretary use by Commissioner McCullough, Commissioner Benson seconded.

Motion passed 5-0

13. **Discuss and consider terminating contract with McDade Volunteer Fire Department:**

Commissioner Moseley requested to discuss agenda item in executive session.

The board went into executive session at 8:25pm.

The board went back into regular session at 9:15pm. No action was taken in executive session.

Commissioner Benson moved that the District's attorneys provide policies and procedures on how to consolidate Elgin and McDade. Commissioner Crim seconded.

Motion passed 5-0

14. **Discuss and consider adopting guidelines for purchasing and invoice processing for all departments and service providers:**

After some discussion, no action was taken.

15. **Discuss and consider updating contract with Travis County Emergency Services District No. 13:**

After some discussion, ESD1 Board is requesting to setup a meeting with ESD13 to review and go over contract.

16. **Discuss and consider website contract and domain update:**

Commissioner Benson made a motion to cancel the contract with Mr. Nichols and the Chief to return to next meeting with 3 bids. Commissioner Crim seconded.

Motion passed 5-0

Commissioner Benson made a motion to purchase a domain DBA North Bastrop County Fire Rescue. Commissioner Sanchez seconded the motion.

Motion passed 4-1, with Commissioner McCullough voting against.

17. **Discuss and consider hiring process for District employees:** Motion was made by Commissioner Sanchez to bring on EVFD's administrative assistant Lauren Cannon as an ESD Administrative Assistant in an interim position. Commissioner Benson seconded.

Motion passed 5-0

18. **Discuss and consider updating policy for employee paid time off (“PTO”):**

Motion was made by Commissioner Crim to approve updated policy and procedures for PTO, motion seconded by Commissioner Benson.

Motion passed 5-0

19. **Discuss and consider process and procedure for conducting District personnel evaluations:**

Commissioner Sanchez made a motion for Commissioner Crim and Commissioner Benson to be the evaluation board for ESD employees. Commissioner McCullough seconded.

Motion passed 5-0

20. **Discuss and consider updating employees’ background checks and driving records:**

With some discussion, no action was taken.

21. **Discuss planning for future stations:**

Commissioner Benson made a motion to put together a committee to bring back information on future planning for stations with Commissioner Benson and Commissioner Sanchez being the committee. Commissioner Sanchez seconded.

Motion passed 5-0

22. **Discuss and consider approval of job descriptions for Board of Commissioners’ officer positions:**

No action on job descriptions.

23. **Discuss and consider repair and maintenance of the district’s facilities and equipment:**


After some discussion, no action was taken.

24. **Discuss agenda items, time, and date for next meeting:** Commissioner Moseley made a motion to meet October 18, 2022, at 6:30 at MVFD. Commissioner Sanchez seconded.

Motion passed 5-0

Motion to adjourn by Commissioner McCullough. Commissioner Benson seconded.
Motion passed 5-0.

Adjourned at 9:46pm


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

October 18, 2022