

# **BASTROP-TRAVIS COUNTIES EMERGENCY SERVICES DISTRICT NO. 1**

## **MINUTES**

July 20, 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, July 20, 2021, at 6:30 p.m.**, at the Elgin Fire Station, located at 111 North Avenue C, Elgin, Texas, for the following purposes:

1. Pledge of Allegiance; THE PLEDGE WAS LED BY COMMISSIONER FOEHNER.
2. Call meeting to order; THE MEETING WAS CALLED TO ORDER BY PRESIDENT McCULLOUGH AT 6:31pm. PRESENT AT THE MEETING WERE COMMISSIONERS FOEHNER, McCULLOUGH, SKUBIATA, AND LOPEZ. COMMISSIONER SCHWARTZ WAS ABSENT. ALSO PRESENT WERE DISTRICT'S ADMIN. ASSIST. MELBA SKUBIATA AND MEMBERS OF THE ELGIN AND McDADE VFD'S AND FIRST RESPONDER, FR1, UNIT.
3. Public Comment: Members of the public may address the Board for a collective total of 10 minutes regarding general topics that are not on the current agenda. In accordance with the Texas Open Meetings Act, any response to a public comment that is made on an item that is not on the published final agenda will be limited to a statement of factual information or a statement of existing policy given in response to the public comment. Any deliberation or decision by the Board must be limited to a proposal to place the subject on a future agenda; THERE WAS NO COMMENT.
4. Public Comment on Agenda Items: Members of the public may comment on any agenda item listed below. Members of the public may speak for up to three minutes per agenda item on which they comment. Members of the public will speak on an agenda item after the item is called by the presiding officer, but before Board consideration of the item; THERE WAS NO COMMENT.

### **ADMINISTRATIVE ITEMS**

5. Accept the resignation of Commissioner Schwartz; A MOTION WAS MADE BY COMMISSIONER McCULLOUGH TO ACCEPT THE RESIGNATION OF COMMISSIONER SCHWARTZ WITH RELUCTANCE. MOTION WAS SECONDED BY COMMISSIONER FOEHNER. MOTION PASSED 4-0.
6. Discuss and consider appointment of commissioner to fill unexpired term; THIS ITEM WAS TABLED UNTIL THE BOARD HAD TIME TO SEEK SOMEONE TO REPLACE COMMISSIONER SCHWARTZ.
7. Discuss and consider election of officers; COMMISSIONER McCULLOUGH MADE A MOTION TO MOVE COMMISSIONER LOPEZ TO THE OFFICE OF TREASURER AND ALL OTHER OFFICERS TO REMAIN IN THEIR POSITION. MOTION WAS SECONDED BY COMMISSIONER FOEHNER. MOTION PASSED 4-0.
8. Discuss and consider renewal and update of required Treasurer's bond; THIS ITEM WAS TABLED UNTIL THE DISTRICT HAD HEARD BACK FROM THE DISTRICT'S LEGAL COUNSEL.

## **PRESENTATION AND REPORTS**

9. Receive monthly report from the Treasurer and consider:
  - (a) approval of payment of monthly bills and invoices; MELBA SKUBIATA PRESENTED THE BILLS AND INVOICES FOR THE MONTH OF JUNE. A MOTION WAS MADE BY COMMISSIONER FOEHNER TO APPROVE THE REPORT. MOTION WAS SECONDED BY COMMISSIONER LOPEZ. MOTION PASSED 4-0.
  - (b) approval of monthly financial report; MELBA SKUBIATA GAVE THE MONTHLY FINANCIAL REPORT. A MOTION WAS MADE BY COMMISSIONER FOEHNER TO ACCEPT THE REPORT. MOTION WAS SECONDED BY COMMISSIONER LOPEZ. MOTION PASSED 4-0.
  - (c) action regarding amendments to budget for FY2021; MELBA SKUBIATA PRESENTED SEVERAL BUDGET AMENDMENTS FROM THE ELGIN FIRE DEPARTMENT. (SEE ATTACHED) COMMISSIONER WAYNE SKUBIATA MADE A MOTION TO ACCEPT THE AMENDMENTS. MOTION WAS SECONDED BY COMMISSIONER LOPEZ. MOTION PASSED 4-0.
  - (d) approval of the 2<sup>nd</sup> quarter 2021 investment report; MELBA SKUBIATA PRESENTED THE QUARTERLY INVESTMENT REPORT. COMMISSIONER LOPEZ MADE A MOTION TO ACCEPT THE REPORT AS PRESENTED. COMMISSIONER WAYNE SKUBIATA SECONDED THE MOTION. MOTION PASSED 4-0.
10. Receive monthly report from Elgin Volunteer Fire Department regarding emergency operations, apparatus, response times, call volume, training, management activities and membership; CHIEF HERNANDEZ GAVE THE REPORT FOR ELGIN. AT THE END OF THE REPORT, HE STATED THAT THE DEPARTMENT HAD 26 FIREFIGHTER MEMBERS. (SEE ATTACHED REPORT)
11. Receive monthly report from McDade Volunteer Fire Department regarding emergency operations, apparatus, response times, call volume, training, management activities and membership; CHIEF RAMIREZ GAVE THE REPORT FOR McDADE. AT THE END OF THE REPORT, HE STATED THAT THE DEPARTMENT HAD 20 FIREFIGHTER MEMBERS. (SEE ATTACHED REPORT)
12. Receive monthly report from the First Responder Unit regarding emergency operations, response times, call volume, training, management activities and personnel issues; FIRST RESPONDER MARCO MARTINEZ GAVE THE FRI REPORT. (SEE ATTACHED REPORT)
13. Receive monthly commissioner activity reports; NO COMMISSIONERS HAD A REPORT TO GIVE.

## **DISCUSSION/ACTION ITEMS**

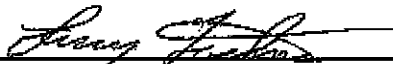
14. Discuss and consider approval of minutes for the June 15, 2021 regular meeting and June 21, 2021 special meeting; A MOTION WAS MADE BY COMMISSIONER WAYNE SKUBIATA TO ACCEPT THE JUNE 15<sup>TH</sup>, 2021 MINUTES AS PRESENTED.

MOTION WAS SECONDED BY COMMISSIONER McCULLOUGH. MOTION PASSED 4-0.

15. Discuss and consider approval of a training course agreement for first responders; A TRAINING SCHOOL CONTRACT WAS PRESENTED BY COMMISSIONER FOEHNER. AFTER SOME DISCUSSION SOME MEMBERS WANTED SOME ITEMS ADDED TO THE CONTRACT. THE CHANGES WILL BE MADE AND PRESENTED AT THE AUGUST MEETING. ITEM WAS TABLED UNTIL THE AUGUST 2021 REGULAR MEETING.
16. Discuss and consider service provider agreement with the Elgin Fire Department; AFTER SOME DISCUSSION ON THE CONTRACT WITH THE ELGIN FIRE DEPARTMENT, IT WAS DECIDED TO GIVE EACH COMMISSIONER A COPY OF THE OCTOBER 2018 CONTRACT TO GO OVER AND MAKE CHANGES. ALSO IT WAS NOTED THAT THE SAME CONTRACT EXISTS WITH THE McDADE FIRE DEPARTMENT. THE COMMISSIONERS WILL BRING THEIR CONCERNS BACK TO THE AUGUST 2021 MEETING FOR CHANGES TO BOTH CONTRACTS. ITEM WAS TABLED UNTIL THE AUGUST 2021 REGULAR MEETING.
17. Discuss and consider budgets provided by Departments and First Responders' Unit; THIS ITEM WAS TABLED UNTIL THE JULY 27<sup>TH</sup>, 2021 SPECIAL MEETING.
18. Discuss and consider setting additional budget workshop meeting dates; THIS ITEM WAS TABLED UNTIL THE JULY 27<sup>TH</sup>, 2021 SPECIAL MEETING WHEN ALL THE EXPECTED TAX REVENUE REPORTS ARE RECEIVED FROM BASTROP AND TRAVIS COUNTIES.
19. Discuss and consider sale and replacement of Elgin Fire Department trucks; THIS ITEM WAS TABLED UNTIL THE AUGUST 2021 REGULAR MEETING DUE TO THE ELGIN FIRE DEPARTMENT GETTING A STRUCTURE FIRE CALL DURING THIS TIME.
20. Discuss and consider hiring a District fire chief; COMMISSIONER McCULLOUGH TABLED THIS ITEM UNTIL A NEW COMMISSIONER HAS BEEN APPOINTED TO FILL COMMISSIONER SCHWARTZ'S POSITION.
21. Discuss and consider adopting a Fire Code; COMMISSIONER McCULLOUGH TABLED THIS ITEM UNTIL A NEW COMMISSIONER HAS BEEN APPOINTED TO FILL COMMISSIONER SCHWARTZ'S POSITION.
22. Discuss and consider hiring a Fire Marshal; COMMISSIONER McCULLOUGH TABLED THIS ITEM UNTIL A NEW COMMISSIONER HAS BEEN APPOINTED TO FILL COMMISSIONER SCHWARTZ'S POSITION.
23. Discuss and consider repair and maintenance of the District's facilities and equipment; and THERE WAS NOTHING TO REPORT ON THIS ITEM.
24. Discuss agenda items, time, and date for next meeting. COMMISSIONER FOEHNER MADE A MOTION TO HAVE THE NEXT MEETINGS AS FOLLOWS: SPECIAL MEETING ON JULY 27<sup>TH</sup>, 2021 AT THE ELGIN FIRE STATION, AUGUST 3<sup>RD</sup> SPECIAL MEETING TO BE HELD AT THE ESD OFFICE AT 108 WEST FIRST STREET IN ELGIN AND THE AUGUST 17<sup>TH</sup> 2021 REGULAR MEETING TO BE

HELD AT THE ELGIN FIRE STATION. ALL MEETING START TIMES WILL BE AT 6:30PM.

MOTION WAS MADE TO ADJOURN BY COMMISSIONER WAYNE SKUBIATA. MEETING ADJOURNED AT 7:45PM.

  
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Larry Foehner, Secretary,  
Bastrop-Travis Counties Emergency  
Services District No. 1