BASTROP-TRAVIS COUNTIES EMERGENCY SERVICES DISTRICT NO. 1

MINUTES

July 18, 2024

A regular meeting of the Board of Commissioners of Bastrop-Travis Counties Emergency Services District No. 1 was held on **Thursday, July 18, 2024, at 6:30 p.m.**, at the Elgin Fire Station, 111 N. Avenue C, Elgin, Texas.

Attending the meeting were Commissioners Larry Moseley, Nick Teague, Brian Henson, Ramiro Garza, and Damon Doss. No Commissioners were absent. A quorum was present at the meeting. Also present were ESD staff members, representatives of the Fire Department, and representatives of the First Responder Unit.

1. **Pledge of Allegiance**: Pledge of Allegiance led by Commissioner Moseley.
2. **Call meeting to order**: Commissioner Moseley called meeting to order at 6:30pm.
3. **Public Comment**: none
4. **Public Comment on Agenda Items**: none

PRESENTATION AND REPORTS

5. **Receive monthly report from the Treasurer and consider**:
   (a) **approval of payment of monthly bills and invoices**: Commissioner Moseley made motion to approve payment of monthly bills and invoices and seconded by Commissioner Teague. All in favor, motion passes.
   (b) **approval of monthly financial report**: Commissioner Doss made motion to approve the monthly financial report, Commissioner Teague seconded. All in favor, motion passes.
   (c) **approval of quarterly investment report for 2nd quarter**: Commissioner Doss made a motion to approve the quarterly investment report for the second quarter, Commissioner Teague seconded. All in favor, motion passes.
   (d) **action regarding amendments to budget for FY24**: No amendments to the budget so no action taken.
6. **Receive monthly report regarding District emergency operations, apparatus, response times, call volume, training, budget, management activities, personnel issues, and membership**: Chief Botello gave his report on the District operations, apparatus, response times, call volume, training, budget, management activities, personnel issues and membership.
7. **Receive monthly Commissioner activity reports**: Commissioner Teague spoke about VFW gathering for July 4th. Commissioner Doss spoke about buying land for another station. Commissioner Doss wants to start networking to find us land. All board members are agreement for him to start networking and work with Chief Botello to find land.

Commissioner Moseley spoke about transferring one million into the Texas Class account. It was transferred on July 15, 2024.

DISCUSSION/ACTION ITEMS

8. **Discuss and consider approval of minutes for the June 20, 2024, regular meeting**: Commissioner Doss had an issue with the May 21st meeting minutes not being correct and made a motion to adopt the May 21, 2024 meeting minutes as stated: **"Motion made by Commissioner Teague for Commissioners to be able to participate in TCDRS, provided that Commissioners pay the full cost of participation with no cost paid by BTCESD#1. Seconded by Commissioner Doss. Commissioners Teague, Doss, Henson and Moseley For; Commissioner Garza Against. Motion passed."** Commissioner Doss made motion to insert correction for May 21, 2024 meeting minutes in the June minutes. Commissioner Teague seconded. All in favor, motion passes.

   Commissioner Teague made a motion to adopt the June minutes, seconded by Commissioner Garza. All in favor, motion passes.

9. **Discuss status of District's budget and needs of the District and consider taking action to approve budget**: CPA Pam Oakes presented our budget for the 24/25 Fiscal Year. Commissioner Teague made a motion to adopt the salary changes as presented for October 1st in the budget. Seconded by Commissioner Garza. All in favor, motion passes. No other action was taken on the budget.

10. **Discuss and consider taking action on salary for Assistant Fire Chief, Admin Position, and Operational Staff**: At 8:31 pm the commissioners went into executive session for personnel matters under Section 551.074 of the Texas Government Code. At 9:08 pm the commissioners were out of executive session. No action was taken. Commissioner Teague made a motion and Commissioner Garza seconded to come out of executive session at 9:08 p.m. All in favor, motion passes.

    Commissioner Teague made a motion to adopt salary changes as presented for October 1st in the budget, Commissioner Garza seconded. All in favor, motion passes.

11. **Discuss and consider taking action on an Interlocal Agreement between the District and the Texas Division of Emergency Management for office space**: Assistant Chief Mark Wobus introduced TDEM reps Violet Schneider (TDEM Liaison) and her supervisor Cody McDonald. The TDEM representatives spoke about using the old ESD office at 108 W. 1st street for TDEM. Commissioner Garza made motion to approve agreement, Commissioner Teague seconded. All in favor, motion passes.

12. **Discuss and consider adoption of a Capitalization Policy for District funds**: Motion by Commissioner Teague to adopt the Capitalization Policy for the district funds, seconded by Commissioner Doss. All in favor, motion passes.

13. **Discuss and consider taking action on the purchase of two command vehicles as quoted**: Motion made by Commissioner Teague, seconded by Commissioner Henson to purchase two command vehicles as quoted. All in favor, motion passes.

14. **Discuss agenda items, time, and date for next meeting**: Next regular meeting will be held on August 15th at 6:30pm at Elgin Fire Station. Commissioner Doss made a motion to adjourn the meeting, seconded by Commissioner Garza. All in favor, motion passes. Meeting adjourned at 9:17 pm.

Brian Henson, Secretary
Board of Commissioners

August 21, 2024