BASTROP-TRAVIS COUNTIES EMERGENCY SERVICES DISTRICT NO. 1

AGENDA

September 20, 2022

Notice is hereby given that a regular meeting of the Board of Commissioners of Bastrop-Travis Counties Emergency Services District No. 1 will be held on **Tuesday, September 20, 2022, at 6:30 p.m.**, at the Elgin Fire Station, located at 111 N. Avenue C, Elgin, Texas, for the following purposes:

1. Pledge of Allegiance;

2. Call meeting to order;

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;

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;

PRESENTATION AND REPORTS

5. Receive monthly report from the Treasurer and consider:

   (a) approval of payment of monthly bills and invoices;

   (b) approval of monthly financial report;

   (c) action regarding amendments to budget for FY22; and

   (d) action regarding amendments to budget for FY23;

6. Receive monthly report from Elgin Volunteer Fire Department regarding emergency operations, apparatus, response times, call volume, training, management activities and membership;

7. Receive monthly report from McDade Volunteer Fire Department regarding emergency operations, apparatus, response times, call volume, training, management activities and membership;

8. Receive monthly report from the First Responder Unit regarding emergency operations, response times, call volume, training, budget, management activities and personnel issues;

9. Receive monthly report from the Interim District Chief regarding emergency operations, apparatus, response times, call volume, training, management activities and membership;

10. Receive monthly commissioner activity reports;

DISCUSSION/ACTION ITEMS

11. Discuss and consider approval of minutes for the August 16, 2022 regular meeting;

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

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

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

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

16. Discuss and consider website contract and domain update;

17. Discuss and consider hiring process for District employees;

18. Discuss and consider updating policy for employee paid time off ("PTO");

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

20. Discuss and consider updating employees' background checks and driving records;

21. Discuss planning for future stations;

22. Discuss and consider approval of job descriptions for Board of Commissioners' officer positions;

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

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

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A packet containing all supportive documentation for this agenda is available for inspection at The Carlton Law Firm, P.L.L.C., 4301 Westbank Drive, Suite B-130, Austin, Texas between the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday and at the District Office located at 108 West First, Elgin, Texas between the hours of 9:00 a.m. and 12:00 p.m. on Tuesdays and Thursdays.

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

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Bastrop-Travis Counties Emergency Services District No. 1 is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call Melba Skubiata, Administrator for Bastrop-Travis Counties Emergency Services District No. 1, at 512-229-3020

for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may utilize the statewide Relay Texas Program by dialing 7-1-1 or 1-800-735-2988.

The Board may retire to Executive Session any time between the meeting's opening and adjournment for any purpose authorized by the Texas Open Meetings Act, including but not limited to: consultation with legal counsel (Section 551.071 of the Texas Government Code); personnel matters (Section 551.074); discussion of real estate acquisition (Section 551.072); discussion regarding a prospective gift to the District (Section 551.073); and/or deliberation regarding security devices or security audits (Section 551.076). Action, if any, will be taken in open session.