BASTROP-TRAVIS COUNTIES EMERGENCY SERVICES DISTRICT NO. 1

Minutes for October 19, 2021

A regular meeting of the Board of Commissioners of Bastrop Travis Counties ESD#1 was held Thursday October 19, 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 Wayne Skubiata and Commissioner Jodie Benitez, and Commissioner Larry Moseley and Commissioner Amanda Sanchez. Others present were Kelli Carlton, BTCESD#1 Attorney, Melba Skubiata, Administrative Assistant, members of EVFD, MVFD and FR1 and several other interested parties.

3. Public Comment:

One public comment presented by Skylar Maldonado. Tabled for discussion once additional information is received.

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 McCullough seconded. Motion passed 5-0.

(B.) Approval of monthly financial report:

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

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

There were no budget amendments.

(D) Approval of quarterly investment report for the 3rd quarter:

Commissioner Benitez gave the quarterly investment report. Commissioner Sanchez made a motion to accept the report, Commissioner Moseley seconded. Motion passed 5-0.

6. Receive monthly report from Elgin Volunteer Fire Department:

Report given by Chief Henry Hernandez. Report attached.

7. Receive monthly report from McDade Volunteer Fire Department:

Report given by Chief Rey Ramirez. Report attached.

8. Receive monthly report from First Responders 1:

Report given by FR Marco Martinez. Report attached. It was reported that an invoice from Bastrop FRA-non profit needs reviewing before the bill is paid.

9. Receive monthly commissioner activity reports:

There were no reports presented.

Discussion/Action Items

10. Discuss and consider approval of minutes for the September 21, 2021 regular meeting:

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

11. Discuss and consider engagement of auditor to perform FY21 audit:

A motion was made by Commissioner McCullough made a motion to have Medack & Oltmann, LLC perform the audit for the district. Commissioner Moseley seconded. Motion passed 5-0.

12. Discuss required training hours for Commissioners:

Kelli Carlton, Attorney said each Commissioner is required to have 6 hours of SAFE-D training every 2 years. The new commissioners need to take the training.

13. Discuss and consider attendance at Texas State Association of Fire and Emergency Districts (SAFE-D) Annual Conference in February 2022.

Melba Skubiata, Adminstrative Assistant will make the arrangements but asked the commissioners to let her know as soon as possible if they were planning to go.

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

Commissioner Moseley and Commissioner Benitez reported that information has been received and are waiting for updated coverage information, etc.

Executive Session Commissioner McCullough called Agenda Items 15, 16, 17 and 18.

Commissioner McCullough called an executive session for the purpose of having a consultation with the District's attorney on Items 15, 16, 17 and 18. The executive session ended and the session was re-opened at 8:45pm. No action was taken in executive session.

8. Revisited - Receive monthly report from First Responders 1:

Commissioner Benitez made a motion that FR1 work up a 1-3-5 year plan projection of their needs to include software, hardware, and present a written report at the January 18, 2022 meeting. Commissioner Sanchez seconded. Motion passed 5-0.

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

Commissioner Benitez made a motion that Kelli Carlton, ESD Atty investigate the situation with the non-profit whether we have a contract or owe payments to them. Commissioner Sanchez seconded. Motion passed 5-0.

16. Discuss and consider District and Department relations and communications:

A motion was made by Commissioner Sanchez that two commissioners be the first point of contact for each department, with Commissioners McCullough and Moseley, for Elgin VFD, Commissioners Skubiata and Moseley the contacts for McDade VFD Commissioners Benitez and Sanchez the contacts for FR1. Commissioner Benitez seconded. Motion passed 5-0.

17. Discuss and consider amendments to service provider agreements with Elgin VFD and McDade VFD.

This item tabled.

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

This item tabled.

19. Discuss and consider repair and maintenance of the District's facilities and equipment:

No items discussed.

20. Discuss agenda items, time, and date for the next meeting.

Commissioner McCullough made a motion to set the next meeting for November 16, 2021 at 6:30pm. Commissioner Skubiata seconded. Motion passed 5-0. With no further business meeting adjourned at 9:10pm.

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.

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