

BASTROP-TRAVIS COUNTIES EMERGENCY SERVICES DISTRICT NO. 1

MINUTES

March 27, 2024

A regular meeting of the Board of Commissioners of Bastrop-Travis Counties Emergency Services District No. 1 was held on **Wednesday, March 27, 2024, at 1:00 p.m.**, at the Elgin Fire Station, 111 N. Avenue C, Elgin, Texas.

Attending the meeting were Commissioners Larry Moseley, Matt Benson, and Damon Doss. Commissioners Tommy McCullough and Darren Mogonye were absent. A quorum was present at the meeting. Also present were ESD staff members and representatives of the Fire Department.

1. **Pledge of Allegiance:** Pledge of allegiance was led by Commissioner Moseley.
2. **Call meeting to order:** Meeting called to order at 13:00 by Commissioner Moseley.
3. **Public Comment:** No public comment.
4. **Public Comment on Agenda Items:** None.

PRESENTATION AND REPORTS

5. **Presentation by RIT-HR for future HR services:** No one from RIT-HR was in attendance for HR presentation. No action taken.
6. **Presentation by Precision Financial:** Pam with Precision Financial gave a presentation on a new statement of work for CPA/Accounting services.
7. **Receive monthly report from the Treasurer and consider:**
 - (a) **approval of payment of monthly bills and invoices:**
Motion to approve bills and invoices by Commissioner Doss and seconded by Commissioner Benson. All in favor, motion passes.
 - (b) **approval of monthly financial report:**
Motion by Commissioner Doss and seconded by Commissioner Moseley to approve the monthly financial report. All In favor, motion passes.
 - (c) **action regarding amendments to budget for FY24:** None.
8. **Receive monthly report regarding District emergency operations, apparatus, response times, call volume, training, budget, management activities, personnel issues, and membership:** Chief Botello gave a report on current staffing, call volume and monthly training.
9. **Receive monthly Commissioner activity reports:** None.

DISCUSSION/ACTION ITEMS

10. **Discuss and consider approval of minutes for the February 20, 2024, regular meeting:** Motion by Commissioner Moseley to approve the February 20th minutes and was seconded by Commissioner Doss. All in favor, motion passes.
11. **See Supplemental Agenda for Election Matters:**
 1. **Consider approval and adoption of Order Declaring Election of Unopposed Candidates and Canceling May 4, 2024 Commissioner Election:**

Motion by Commissioner Doss to approve the Order Declaring Election of Unopposed Candidates and Canceling the May 4th Election and seconded by Commissioner Benson. All in favor, motion passes.
12. **Discuss and consider action to expand scope of work for Precision Financial:**

Motion by Commissioner Benson to approve the expanded scope of work for Precision Financial and seconded by Commissioner Doss. All in favor, motion passes
13. **Discuss and consider action to approve Ad Valorem Tax Assessment & Collection Contract Between Bastrop County and the District:** Motion to table the contract agreement until further discussion from the District's attorney by Commissioner Doss and seconded by Commissioner Moseley. All in favor, motion passes.
14. **Discuss and consider approving District's financial audit and filing the audit report with the County Commissioners Courts:** Audit has not yet been complete, no action taken.
15. **Discuss and consider action on financing terms for apparatus purchase that was approved at the February 20, 2024 meeting:** Motion by Commissioner Doss to approve financing with First National with 10-year terms and seconded by Commissioner Benson. All in favor, motion carries.
16. **Discuss utilizing City-owned property for new station(s):** Discussed compiling and completing a standard cover report, as well as the possibility of having a 3rd party consultant provide the Board with more options, based on call volume and future growth. No action taken.
17. **Discuss and consider action to seek architectural services for future stations:** Discussion of speaking with a firm that could advise about future stations and development. No action taken.
18. **Discuss and consider report from subcommittee on Fire Chief's six-month review and consider taking related action:** No action
19. **Discuss and consider updating District's services with QuickBooks:** No action taken or needed due to new statement of work with Precision Financial.
20. **Discuss and consider update on personnel evaluations and consider taking related action:** All but one evaluation has been completed. No action taken.
21. **Discuss agenda items, time, and date for next meeting:** Next meeting scheduled for April 18th at 6:30 p.m., to be held at the Elgin Station.

Motion by Commissioner Moseley and seconded by Commissioner Doss. All in favor, motion passes. Meeting adjourned at 2:30 p.m.

/s/ Matt Benson
Matt Benson, Secretary

April 18, 2024