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

**AGENDA**

April 21, 2020

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, April 21, 2020, at 6:30 p.m.**, at the Elgin Fire Station, located at 111 North Avenue C, Elgin, Texas, for the following purposes:

**Due to the state of emergency and/or local disaster caused by the COVID-19 pandemic, the Board of Commissioners of Bastrop-Travis Counties Emergency Services District No. 1 may hold its meeting via telephone conference call because of the difficulty and risks of convening a quorum in one location. If initiated, the call will be broadcast at the meeting location and recorded as required by the Texas Open Meetings Act. The public may participate in the meeting via the internet at www.zoom.us/join and entering meeting ID 396 118 9077**

1. Pledge of Allegiance;
2. Call meeting to order;
3. Public Comment: 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;

**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 FY2020;
   (d) review and approve quarterly investment report for 1st quarter;
6. Receive monthly report from Elgin Volunteer Fire Department regarding emergency operations, response times, call volume, training, management activities and membership;
7. Receive monthly report from McDade Volunteer Fire Department regarding emergency operations, 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, management activities and personnel issues;
9. Receive monthly commissioner activity reports;

## DISCUSSION/ACTION ITEMS

10. Discuss and consider approval of minutes for the March 24, 2020 regular meeting;
11. Discuss and consider District operations and response issues during COVID-19 pandemic;
12. Conduct annual review of investment policy and investment strategies and adopt resolution;
13. Discuss and consider initiating the process to hire a District Chief;
14. Discuss and consider reminding all departments to submit preliminary budgets by June 1, 2020;
15. Discuss and consider amendments to service provider contracts;
16. Discuss and consider employee manual updates;
17. Review Records Management Program and make changes as appropriate;
18. Discuss and consider repair and maintenance of the District's facilities and equipment;
19. Discuss and consider adding equipment to new McDade truck; and
20. 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.

Carl Newstrom, Secretary
Bastrop-Travis Counties Emergency
Services District 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 Carl Newstrom, Secretary for Bastrop-Travis Counties Emergency Services District No. 1, at (512) 281-5330 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.