

BASTROP-TRAVIS COUNTIES EMERGENCY SERVICES DISTRICT NO. 1

MINUTES

September 20, 2023

A regular meeting of the Board of Commissioners of Bastrop-Travis Counties Emergency Services District No. 1 was held on **Wednesday, September 20, 2023, at 6:30 p.m.**, at the McDade Fire Station, located at 224 El Paso Street, McDade, Texas.

Attending the meeting were Commissioners Larry Moseley, Tommy McCullough, Liston Crim, Matt Benson, and Darren Mogonye. 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**: President Moseley led the pledge of allegiance.
2. **Call meeting to order**: Meeting called to order at 6:30 p.m.
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**: No reports were presented at this meeting.
 - (b) **approval of monthly financial report**: No reports were presented at this meeting.
 - (c) **action regarding amendments to budget for FY23 and/or FY24**: No reports were presented at this meeting.
6. **Receive monthly report regarding District emergency operations, apparatus, response times, call volume, training, budget, management activities, personnel issues, and membership**: Chief gave report on call volume and training and provided an update on the hiring process.
7. **Receive monthly Commissioner activity reports**: None

DISCUSSION/ACTION ITEMS

8. **Discuss and consider approval of minutes for the August 15th regular meeting, August 21st special meeting and September 5th special meeting**: A motion was made by Commissioner Mogonye to approve the August 15th, August 21st, and September 5th minutes and seconded by Commissioner McCullough. All in favor; motion carries.

9. **Discuss and consider approval of the revised minutes for the July 18th regular meeting and August 3rd special meeting:** Tabled approving July 18th minutes for clarification. A motion was made by Commissioner Mogonye to approve the August 3rd minutes and seconded by Commissioner Crim. All in favor; motion carries.
10. **Discuss and consider approval of the updated statement of work from Valentine HR:** A motion was made by commissioner Benson to approve the new Statement of Work and was seconded by Commissioner Crim. All in favor; motion carries.
11. **Discuss status of District's policies and procedures and consider action to approve and adopt manual:** A discussion was had to create a policy and procedures committee and Commissioner Crim offered to be a part of that committee, as well as staff.
12. **Discuss and consider engagement of auditor to perform FY23 audit:** After discussion, the Chief was asked to collect more information on a specialized audit company and report back to the Board. No action.
13. **Discuss investment accounts and consider taking action to authorize the transfer of funds:** With higher interest rates available now, a discussion was had on other options for investment companies. After which, the chief was asked to research some options and report back to the Board. No action.
14. **Discuss and consider taking action on the plan review process for areas located outside of Elgin's city limits:** Chief presented a letter that explained the department's part of the plan review. A motion was made by Commissioner Crim and seconded by Commissioner McCullough to approve the letter as presented. All in favor; motion carries.
15. **Discuss and consider Amended Interlocal Agreement for Fire Protection, Fire Suppression and Emergency Rescue Services with Travis County Emergency Services District No. 13 and take action on the Amended Interlocal Agreement as needed:** A final version of the ESD ILA has been completed and reviewed by legal. A motion was made by Commissioner McCullough to approve the updated ILA and was seconded by Commissioner Benson. The motion carries with a vote of 4-1, with Commissioner Crim voting against.
16. **Discuss and consider taking action on fire chief responsibilities:** The Board entered into executive session to discuss fire chief responsibilities at 8:15 p.m.

Commissioner McCullough excused himself at 9:30 p.m.

Commissioner Crim excused himself via resignation from the Board of Commissioners at 9:45 p.m.

The Board concluded the executive session and resumed the regular meeting at 10:05 p.m. No action was taken in executive session.

A motion was made by Commissioner Moseley to consult with HR on improvements to the fire chief's responsibilities and was seconded by Commissioner Mogonye. The motion carries with a vote of 3-0.

17. **Discuss timeline and process for hiring administrative assistant and consider action to approve same**: The hiring of a new administrative assistant is in progress; no discussion was had.
18. **Discuss agenda items, time, and date for next meeting**: A motion was made by commissioner Moseley to adjourn and seconded by Commissioner Mogonye. All in favor (3-0) and the motion carries.

/s/ Matt Benson

Matt Benson, Secretary

October 17, 2023