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

**AGENDA**

October 19, 2021

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, October 19, 2021, at 6:30 p.m.**, at the Elgin Fire Station, located at 111 North 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 FY21 and/or FY22; and
   (d) approval of quarterly investment report for 3rd quarter;
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 and take any related action;
9. Receive monthly commissioner activity reports;

## DISCUSSION/ACTION ITEMS

10. Discuss and consider approval of minutes for the September 21, 2021, regular meeting;
11. Discuss and consider engagement of auditor to perform FY21 audit;
12. Discuss required training hours for Commissioners;
13. Discuss and consider attendance at Texas State Association of Fire and Emergency Districts (SAFE-D) Annual Conference in February 2022;
14. Discuss and consider updates to Texas Mutual and VFIS insurance policies;
15. Discuss and consider FY21/22 payment request from Bastrop County First Responders Organization and review previous transactions;
16. Discuss and consider District and Department relations and communication;
17. Discuss and consider amendments to service provider agreements with Elgin Fire Department and McDade VFD;
18. Discuss and consider updates to Employee Handbook including implementing policy for FR1 to receive paid quarantine leave related to COVID-19;
19. Discuss and consider repair and maintenance of the District's facilities and equipment; 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.

Wayne Skubiata, 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.