

BASTROP-TRAVIS COUNTIES EMERGENCY SERVICES DISTRICT NO. 1

MINUTES

January 18, 2024

A regular meeting of the Board of Commissioners of Bastrop-Travis Counties Emergency Services District No. 1 was held on **Thursday, January 18, 2024, at 6:30 p.m.**, at the Elgin Fire Station, 111 N. Avenue C, Elgin, Texas, for the following purposes:

Attending the meeting were Commissioners Larry Moseley, Tommy McCullough, Matt Benson, Darren Mogonye, and Damon Doss. No Commissioners were absent. A quorum was present at the meeting. Also present were ESD staff members, representatives of the Fire Department, representatives of the First Responder Unit, and members of the public.

1. **Pledge of Allegiance:** The Pledge of Allegiance was led by Commissioner Moseley.
2. **Call meeting to order:** Meeting called to order by Commissioner Moseley at 6:30 p.m.
3. **Public Comment:** Brian Henson addressed the Board. Nick Teague also addressed the Board.
4. **Public Comment on Agenda Items:** None.

ADMINISTRATIVE

5. **Discuss and consider election of officers:** Motion was made by Commissioner Doss for Commissioner Mogonye to be appointed Treasurer. Seconded by Commissioner McCullough. All in favor, motion passes.

PRESENTATION AND REPORTS

6. **Presentation by Streamline Connect on website services:** No presentation.
7. **Presentation by IT-Voice Technology Simplified:** No presentation.
8. **Receive monthly report from the Treasurer and consider:**
 - (a) **approval of payment of monthly bills and invoices:** A motion was made by Commissioner Mogonye and seconded by Commissioner Doss to pay monthly bills and invoices. All in favor, motion passes.
 - (b) **approval of monthly financial report:** A motion was made by Commissioner Mogonye and seconded by McCullough for the approval of the monthly financial report. All in favor, motion passes.
 - (c) **approval of quarterly investment report for 4th quarter of 2023:** Quarterly investment report was not available. No action taken.
 - (d) **action regarding amendments to budget for FY24:** None. No action taken.
9. **Receive monthly report regarding District emergency operations, apparatus, response times, call volume, training, budget, management activities, personnel issues, and membership:** Chief gave an update on call volume, the current station and equipment status. The

Commissioners requested copies of the Watkins contract and fire code, and the Commissioners also asked for an update on the website and IT companies.

10. **Receive monthly Commissioner activity reports:** None.

DISCUSSION/ACTION ITEMS

11. **Discuss and consider approval of minutes for the December 19, 2023, regular meeting:** A motion was made by Commissioner Mogonye to approve the meeting minutes and seconded by Commissioner McCullough. All in favor, motion passes.

12. **Discuss and consider approving District's financial audit and filing the audit report with the County Commissioners Court:** Chief advised the audit has not started yet, and the auditors are still waiting for more details from Admin. No action taken.

13. **Discuss and consider approving publication of Notice of Address of Administrative Office Location:** A motion was made to approve publication by Commissioner Mogonye and seconded by Commissioner McCullough. All in favor, motion passes.

14. **Discuss and consider taking action on the Consolidated Trash Program with the City of Elgin:** No communication received from city. No action taken.

15. **Discuss and consider taking action on current policy and procedures manual:** Motion by Commissioner Mogonye to table, Commissioner Doss seconded. All in favor, motion approved.

16. **Discuss and consider taking action on ESO payroll tracking system:** ESO has been contacted and fixed the tracking system, PTO is being corrected, and training is in progress with ESO. No action taken.

17. **Review training requirements and compliance status for each commissioner:** All commissioners have completed training, and two commissioners are scheduled to attend SAFE-D conference. No action taken.

18. **Discuss and consider taking action on personnel evaluations:** Chief is working on employee personnel evaluations and will report back with the status at the next meeting. No action taken.

19. **Discuss and consider taking action on bids for IT support:** Still waiting for a quote for IT support; expected to have the information by the next meeting. No action taken.

20. **See Supplemental Agenda for Election Items:**

1. **Discuss and consider approval of Resolution Authorizing Secretary's Appointment of Agent to Perform Duties During Election Period:** A motion was made by Commissioner Doss to approve the Resolution and seconded by Commissioner Mogonye. All in favor, motion passes.

2. **Discuss and consider approval of the Contract for Election Services with Bastrop County for the May 4, 2024, election, approval of required payment for those services, and a Resolution Approving Contract for Election Services with Bastrop County:** A motion was made by Commissioner Mogonye to approve the Contract with Bastrop County and payment for services and to adopt the Resolution Approving Contract with Bastrop County and seconded by Commissioner Doss. All in favor, motion carries.

3. Discuss and consider approval of the Contract for Election Services with Travis County for the May 4, 2024, election, approval of required payment for those services, and a Resolution Approving Contract for Election Services with Travis County: A motion was made by Commissioner Moseley to approve the Contract with Travis County and payment of services and to adopt the Resolution Approval Contract with Travis County and seconded by Commissioner Doss. All in favor, motion passes.
4. Discuss and consider approval of an Order Adopting and Implementing the Use of Electronic Voting Systems in Addition to Paper Ballots in District Elections: A motion was made by Commissioner Moseley and seconded by Commissioner Mogonye to adopt the Order. All in favor, motion passes.
5. Discuss and consider approval of the Order Calling Commissioner Election for May 4, 2024: A motion was made by Commissioner Moseley and seconded by Commissioner McCullough to adopt the Order All in favor, motion carries.
6. Authorize District's attorney to give Notice of Commissioner Election for May 4, 2024: A motion by Commissioner Moseley and seconded by Commissioner Doss to authorize the attorney to give notice. All in favor, motion carries.
7. Any other matters in connection with the District's May 4, 2024 Commissioner Election: No action taken.

21. **Discuss agenda items, time, and date for next meeting:** The Board's next regular meeting is scheduled for 6:30 PM on February 20th at the Elgin Station.

Motion by commissioner Moseley to adjourn at 7:44 PM and Commissioner Doss seconded. All in favor, motion passes.

Matt Benson, Secretary

February 20, 2024