

Minutes  
Bastrop-Travis Counties ESD No. 1  
April 20, 2021

The Bastrop-Travis Counties ESD No. 1 Board of Commissioners met at the Elgin Fire Station on April 20, 2021. The following Commissioners were present, representing a quorum: Tommy McCullough, Julius Schwartz, Jodie Benitez, Wayne Skubiata, and Larry Foehner. Also in attendance were: Administrative Assistant Melba Skubiata, as well as members of the Elgin Volunteer Fire Department and McDade Volunteer Fire Department, and FRI personnel. Notice of the meeting was posted in accordance with State law.

1. Pledge of Allegiance. Pledge of Allegiance was led by Commissioner Foehner.
2. Call meeting to order. The meeting was called to order by President McCullough at 6:33 p.m.
3. Public Comment. There were no public comments.
4. Public Comment on Agenda Items. There were no public comments on agenda items.

PRESENTATION AND REPORTS

5. Receive monthly report from the Treasurer:
  - (a) approval of payment of monthly bills and invoices; Commissioner Schwartz presented the monthly bill and invoices. A motion was made by Commissioner Foehner and seconded by Commissioner Skubiata to approve bills and invoices as presented. Motion passed 5-0.
  - (b) approval of monthly financial report; The monthly financial report was presented by Commissioner Schwartz. A motion was made by Commissioner McCullough and seconded by Commissioner Foehner to accept the financial report as presented. Motion passed 5-0.
  - (c) approval of quarterly investment report for 1<sup>st</sup> quarter; The quarterly investment report was presented by Commissioner Schwartz. A motion was made by Commissioner Skubiata and seconded by Commissioner Foehner to accept the report as presented. Motion passed 5-0.
  - (d) action regarding amendments to budget for FY2021; There were budget amendments presented by Admin. Asst. Skubiata. One for the McDade VFD and one for Elgin FRI, attached. A motion was made by Commissioner McCullough and seconded by Commissioner Schwartz to approve the budget amendments as presented. Motion passed 5-0.
6. Receive monthly report from Elgin Volunteer Fire Department regarding emergency operations, apparatus, response times, call volume, training, management activities and

- membership. The Elgin VFD report was presented by Chief Hernandez. He reported 62 calls for the month of March.
7. Receive monthly report from McDade Volunteer Fire Department regarding emergency operations, apparatus, response times, call volume, training, management activities and membership. The McDade VFD report was presented by Chief Ramirez. He reported nine calls for the month of March.
  8. Receive monthly report from the First Responder Unit regarding emergency operations, response times, call volume, training, management activities and personnel issues. The Elgin FRI report was presented by First Responder Marco Martinez. He reported a total of 149 calls for the month of March. He also reported that there were 200 calls responded to in the county, with FRI making 149 of the 200.
  9. Receive monthly commissioner activity reports. Commissioner McCullough stated that he was glad to be back at the meeting instead of doing it by Zoom. Commissioners Foehner and Schwartz reported on all the items that had to be put on the website. Commissioner Schwartz also reported that work on the 2021-2022 budget starts next month, May, and has to be finished by the end of June.


#### DISCUSSION/ACTION ITEMS

10. Discuss and consider approval of minutes for the March 16, 2021 regular meeting. A motion was made by Commissioner Schwartz and seconded by Commissioner Skubiata to approve the minutes as presented. Motion passed 5-0.
11. Discuss and consider submitting required annual report to the Division of Emergency Management. Commissioner Foehner presented the report that had been filed with the State Office of Emergency Management. A motion to approve the report was made by Commissioner Skubiata and seconded by Commissioner Foehner. Motion passed 5-0.
12. Discuss and consider action on Texas Comptroller Special Purpose District Financial and Tax Reporting Requirement. Commissioner Foehner presented the report filed by The Carlton Law Firm with the Texas Comptroller's office. A motion was made to accept the report as presented by Commissioner Schwartz and seconded by Commissioner Foehner. Motion passed 5-0.
13. Discuss District's fuel card and consider possible changes to same. Commissioner Schwartz reported that there were still problems with the Fuelman fuel cards the District now has. He suggested that the District go with the WEX fuel card company. A motion was made by Commissioner Schwartz to go with the WEX company and seconded by Commissioner Skubiata. Motion passed 5-0.
14. Discuss and consider proposals for new FRI response vehicle. Discussion was held concerning the purchase of a new FRI response vehicle. There were two proposals presented, one from Siddons-Martin and one from Ag-Meier. After discussion a motion was made by Commissioner Foehner and seconded by Commissioner McCullough to

purchase the new vehicle from Siddons-Martin for the quoted price of \$79,619.00. Motion passed 5-0.

15. Discuss and consider having David Nichols provide website posting of District notices and required documents, including agendas and minutes. Discussion was presented by Commissioner Foehner concerning contracting with David Nichols for upgrading the District website, and for posting items to the website as needed/required. The one-time charge for the upgrade was \$150.00 and the posting of required items was \$25.00 a month. A motion was made by Commissioner Schwartz and seconded by Commissioner McCullough to retain David Nichols. Motion passed 5-0.
16. Discuss and consider establishing a bank account for funding a new station and equipment. Discussion was had concerning how to approach the new equipment purchase account. A motion was made by Commissioner Foehner to take \$300,000.00 out of the Texas Class Investment account and put it in the Money Market Account because of the better interest rate. Commissioner Schwartz seconded the motion. Motion passed 5-0.
17. Discuss and consider repair and maintenance of the District's facilities and equipment. Chief Ramirez reported that the pump motor and some of the hose reels on the 5-ton brush truck were all out of service and not repairable. He presented a quote from AMI Fire Equipment for new items to replace this equipment. Total cost was \$22,113.91. A motion was made by Commissioner McCullough and seconded by Commissioner Schwartz to purchase the new replacement equipment. Motion passed 5-0.  
  
Chief Ramirez also reported that work had started on replacing the old generator for the McDade station. He stated that the new concrete pad and the new transfer switch had been installed. They are just waiting on the generator to be placed.
18. Discuss agenda items, time, and date for next meeting. A motion was made by Commissioner Skubiata and seconded by Commissioner McCullough to hold the next meeting on May 18<sup>th</sup>, 2021 at 6:30 p.m. at the Elgin Fire Station. Motion passed 5-0.

The meeting was adjourned.

  
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Larry Foehner, Secretary  
Board of Commissioners  
Bastrop-Travis Counties ESD No. 1