

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

June 15, 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, June 15, 2021, 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.

1. Pledge of Allegiance; The pledge was lead by Commissioner McCollough.
2. Call meeting to order; The meeting was called to order by President McCollough at 6:31pm.
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; There was no public comment.
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; There was no public comment.

PRESENTATION AND REPORTS

5. Receive monthly report from the Treasurer and consider:
 - (a) approval of payment of monthly bills and invoices; The monthly bills and invoices were presented by Treasurer Schwartz. A motion was made by Commissioner Foehner and seconded by Commissioner Skubiata to accept the report as presented. The motion passed 5-0.
 - (b) approval of monthly financial report; The monthly financial report was presented by Treasurer Schwartz. A motion was made by Commissioner McCollough and seconded by Commissioner Benitez to accept the report as presented. Motion passed 5-0.
 - (c) action regarding amendments to budget for FY2021; The budget amendments were presented by Admin. Assist. Melba Skubiata. (see the attached amendments) A motion was made by Commissioner Schwartz and seconded by Commissioner Skubiata to accept the 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 monthly report was presented by Chief Hernandez. He reported a total of 73 calls for the month of May. The average response time was 7 minutes 35 seconds. He also reported on training activities for the month of May.
7. Receive monthly report from McDade Volunteer Fire Department regarding emergency operations, apparatus, response times, call volume, training, management activities and membership; The monthly report was presented by Chief Ramirez. He reported a total of 11 calls for the month of May with an average response time of 9 minutes and 15 seconds. He also gave a report of training activities for the month.
8. Receive monthly report from the First Responder Unit regarding emergency operations, response times, call volume, training, management activities and personnel issues; The report was presented by FR Marco Martinez. He reported a total of 143 calls for the month of May with an average response time of 7 minutes. Total calls for the year are 703. He also gave a report on looking at a new patient reporting program for the first responders. He stated it was going to take more investigation and he would bring it back to the board for consideration.
9. Receive monthly commissioner activity reports; Commissioner Benitez asked questions of how the Elgin FD was tracking and recording training for the members. EFD training officer Daniel Lopez said it was being done.

DISCUSSION/ACTION ITEMS

10. Discuss and consider approval of minutes for the May 18, 2021 regular meeting; There was one addition and one correction to the May minutes. On item 2 the addition was to add that a quorum was present. All board members were present except for Commissioner Foehner who was absent. On item 7 there was a correction. Where it says that Chief Hernandez gave the report, it should have said that Chief Ramirez gave the report. A motion was made by Commissioner Schwartz and seconded by Commissioner McCollough to accept the corrected May minutes. Motion passed 5-0.
11. Discuss and consider the adoption of a tax and budget planning calendar for 2021; The tax and budget planning calendar was discussed. A motion was made by Commissioner Schwartz and seconded by Commissioner Foehner to accept the calendar as presented by the district's attorney Kelli Carlton. Motion passed 5-0.
12. Discuss and consider budgets provided by Departments and First Responders' Unit; The budgets were received from the Elgin and McDade fire departments. The FR1 budget was not complete at this time. They were to get to Melba later this week.
13. Discuss and consider setting budget workshop meeting dates; Workshop dates and times were discussed. A motion was made by Commissioner McCollough and seconded by Commissioner Schwartz to have the budget workshop on Monday June 21st 2021 starting at 6:00pm. The following department schedule was made, McDade 6:00-6:30, Elgin 6:30-7:00 and FR1 7:00-7:30. The motion passed 5-0.
14. Discuss and consider administrative assistant duties and hours; Discussion was given concerning the hours of work turned in by the McDade Admin. Assist. Commissioners

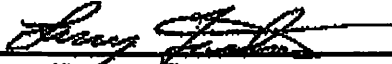
were concerned about the total of hours turned in was excessive. Commissioner Foehner stated that at budget time in 2020 the request for this position was only for 6-8 hours a week. It was decided to let the McDade board of directors and Fire Chief to work this out and report back at next months ESD meeting.

- 15. Discuss and consider hiring a District fire chief; Discussion was held on whether to do this and item 17 in executive session. After discussion Commissioner Foehner made a motion seconded by Commissioner Skubiata to discuss items 15 and 17 in executive session. The motion passed 3-2. Commissioners Foehner, Benitez and Skubiata voted For and Commissioners McCollough and Schwartz voted Against. The board retired to executive session at 7:30pm. The board returned to regular session at 8:41pm. No action was taken.
- 16. Discuss and consider adopting a Fire Code; It was suggested to do more study on the fire code suggested by the districts legal counsel and revisit it at next month's meeting.
- 17. Discuss and consider hiring a Fire Marshal; (See the notes on item 15 above)
- 18. Discuss and consider repair and maintenance of the District's facilities and equipment; Chief Ramirez reported that the new generator for the McDade station had been installed and turned up for use. Chief Hernandez presented information concerning selling and replacing some of the department's vehicles. The department wanted to sell Truck 1, Truck 3, Rehab truck and both Tenders 2&3. He stated several reasons for wanting to do this. Age and condition and non use of some of these vehicles. Also stated that two of the trucks were manual transmissions and not all firemen could drive a manual shift vehicle. He also stated that the proceeds from the sale of these trucks could be used to purchase a new heavy brush truck to replace Truck 3. Several ESD Commissioners raised concerns about getting rid of the two Tenders. This would have an adverse effect on the ISO rating for the rural areas of the district. Another item that was presented was the loss of water in the city which has happened more that once. The only water supply available then was what was carried on the vehicles. It was decided to revisit this item at next month's meeting.
- 19. Discuss agenda items, time, and date for next meeting. A motion was made by Commissioner McCollough and seconded by Commissioner Skubiata to hold the next regular meeting on July 20, 2021, 6:30pm at the Elgin fire station. Motion passed 5-0.

Another motion was made by Commissioner Foehner and seconded by Commissioner McCollough to hold a budget workshop meeting on June 21, 2021, starting at 6:00pm. Motion passed 5-0

A motion was made by Commissioner Skubiata and seconded by Commissioner Schwartz to adjourn the meeting. Motion passed 5-0. Meeting was adjourned.

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.



 Larry Foefner, Secretary,
 Bastrop-Travis Counties Emergency
 Services District No. 1

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.

BTCESD#1 Budget Change Request Form

P. 007

FAX No.

JUN/18/2021/FRI 03:18 PM

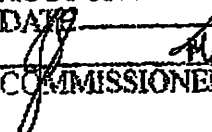
NAME OF DEPARTMENT _____

MVFD _____

YOU MUST USE THE 2ND COLUMN ON YOUR BUDGET REPORT

Item #	Budget Account & Description	TRANSFER FROM:			TRANSFER TO:			
		Budget Amount Before Transfer	Amount (+ or -)	Budget Amount After Transfer	Budget Account & Description	Budget Amount Before Transfer	Amount (+ or -)	Budget Amount After Transfer
1	100.12 Fire Hose	10,500.00	(2,000.00)	8,500.00	100.72 Uniforms/Badges	4,000.00	2,000.00	6,000.00
2	100.12 Fire Hose	8,500.00	(700.00)	7,800.00	100.92 Misc Equip/Appliances	6,000.00	700.00	6,700.00
3	700.12 Radios/Pagers	18,000.00	(1,000.00)	17,000.00	400.422 Office supplies	1,500.00	1,000.00	2,500.00
4								
5								
6								
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10								

Department approval _____ Date _____
 ESD Board Approval _____ Date _____

RASTROP-TRAVIS CO ESD#1
APPROVED FOR PAYMENT
ACCOUNT _____
DATE _____

COMMISSIONER'S SIGNATURE