

BASTROP-TRAVIS COUNTIES EMERGENCY SERVICES DISTRICT NO. 1

Minutes for January 18, 2022

A regular meeting of the Board of Commissioners of Bastrop Travis Counties ESD#1 was held Tuesday January 18, 2022 at 6:30pm at the Elgin Fire Station located at 111 North Ave C Elgin Tx, for the following purposes:

1. Pledge of Allegiance:

The Pledge of Allegiance was led by President Tommy McCullough.

2. Call Meeting to Order:

Meeting was called to order by Commissioner Tommy McCullough at 6:30p.m.; Commissioners present were Commissioner Wayne Skubiata, Commissioner Jodie Benitez, Commissioner Larry Moseley, Commissioner Amanda Sanchez, in addition to Commissioner McCullough. Others present were John Carlton, BTCESD#1 Attorney, Melba Skubiata, Administrative Assistant, members of EVFD, and FR1.

3. Public Comment:

No public comment.

4. Public Comment on Agenda Items:

No public comment.

Audit Presentation

5. Receive audit presentation from Medack & Oltmann, LLP:

Melodi Oltmann, CPA representative of Medack & Oltmann, LLP Certified Public Accountants gave the Bastrop Travis Counties ESD#1 audit report ending September 30 2021. President McCullough made a motion to accept the audit, Commissioner Moseley seconded. Motion passed 5-0.

Presentation and Reports

6. Receive monthly report from the Treasurer and consider:

(A). Approval of payment of monthly bills and invoices:

Report was presented by Commissioner Benitez. Commissioner Benitez made the motion to accept the report, Commissioner Sanchez seconded. Motion passed 5-0.

(B.) Approval of monthly financial report:

Commissioner Benitez gave the monthly financial report. Commissioner Benitez made the motion to accept the monthly financial report, Commissioner Sanchez seconded. Motion passed 5-0.

(C.) Approval of quarterly investment report for 4th quarter of previous year:

Commissioner Benitez gave the quarterly investment report ending 12/31/21. Commissioner Skubiata made a motion to accept the report and Commissioner Moseley seconded. Motion passed 5-0.

(D.) Action regarding amendments to budget for FY21 and/or FY22:

Commissioner Benitez read and submitted a budget amendment for MVFD to move \$1000, from 700.12 Radio Pagers to 300.12 Apparatus batteries, and a budget amendment for FR1 to move \$3200, from fund balance to establish new Account #500.17 Active 911 in the amount of \$200, and to establish new Account #500.18 Medical Director in the amount of \$3,000. Commissioner McCullough made a motion to accept the budget amendments and Commissioner Moseley seconded. Motion passed 5-0. (see attached budget amendments)

After discussion and no further changes to the FY 21 budget a motion was made by Commissioner Benitez to remove the “amendments to budget for FY 21” from the agenda. Commissioner McCullough seconded. Motion passed 5-0.

7. Receive monthly report from Elgin Volunteer Fire Department:

Report given by EVFD Board President Brian Henson. Marco Martinez, FR1 gave a detailed description of the events for a structure fire that occurred a few weeks prior.

8. Receive monthly report from McDade Volunteer Fire Department:

No report presented.

9. Receive monthly report from First Responders 1:

Report given by FR Marco Martinez. A report on the 1, 3, 5 year plan was presented by Marco Martinez.

10. Receive monthly commissioner activity reports:

The election process will begin on January 19, 2022. Attorney John Carlton brought the applications.

Discussion/Action Items

11. Discuss and consider approval of minutes for the December 21, 2021 regular meeting:

Commissioner Skubiata thanked Commissioner Sanchez for taking the minutes in his absence. Commissioner McCullough made a motion to accept the minutes as presented, Commissioner Moseley seconded. Motion passed 5-0.

12. Discuss and consider submitting required annual report to the Division of Emergency Management:

The Commissioners acknowledged that report was filed through SAFE-D by Melba Skubiata.

13. Discuss and consider filing audit report with County Commissioners Court:

Commissioner Moseley made a motion to file the audit report with the County Commissioners Court. Commissioner McCullough seconded. Motion passed 5-0.

14. Discuss and consider publishing notice of administrative office location:

Commissioner Skubiata made a motion to have Katy Hennings, The Carlton Law Firm, publish the notice of administrative office location. Commissioner Moseley seconded. Motion passed 5-0.

15. Review training requirements and compliance status for each commissioner:

The commissioners are in compliance with training requirements.

16. Discuss and consider termination notice received from Bastrop County First Responders and responsive action:

Commissioner Skubiata made a motion to accept the termination notice from the Bastrop County First Responders. Commissioner Benitez seconded. Motion passed 5-0.

17. Discuss and take action on Texas Comptroller Special Purpose District Financial and Tax Reporting Requirement:

After discussion the Commissioners authorized Katy Hennings, The Carlton Law Firm, to file the Texas Comptroller Report.

18. Discuss and consider adoption of evacuation procedure of policy:

After discussion no action taken. This item can be removed from the agenda.

At 7:54pm Commissioner McCullough adjourned the meeting to go into Executive Session with Attorney John Carlton

At 9:04pm Commissioner McCullough reopened the meeting.

19. Discuss and consider Interlocal Agreement with Travis County regarding medical direction for First Responder Unit.

Commissioner McCullough made a motion to authorize Attorney John Carlton to work with Travis County Medical Director to establish an agreement covering the Bastrop Travis Counties ESD#1 First Responders. Commissioner Moseley seconded. Motion passed 5-0.

20. Discuss and consider presentation of strategic plan for First Responder Unit:

Marco Martinez, FR presented the report on the 1, 3, 5 year strategic plan. Estimated growth in 8 years is 30,000 people.

21. Discuss and consider hiring a District Fire Chief:

Commissioner Benitez made a motion to approve the District Fire Chief Position Description as presented. Commissioner Sanchez seconded. Motion passed 5-0.

Commissioner Benitez made a motion to authorize a committee to advertise for the position and present 5 candidates for an interim fire chief to the next Commissioners meeting. Commissioner

Moseley seconded. Motion passed 5-0. The committee will be Commissioners Benitez & Sanchez.

Commissioner Benitez made a motion to post the Interim District Fire Chief job announcement from January 19, 2022 thru February 2, 2022. Commissioner Sanchez seconded. Motion passed 5-0.

Commissioner Benitez made a motion to advertise the Interim District Fire Chief salary range \$75K to \$95K. Commissioner Moseley seconded. Motion passed 5-0.

Commissioner Benitez made a motion to continue paying the EVFD & MVFD Fire chief stipends. Commissioner McCullough seconded. Motion passed 5-0.

Commissioner Benitez made a motion to form a Sub-committee made up of Commissioners Benitez & Sanchez and three other persons from Bastrop ESD No. 2 to evaluate and interview candidates for the Interim District Fire Chief position. Commissioner Sanchez seconded. Motion passed 5-0

Commissioner Benitez made a motion to authorize the District Chief subcommittee to continue work on the permanent District Fire Chief for 6 to 12 months. Commissioner Sanchez seconded. Motion passes 5-0.

22. Discuss and consider amendments to service provider agreements with Elgin Fire Department and McDade VFD;

No further action required. This item can be removed from the agenda.

23. Discuss and consider repair and maintenance of the District's facilities and equipment;

Commissioner McCullough reported that it would cost of \$80 to 90K to resurface MVFD Floor & floor drains.

24. Discuss agenda items, time and date for next meeting.

Commissioner McCullough made a motion to set the next meeting for February 22, 2022 at 6:30pm at the EVFD meeting room. Commissioner Skubiata seconded. Motion passed 5-0.

With no further business meeting adjourned at 9:10pm.

Wayne Skubiata, Board Secretary
Bastrop-Travis Counties Emergency Services District #1