

BASTROP-TRAVIS COUNTIES EMERGENCY SERVICES DISTRICT NO. 1

MINUTES

October 17, 2023

A regular meeting of the Board of Commissioners of Bastrop-Travis Counties Emergency Services District No. 1 was held on **Tuesday, October 17, 2023, at 6:30 p.m.**, at the Elgin Fire Station, 111 N. Avenue C, Elgin, Texas.

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

1. **Pledge of Allegiance**: Pledge of allegiance led by Commissioner Moseley.
2. **Call meeting to order**: Meeting called to order at 6:30 p.m.
3. **Public Comment**: None.
4. **Public Comment on Agenda Items**: None.

ADMINISTRATIVE

5. **Acceptance of resignation of Commissioner**: A Motion was made by Commissioner Mogonye and seconded by Commissioner Moseley to accept the letter of resignation. All in favor; motion carries.
6. **Discuss and consider appointing replacement Commissioner to fill unexpired term**: Curtis Craig & Damon Doss expressed interested in the open commissioner position. Matter was tabled for discussion and action at the following regular Board meeting. No action taken.
7. **Discuss and consider election of officers**: Item was tabled and not addressed.

PRESENTATION AND REPORTS

8. **Presentation on IT Support from Rita Technology**: Budgetary estimate was submitted for review, as well as a presentation by Rita Technology.
9. **Presentation from Watkins Consulting Group**: Watkins Consulting Group gave a presentation on fire inspections and plans review for the District. District would need to adopt the fire code at next meeting. Recommendations can be made in-house until a fire code is adopted.
10. **Receive monthly report from the Treasurer and consider**:
 - (a) **approval of payment of monthly bills and invoices**: A motion was made by Commissioner Moseley and seconded by Commissioner Mogonye to pay the monthly bills and invoices. All in favor; motion carries.

- (b) **approval of monthly financial report:** A motion was made by Commissioner Mogonye and seconded by Commissioner Moseley to approve the monthly financial report. All in favor; motion carries.
 - (c) **approval of quarterly investment report for 3rd quarter:** A motion was made by Commissioner Moseley and seconded by Commissioner McCullough to approve the quarterly investment report. All in favor; motion carries.
 - (d) **action regarding amendments to budget for FY23 and/or FY24:** None. No action taken.
11. **Receive monthly report regarding District emergency operations, apparatus, response times, call volume, training, budget, management activities, personnel issues, and membership:** Chief gave report on call volume and training and provided an update on the hiring process.
 12. **Receive monthly Commissioner activity reports:** It was noted that Bluebonnet Electric Cooperative donated \$1,000 to the fire department.

DISCUSSION/ACTION ITEMS

13. **Discuss and consider approval of minutes for the September 5, 2023 special meeting and September 20, 2023 regular meeting:** A motion was made by Commissioner McCullough and seconded by Commissioner Moseley to approve the September 5th & September 20th minutes. All in favor; motion carries.
14. **Discuss and consider taking action on presentation from Rita Technology:** After discussion, the Commissioners asked that the Fire Chief bring back two more bids for IT support for the next meeting. No action taken.
15. **Discuss and consider taking action on presentation from Watkins Consulting Group:** A motion was by Commissioner Benson and seconded by Commissioner McCullough to allow in-house personnel to make recommendations for the fire plans until next meeting at which the fire code is addressed. All in favor; motion carries.
16. **Review and discuss and consider action on HR Report:** No action taken.
17. **Discuss training hours for Commissioners:** Update from SAFE-D provided by Chief. No action taken.
18. **Discuss and consider attending Annual SAFE-D Conference, scheduled for February 22-24, 2024, at the Irving Convention Center:** More information to be provided on SAFE-D registration dates for commissioners; no action taken.
19. **Discuss and consider action on pre-tax elections for payroll and payroll cycles:** A motion was made by Commissioner Mogonye and seconded by Commissioner McCullough to move to pre-tax elections and adjust the payroll cycle dates. All in favor; motion carries.

20. **Discuss and consider action on Assistant Chief job description:** The Board entered executive session under Government Code Section 551.074 at 8:30 p.m. and exited 8:50 p.m., no action was taken during executive session.

In open session, a motion was made by Commissioner Moseley and seconded by Commissioner Mogonye to approve the Assistant Chief job description. All in favor; motion carries.
21. **Update from the policies and procedures committee:** The commissioners discussed the need to clarify and update verbiage in the current handbook. No action taken.
22. **Discuss and consider engagement of auditor to perform FY23 audit:** A motion was made by Commissioner McCullough to use the same auditor as last year and was seconded by Commissioner Mogonye. All in favor, motion carries.
23. **Discuss investment accounts and consider taking action to authorize the transfer of funds:** No action taken.
24. **Discuss and consider taking action on written test process for job candidates:** The Board discussed a process whereby the candidates complete the written test process and, for those that initially failed, the process be completed during the probationary period. No action taken.
25. **Discuss and consider taking action on the plan review process and procedures:** No action taken.
26. **Discuss agenda items, time, and date for next meeting:** The Board's next regular meeting is Tuesday, November 21st at 6:30 p.m.

Motion to adjourn was made by commissioner McCullough and seconded by Commissioner Mogonye. All in favor, motion carries. Meeting adjourned at 9:02 p.m.

/s/ Matt Benson

Matt Benson, Secretary

November 21, 2023