

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

### **Minutes for April 19, 2022**

A regular meeting of the Board of Commissioners of Bastrop-Travis Counties ESD#1 was held Tuesday, April 19, 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 McCullough at 6:30 pm. Commissioners present were Commissioner Tommy McCullough, Commissioner Wayne Skubiata, Commissioner Jodie Benitez, Commissioner Larry Moseley, and Commissioner Amanda Sanchez. Others present were members of EVFD, MVFD and FR1, and several other interested parties.

#### **3. Public Comment:**

No public comment.

#### **4. Public Comment on Agenda Items:**

No public comment.

### **Presentation and Reports**

#### **5. Receive monthly report from the Treasurer and consider:**

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

Report of monthly bills and invoices was presented by Commissioner Benitez. Commissioner Sanchez made the motion to approve payment of monthly bills and invoices, Commissioner Benitez seconded. Motion passed 5-0.

##### **(B.) Approval of monthly financial report:**

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

##### **(C.) Action regarding amendments to budget for FY 2021:**

Commissioner Benitez read and submitted a budget amendment for FR1 to move \$1500.00 from budget line item 500.14 Oxygen to budget line item 500.13 Medical supplies. Commissioner McCullough made a motion to accept the budget amendment and Commissioner Moseley seconded. 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:**

Report given by Chief Randy Reyna.

**7. Receive monthly report from McDade Volunteer Fire Department regarding emergency operations, apparatus, response times, call volume, training, management activities and membership:**

Report given by Chief Rey Ramirez.

**8. Receive monthly report from First Responder Unit regarding emergency operations, response times, call volume, training, budget, management activities and personnel issues and take any related action:**

Report given by FR Chris Botello.

Report given by Interim District Chief Marco Martinez. Budget line items needed for District Chief are Fuel -\$1500. Uniforms -\$2000.00, Phone -\$1500.00, training/Certifications - \$2500., Office/Computer Software - \$1000.00.

**9. Receive monthly commissioner activity reports:**

No reports were given.

**Discussion/Action Items**

**10. Discuss and consider approval of minutes for the March 15, 2022 regular meeting:**

Commissioner McCullough made a motion to accept the minutes as presented, Commissioner Moseley seconded. Motion passed 5-0.

**11. Supplemental Agenda - Discuss and consider approval of the Joint Election Agreement with Travis County for the May 7, 2022, election and a Resolution Approving Joint Election Agreement with Travis County; and any other matters in connection with the District's May 7, 2022 Commissioner Election:**

Commissioner Skubiata made a motion to approve the Joint Election Agreement and the Resolution Approving the Joint Election Agreement with Travis County. Commissioner McCullough seconded. Motion passed 5-0.

**12. Discuss and consider procedures for sale of District property:**

After discussion Commissioner Sanchez made a motion to attempt to sell surplus, or donate to a non-profit Fire Dept. Commissioner Benitez seconded. Motion passed. 5-0

**13. Discuss and consider the revised Service Provider Agreements:**

After discussion this item was tabled for further review.

**14. Discuss and consider the Pistol Hill contract:**

After discussion Commissioner McCullough made a motion to split up items to sell: Building, generator, tower and propane tank. Commissioner Moseley seconded. Motion passed 5-0.

**15. Discuss and consider the creation of a budget for the District Chief:**

After discussion Commissioner Sanchez made a motion to establish line items for the Interim District Chief for 2022. Commissioner Moseley seconded. Motion passed 5-0. A motion was made by Commissioner Sanchez to move the Interim District Chief's phone expenses from the FR1 cost to the ESD budget. Commissioner Moseley seconded. Motion passed 5-0.

**16. Discuss and consider the transfer of budgeted funds among budget items, including those from the FR1 budget to the District Chief's budget, to the payroll and retirement accounts, and to the ESD's budget to cover costs for two iPhones and one iPad:**

After discussion Commissioner Sanchez made a motion to move FR1 payroll and retirement accounts to the ESD budget. Commissioner Moseley seconded. Motion passed 5-0.

**17. Discuss and consider an increase to the Elgin VFD and McDade VFD call reimbursement from the current \$10.00 to \$15.00:**

After discussion no action taken and this item is to be removed from the agenda.

**18. Discuss and consider approval of a performance evaluation for Interim Fire Chief Marco Martinez:**

After discussion Commissioner Sanchez made a motion to have a performance evaluation every 6 months for all ESD employees. Commissioner McCullough seconded. Motion passed 4-1, with Commissioner Skubiata voting against.

**19. Discuss and consider requiring the District to publish any District job postings in a newspaper and on the District's website:**

After discussion Commissioner McCullough made a motion to require the District to publish and post all Job postings in the newspaper and on the District's website. Commissioner Moseley seconded. Motion passed 5-0.

**20. Discuss and consider possible action on a payment increase for improvements to the new FR1 vehicle:**

After discussion Commissioner McCullough made a motion for a funding increase for "Consumables" in the New FR1 vehicle in the amount of \$4000.00. Commissioner Sanchez seconded. Motion passed 5-0.

**21. Conduct annual review of the District's investment policy and investment strategies and adopt a resolution on same:**

Commissioner Skubiata made a motion to adopt the Resolution Confirming Annual Review of District Investment Policy, Strategies, Guidelines and Management Practices. Commissioner Benitez seconded. Motion passed 5-0.

**22. Review and approve the quarterly investment report for 1st quarter 2022:**

Commissioner Benitez gave the quarterly investment report. Commissioner McCullough made a motion to accept the report. Commissioner Moseley seconded. Motion passed 5-0.

**23. Discuss and consider the District's website and contract with David Nichols:**

After some discussion Commissioner Moseley will research other provider and website options and report at the next meeting. This item was tabled.

**24. Discuss and consider repair and maintenance of District's facilities and equipment:**

After discussion nothing new was reported. A roofing contractor is needed to inspect and report on roofing issues at the EVFD building and the ESD District Office. No action taken.

**25. Discuss agenda items, time and date for next meeting.**

Commissioner Benitez made a motion to set the next regular meeting for May 17, 2022 at 6:30pm at the **MVFD in McDade**. Commissioner Sanchez seconded. Motion passed 5-0.

With no further business Commissioner Benitez made a motion to adjourn. Commissioner McCullough seconded. Motion passed 5-0. Meeting adjourned at 8:30pm.

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

May 17, 2022