

## Minutes

Bastrop-Travis Counties ESD No. 1

March 16, 2021

The Bastrop-Travis Counties ESD No. 1 Board of Commissioners met via Zoom videoconference and at the Elgin Fire Station on March 16, 2021. The following Commissioners were present, representing a quorum: Wayne Skubiata, Jodie Benitez, Julius Schwartz, Larry Foehner, and Tommy McCullough. Also in attendance were: ESD staff member, Melba Skubiata, as well as personnel of the Elgin and McDade Fire Departments. Notice of the meeting was posted in accordance with State law.

1. Pledge of Allegiance. Pledge of Allegiance was led by Commissioner Skubiata.
2. Call meeting to order. The meeting was called to order by President McCullough at 6:31 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: Commissioner Schwartz presented report.
  - (a) approval of payment of monthly bills and invoices; A motion was made by Commissioner Foehner and seconded by Commissioner Schwartz to accept the report. Motion passed 5-0.
  - (b) approval of monthly financial report; A motion was made by Commissioner Foehner and seconded by Commissioner Schwartz to accept the report as presented. Motion passed 5-0.
  - (c) action regarding amendments to budget for FY2021; There were no amendments presented at this time. McDade FD stated they had two amendments but did not bring them, they will be presented at next month's meeting.
6. Receive monthly report from Elgin Volunteer Fire Department regarding emergency operations, apparatus, response times, call volume, training, management activities and membership. Daniel Lopez presented the report for Elgin VFD.
7. Receive monthly report from McDade Volunteer Fire Department regarding emergency operations, apparatus, response times, call volume, training, management activities and membership. Chief Ramirez presented the report for McDade VFD.
8. Receive monthly report from the First Responder Unit regarding emergency operations, response times, call volume, training, management activities and personnel issues. Marco Martinez gave the report. He also reported on the retirement package for FR1 and getting

estimates for a new FR1 response vehicle through the Buy Board dealers. They are proceeding on getting bids for the new vehicle.

9. Receive monthly commissioner activity reports. There were no commissioner reports.

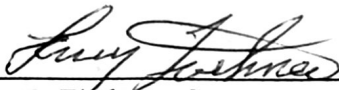
#### DISCUSSION/ACTION ITEMS

10. Discuss and consider approval of minutes for the February 23, 2021 regular meeting. A motion was made by Commissioner Schwartz and seconded by Commissioner McCullough to approve the minutes as presented. Motion passed 5-0.
11. Discuss and consider submitting required annual report to the Division of Emergency Management. A motion was made by Commissioner Foehner and seconded by Commissioner Schwartz to table this item because both county offices were tied up on redistricting precinct boundary lines. Motion passed 5-0.
12. Review training requirements and compliance status for each commissioner. Commissioner Foehner gave the report. As of March 15, 2021, the Commissioners' hours of training are as follows: Commissioner Foehner 113, Commissioner McCullough 50, Commissioner Schwartz 57, Commissioner Skubiata 64, Commissioner Lopez 0. Admin. Assist. Melba Skubiata has 31 hours of training.
13. Discuss and consider action on Texas Comptroller Special Purpose District Financial and Tax Reporting Requirement. This item has been referred to the ESD's lawyer, Kelli Carlton, for explanation. She stated by phone call that she would handle it.
14. Review Records Management Program and make changes as appropriate. A motion was made by Commissioner Schwartz and seconded by Commissioner McCullough to keep the system as is now. Motion passed 5-0.
15. Discuss and possible action on Texas County & District Retirement System ("TCDRS") retirement plan for First Responder Unit. A motion was made by Commissioner Schwartz and seconded by Commissioner McCullough to go with this program as presented. Motion passed 5-0.
16. Discuss and review policy regarding carrying weapons by emergency response personnel. A motion was made by Commissioner Foehner and seconded by Commissioner McCullough to leave the policy as is. Motion passed 5-0.
17. Discuss and consider establishing a bank account for funding a new station and equipment. A motion was made by Commissioner Foehner and seconded by Commissioner McCullough to table this item until more research could be provided. Motion passed 5-0.
18. Discuss and consider repair and maintenance of the District's facilities and equipment. Chief Ramirez reported that the chip seal on the parking lot at the McDade station had been torn up by the freezing weather and is in need of repair. He also asked about extending the parking lot further into the area past the end of the back of the station. He also stated that the slab in the bay area had no drainage and they were having to sweep and push water that

came off the melting snow and ice on the trucks. The water was getting into the storage area and meeting room. More research on how to drain the bay area is needed.

19. Discuss agenda items, time, and date for next meeting. A motion was made by Commissioner Foehner and seconded by Commissioner Schwartz to have the April 20, 2021 meeting at the Elgin Fire Station at 6:30PM. Motion passed 5-0.

The meeting was adjourned.



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