

BASTROP-TRAVIS COUNTIES EMERGENCY SERVICES DISTRICT NO. 1

MINUTES

February 21, 2023

A regular meeting of the Board of Commissioners of Bastrop-Travis Counties Emergency Services District No. 1 was held on **Tuesday, February 21, 2023, at 6:30 p.m.**, at the Elgin Fire Station, located at 111 N. Avenue C, Elgin, Texas.

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

1. **Pledge of Allegiance**: Pledge was led by Commissioner Moseley
2. **Call meeting to order**: Meeting called to order at 18:30
3. **Public Comment**: One community member spoke in regards to the opening position on the board.
4. **Public Comment on Agenda Items**: None

ADMINISTRATIVE

5. **Discuss and consider appointment of commissioner to fill unexpired term of Commissioner Sanchez**: A discussion was had on current opening. Motion: Commissioner Crim made a motion to conduct a special meeting to fill the vacancy Second: Commissioner McCullough Motion passed unanimously.
6. **Discuss and consider election of officers**: Tabled for special meeting

PRESENTATION AND REPORTS

7. **Receive monthly report from the Treasurer and consider**:
 - (a) **approval of payment of monthly bills and invoices**:

Motion was made by Commissioner McCullough to adopt and approve the treasurer's report and monthly bills and invoices. Second: Moseley. All in favor; motion passed unanimously.
 - (b) **approval of monthly financial report**: In addition to the monthly financial report, Medack & Oltmann presented the findings from the 2022 Audit.

Motion was made by Commissioner McCullough to approve the monthly financial report. Seconded by Commissioner Moseley. All in favor; motion passed unanimously.
 - (c) **approval of quarterly investment report for 4th quarter of 2022**:

Commissioner Crim advised he would need to get more information on what is needed for this item.
 - (d) **action regarding amendments to budget for FY23**:

No action taken

8. **Receive final monthly report from Elgin Volunteer Fire Department regarding emergency operations, apparatus, response times, call volume, training, management activities and membership:** No Report
9. **Receive monthly report from the First Responder Unit regarding emergency operations, response times, call volume, training, budget, management activities and personnel issues:**
No report
10. **Receive monthly report from the Interim District Chief regarding emergency operations, apparatus, response times, call volume, training, management activities and membership:**
Report given by Commissioner Crim due to Chief Martinez being ill. No action taken.
11. **Receive monthly commissioner activity reports:** None to report

DISCUSSION/ACTION ITEMS

12. **Discuss and consider approval of minutes for the July 18, 2022 special meeting and the minutes for the January 17, 2023 regular meeting:** A motion was made by Commissioner Crim to approve the January 17 minutes. Second by Commissioner Moseley. All in favor; motion passed unanimously.

A motion was made by Commissioner Crim to approve the July 18th minutes. Second by Commissioner Moseley. Motion passed 3-1, with Commissioner Benson abstaining
13. **Discuss and take action on Texas Comptroller Special Purpose District Financial and Tax Reporting Requirement:** Motion by Commissioner Crim to approve the Texas Comptroller Special Purpose District financial and tax reporting requirement. Second: Commissioner Benson. All in favor; motion passed unanimously.
14. **Discuss and consider contracting with a human resources consultant:** A discussion was had regarding the need for a human resources consultant and to bring back some proposals and options at the next meeting. No action taken.
15. **Discuss future hiring processes:** Motion was made by Commissioner Benson to freeze any hiring in the District until the Chief and Board can come up with a hiring procedure. Second by Commissioner McCullough. All in favor; motion passed unanimously.
16. **Discuss options for conducting a sales tax election:** Discussed the need for more education and details on the potential for a sales tax election down the road. A sub-committee was created with Commissioner Crim for sales tax.
17. **Discuss and consider update on a bookkeeper for the District:** The bookkeeper will start the process on March 3 and will be responsible for entering the financials into the Quicken software. Also, recommended that the District's accounts payable be moved to a software called "Bills.com."
18. **Discuss and consider obtaining or renewing bonds for Treasurer, administrative assistant, and Interim District Chief:** Motion by Commissioner Crim to approve or obtain bonds for the treasurer, admin assistant and fire chief. Second by Commissioner McCullough. All in favor; motion passed unanimously.

19. **Discuss and consider submitting required annual report to the Division of Emergency Management:** No action taken, Lauren stated that she had already completed this report.
20. **Discuss and consider submitting required Special Purpose District Report to the Texas Comptroller:** Duplicative of Item 13. Please see above.
21. **Discuss and consider update on meeting with Travis County Emergency Services District No. 13 to address revisions to the Amended Interlocal Agreement for Fire Protection, Fire Suppression and Emergency Rescue Services and take action on the Amended Interlocal Agreement as needed:** No new update has been received from ESD 13. The Board will notify ESD 13 to hold off payment until they can produce a contract next month.
22. **Discuss and consider renting out building owned by District:** Remove from agenda, no longer needed.
23. **Discuss and consider renewing contract with Interim District Chief:**
Entered into executive session @0730 for the purpose of discussing personnel issues. No action taken during executive session.
Resumed open session @8:14
Motion by Commissioner Moseley to approve a 1-year contract for the fire chief pending legal review Second: Commissioner Benson All in favor; motion passed unanimously.
24. **Discuss and consider updates from subcommittee on personnel evaluations for District employees:** No updates
25. **Discuss and consider updates from subcommittee on future planning for stations:** No Update/Tabled
26. **Discuss and consider repair and maintenance of the District's facilities and equipment:** Nothing to report
27. **Discuss agenda items, time, and date for next meeting:**
-Special meeting March 2nd @6:30
-March 21st @6:30, regular meeting
Motion by Commissioner Crim to adjourn. Second by Commissioner McCullough. All in favor

Matt Benson
Matt Benson, Asst. Secretary/Treasurer

March 21, 2023