

BASTROP-TRAVIS COUNTIES EMERGENCY SERVICES DISTRICT NO. 1

MINUTES

January 17, 2023

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

1. **Pledge of Allegiance:** Pledge called by Commissioner Mosley
2. **Call meeting to order:** 18:31 called to order, Commissioners Benson, McCullough, Moseley in attendance. Commissioners Sanchez and Crim Absent.
3. **Public Comment:** None
4. **Public Comment on Agenda Items:** None

PRESENTATION AND REPORTS

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

Motion to approve payment of monthly bills and invoices: Matt Benson; Second: Tommy McCullough; Approved: All in favor
 - (b) **approval of monthly financial report:**

Motion to approve monthly financial report: Tommy McCullough; Second: Larry Moseley; Approved: All in favor
 - (c) **approval of quarterly investment report for 4th quarter of 2022:** No action taken
 - (d) **action regarding amendments to budget for FY22:** Nothing to report
 - (e) **action regarding amendments to budget for FY23:**

Motion to approve budget amendments: Matt Benson; Second: Tommy McCullough; Approved: All in favor to approve the budget amendments
6. **Receive monthly report from Elgin Volunteer Fire Department regarding emergency operations, apparatus, response times, call volume, training, management activities and membership:** Chief Martinez presented the monthly report
7. **Receive final monthly report from McDade Fire Station regarding emergency operations, apparatus, response times, call volume, training, management activities and membership:** Chief Martinez presented the monthly report

8. **Receive monthly report from the First Responder Unit regarding emergency operations, response times, call volume, training, budget, management activities and personnel issues:**
Chief Martinez presented the monthly report
9. **Receive monthly report from the Interim District Chief regarding emergency operations, apparatus, response times, call volume, training, management activities and membership:**
Chief Martinez presented the monthly report
10. **Receive monthly commissioner activity reports:** Nothing to report

DISCUSSION/ACTION ITEMS

11. **Discuss and consider approval of minutes for the July 18, 2022 special meeting and the minutes for the November 15, 2022 regular meeting:**

Motion to approve November 15, 2022 regular meeting minutes: Matt Benson; Second: Tommy McCullough; Motion passed, all in favor. The minutes for the July 18, 2022 special meeting were not presented.

12. **Discuss and consider obtaining or renewing bonds for Treasurer, administrative assistant, and Interim District Chief:** Item tabled for next meeting, requested more information

13. **Discuss and consider possibly conducting a sales tax election:**

Motion to consider calling a sales tax election: Tommy McCullough; Second: Matt Benson; Motion approved to consider calling a sales tax election.

14. **Review training requirements and compliance status for each commissioner:** No action taken

15. **Discuss and consider publication of notice of administrative office location:**

Motion to approve publication of notice of administrative office location of 111 N. Avenue C, Elgin, Texas: Larry Moseley; Second: Matt Benson; Motion approved 2-0, with Tommy McCullough voting against.

16. **Discuss and consider filing audit with County Commissioners Court:**

Motion to approve filing audit with County Commissioners Court: Tommy McCullough; Second: Matt Benson; Motion approved; all in favor.

17. **Discuss and consider submitting required annual report to the Division of Emergency Management:** No action taken.

18. **Discuss and consider adoption of Resolution Designating Authorized Signatories for District Bank Accounts:**

Motion to adopt Resolution: Matt Benson; Second: Tommy McCullough; Approved; all in favor.

19. **Discuss and consider factual information about the District for posting to social media:**
No action taken

20. **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:** Tabled

21. **Discuss and consider renting out building owned by District:** Tabled

22. **Discuss and consider purchasing phone system for District:**

Motion to purchase District phone system: Matt Benson; Second: Tommy McCullough Approved: all in favor.

23. **Discuss and consider performance evaluation presented to Interim District Chief:**
Tabled until special meeting.

24. **Discuss and consider renewing contract with Interim District Chief:** Tabled until special meeting.

25. **Discuss and consider updates from subcommittee on personnel evaluations for District employees:** No action taken

26. **Discuss and consider updates from subcommittee on future planning for stations:** No action taken/Tabled

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

Chief mentioned items with Ice machine and a few pieces of equipment in McDade. No action.

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

Regular meeting on February 21st @ Elgin

Special Meeting Date TBD to include the factual mailer, Interim District Chief Contract and budget amendment for factual mailer costs, possible Sales Tax Election.

Motion to adjourn: Matt Benson; Second Tommy McCullough; Motion approved and meeting adjourned at 20:28

/s/ Matt Benson

Matt Benson, Assistant Secretary
Board of Commissioners