

BASTROP-TRAVIS COUNTIES EMERGENCY SERVICES DISTRICT NO. 1

MINUTES

June 21, 2022

A regular meeting of the Board of Commissioners of Bastrop-Travis Counties Emergency Services District No. 1 was held on **Tuesday, June 21, 2022, at 6:30 p.m.**, at the Elgin Fire Station, located at 111 N. Avenue C, Elgin, Texas.

Attending the meeting were Commissioners Jodie Lopez Benitez, Larry Moseley, Liston Crim, and Tommy McCullough. Absent from the meeting was /were Commissioner(s) Amanda Sanchez. A quorum was present at the meeting. Also present were ESD staff members, Elgin and McDade Fire Department representatives, and representatives of the First Responder Unit.

1. **Pledge of Allegiance:**

The Pledge was led by Commissioner Benitez

2. **Call meeting to order:**

Commissioner Benitez called the meeting to order at 6:30pm

3. **Public Comment:**

No Public Comment

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

No Public Comment on Agenda Items

PRESENTATION AND REPORTS

5. **Presentation by Texas County & District Retirement System, on plan options for 2023, and discuss and consider action:**

Presentation was given by Tim Krause of TCDRS. No action taken

6. **Receive monthly report from the Treasurer and consider:**

- **approval of payment of monthly bills and invoices:**

Commissioner Benitez made a motion to accept the monthly bills and invoices as presented. Commissioner Crim seconded. Motion passed 4-0.

- **approval of monthly financial report:**

Commissioner McCullough made a motion to accept the monthly financial report, Commissioner Moseley seconded. Motion passed 4-0.

- **action regarding amendments to budget for FY22:**

Commissioner Benitez made a motion to accept the budget amendments as presented. Commissioner McCullough seconded. Motion passed 4-0.

7. **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

8. **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

9. **Receive monthly report from the First Responder Unit regarding emergency operations, response times, call volume, training, budget, management activities and personnel issues:**

Report given by FR1 Chris Botello

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 District Chief Marco Martinez - Generator repair estimated cost of \$2500.00

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

No Commissioner reports given.

DISCUSSION/ACTION ITEMS

12. **Discuss and consider approval of minutes for the May 17, 2022, regular meeting and the June 8, 2022, and June 16, 2022, special meetings:**

Commissioner Crim made a motion to accept the minutes as presented. Commissioner Moseley seconded. Motion passed 3-0-1, with Commissioner McCullough abstaining.

13. **Discuss and consider establishing phone stipend for District Administrative Assistant:**

Commissioner Crim made a motion to establish a phone stipend of \$250 for the District Administrative Assistant. Commissioner Moseley seconded. Motion passed 4-0.

14. **Discuss and consider approval of Agreement for Website Services with David Nichols:**

Commissioner Benitez made a motion to approve the website contract with David Nichols thru September 2022. Commissioner Crim seconded. Motion passed 4-0.

15. **Discuss and consider District technology upgrades:**

After discussion, a motion was made by Commissioner Benitez to purchase 5 iPads for the Commissioners, in an amount not to exceed \$1,000 each. The motion was seconded by Commissioner Moseley. Motion passed 4-0.

16. **Discuss and consider action to establish domain with Umbrella Media:**

After discussion the Board asked Commissioners Benitez & Moseley to meet with Umbrella Media and report back. No further action taken.

17. **Discuss and consider upgrading service provided by ADP:**

After discussion about upgrading to ADP service of \$239.00 per month, Commissioner Crim made a motion to upgrade the ADP Service and Commissioner Benitez seconded. Motion passed 4-0

18. Discuss and consider approval and adoption of Agreements for Providing Fire Protection Services:

The board reviewed the minor changes to the Agreements for Providing Fire Protection Services made by the attorney. No vote or action taken

19. Discuss and consider approval of job descriptions for officers:

After discussion and review of the job description for the officers (See handout) Commissioner Crim made a motion to accept and Commissioner Benitez seconded. Motion passed 4-0

20. Discuss and consider adoption of the tax and budget planning calendar for 2022, and take any related action:

After discussion, a motion was made by Commissioner Benitez to adopt the tax and budget planning calendar for 2022. Commissioner Moseley seconded. Motion passed 4-0.

21. Discuss and consider scheduling budget workshop meetings:

After discussion, a motion was made by Commissioner Benitez to set a budget workshop on July 18 at EVFD and Commissioner Crim seconded. Motion passed 4-0.

22. Discuss and consider approving purchase of smoke detectors and/or fire security alarms for the McDade Volunteer Fire Department, Elgin Volunteer Fire Department, First Responder Unit and the District Office:

After discussion, District Chief Marco Martinez will get quotes for all. No action taken.

23. Discuss Revenue Rescue for Elgin Volunteer Fire Department and McDade Volunteer Fire Department:

After discussion, no action taken.

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

After discussion, no action taken.

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

A motion was made by Commissioner Benitez to set the next regular meeting for Tuesday July 19 at 6:30pm at the McDade VFD. Commissioner Moseley seconded. Motion passed 4-0, and the meeting was adjourned.

Liston Crim, Treasurer and Acting Secretary in
the absence of Amanda Sanchez
Bastrop-Travis Counties ESD No. 1