

# BASTROP-TRAVIS COUNTIES EMERGENCY SERVICES DISTRICT NO. 1

## MINUTES

September 19, 2024

A regular meeting of the Board of Commissioners of Bastrop-Travis Counties Emergency Services District No. 1 was held on Thursday, September 19, 2024, at 6:30 p.m., at the Elgin Fire Station, 111 N. Avenue C, Elgin, Texas, for the following purposes:

1. **Pledge of Allegiance:** Pledge of Allegiance led by Commissioner Moseley.
2. **Call meeting to order:** Meeting called to order by Commissioner Moseley at 6:30pm.
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 made by Commissioner Moseley to approve payment of monthly bills and invoices. Seconded by Commissioner Doss. All in favor, motion passes.
  - (b) **approval of monthly financial report:** Motion made by Commissioner Moseley to approve monthly financial report. Seconded by Commissioner Doss. All in favor, motion passes.
  - (c) **action regarding amendments to budget for FY24:** No amendments presented.
6. **Receive monthly report regarding District emergency operations, apparatus, response times, call volume, training, budget, management activities, personnel issues, and membership:** Chief Botello presented his monthly report. The District is planning to hire six new firefighters. The District is leading driver operator classes for firefighters. New apparatus delivery has been pushed back to end of September; they are still working on getting it ready. Chief Botello spoke about National Night Out on October 1<sup>st</sup> and holding it in McDade at Station 6 for the community. The commissioners are all in favor of the National Night Out event. Regarding a new fire station, Chief Botello told the Board about two acres located off County Line Rd that was given to the City of Elgin for emergency services.
7. **Receive monthly Commissioner activity reports:** Commissioner Garza met with property developers about the two acres of property for a new fire station.

### DISCUSSION/ACTION ITEMS

8. **Discuss and consider approval of minutes for the August 21, 2024, regular meeting:** Motion made by Commissioner Doss and seconded by Commissioner Moseley to approve the August 21<sup>st</sup> meeting minutes. All in favor, motion passes.
9. **Discuss and consider action on a purchase order policy and a resolution for same:** Motion made by Commissioner Doss to approve the purchase order policy and seconded by Commissioner Garza. All in favor, motion passes. Commissioner Doss made a motion to approve resolution for purchase order policy and seconded by Commissioner Moseley. All in favor, motion passes.

10. **Discuss and consider action on the holiday schedule:** Motion made by Commissioner Doss to approve holidays, with the exception of Columbus Day and Juneteenth, for all personnel (operational and admin); seconded by Commissioner Garza. All in favor, motion passes.
11. **Discuss and consider action on the Fire Captain job description:** Motion made by Commissioner Garza to approve Fire Captain job description; seconded by Commissioner Doss. All in favor, motion passes.
12. **Discuss and consider action on the contract for Advanced EMT Ride Out:** Motion made by Commissioner Doss, seconded by Commissioner Garza, to approve contract for Advance EMT Ride Out. All in favor, motion passes.
13. **Discuss and consider action on volunteer pay:** At 7:37 pm the commissioners went into executive session for personnel matters under Section 551.074 of the Texas Government Code. At 7:47 pm the commissioners were out of executive session. No action was taken in executive session. Motion made by Commissioner Garza and seconded by Commissioner Doss to set the rate at \$16.24 per volunteer and keep the net paid to each volunteer at \$15.00 per call. All in favor, motion passes.
14. **Discuss and consider action on the Subcontractor Agreement with Capital Area of Texas Regional Advisory Council:** Motion made by Commissioner Doss to approve the agreement and seconded by Commissioner Garza. All in favor, motion passes.
15. **Discuss and consider action on the Memorandum of Understanding Regarding Clinical Sites and Providers:** No action taken on item #15.
16. **Discuss and consider action on the adoption of a Statement of Services for the creation of the proposed Bastrop County ESD 3:** Motion to approve Statement of Services as presented by Commissioner Doss, seconded by Commissioner Moseley. All in favor, motion passes.
17. **Discuss agenda items, time, and date for next meeting:** Motion made by Commissioner Garza, seconded by Commissioner Doss, to have next commissioners meeting on October 17, 2024, at 6:30 pm at Elgin Fire Station. All in favor, motion passes. Motion made by Commissioner Doss seconded by Commissioner Garza to adjourn meeting at 8:17pm. All in favor, motion passes. Meeting adjourned at 8:17pm.



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Brian Henson, Secretary  
Board of Commissioners

APPROVED October 17, 2024.