

BASTROP-TRAVIS COUNTIES EMERGENCY SERVICES DISTRICT NO. 1

MINUTES

November 15, 2022

A regular meeting of the Board of Commissioners of Bastrop-Travis Counties Emergency Services District No. 1 was held on **Tuesday, November 15, 2022, 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, Amanda Sanchez, Liston Crim and Matt Benson. No Commissioners were absent, and 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**: Pledge of Allegiance was led by Commissioner Moseley.
2. **Call meeting to order**: Meeting was called to order by Commissioner Moseley at 6:30PM.
3. **Public Comment**: No public comment.
4. **Public Comment on Agenda Items**: No public comment.

PRESENTATION AND REPORTS

5. **Receive monthly report from the Treasurer and consider**: Report provided by Commissioner Crim.
 - (a) **approval of payment of monthly bills and invoices**:
Commissioner Sanchez made a motion to approve the monthly bills and invoices, commissioner McCullough seconded.
Motion passed **5-0**.
 - (b) **approval of monthly financial report**: Report provided by Commissioner Crim.
Commissioner Benson made a motion to approve the monthly financial report, Commissioner Sanchez seconded.
Motion passed **5-0**.
 - (c) **action regarding amendments to budget for FY22**: No amendments.
 - (d) **action regarding amendments to budget for FY23**: No amendments.
6. **Receive monthly report from Elgin Volunteer Fire Department regarding emergency operations, apparatus, response times, call volume, training, management activities and membership**: Report received from Chief Reyna.

7. **Receive monthly report from McDade Volunteer Fire Department regarding emergency operations, apparatus, response times, call volume, training, management activities and membership:** Report received from Chief Villareal.
8. **Receive monthly report from the First Responder Unit regarding emergency operations, response times, call volume, training, budget, management activities and personnel issues:** Report received from Chief Martinez.
9. **Receive monthly report from the Interim District Chief regarding emergency operations, apparatus, response times, call volume, training, management activities and membership:** Report received from Chief Martinez.
10. **Receive monthly commissioner activity reports:** None.

DISCUSSION/ACTION ITEMS

11. **Discuss and consider approval of minutes for the October 18, 2022 regular meeting:**
Commissioner Sanchez made a motion to approve minutes for the October 18, 2022 meeting. Commissioner Benson seconded.

Motion passed **5-0**.
12. **Discuss and consider action approving updates to bank signature cards:** Commissioner McCullough made a motion to approve Lauren Cannon being added to the signature card; Commissioner Benson seconded.

Motion passed **5-0**.
13. **Discuss and consider Order Updating Records Management Program, Appointing Records Management Officer, and Appointing Public Information Coordinator:**
Commissioner Crim made a motion to update the records management program, appoint the Secretary of the Board as the records management officer and public information coordinator; Commissioner Benson seconded the motion.

Motion passed **5-0**.
14. **Discuss and consider updates to District's investment policy and investment strategies:**
Commissioner Crim made a motion to adopt investment policy and investment strategies; Commissioner Benson seconded the motion.

Motion passed **5-0**.
15. **Discuss and consider handling of donations to Elgin VFD and McDade VFD after expiration of departments' contracts with the District:** After some discussion, no action was taken.

16. **Discuss and consider approval of revised First Responder Organization Agreement with City of Austin Chief Medical Officer:** Commissioner Sanchez made a motion to approve the revised First Responder Organization Agreement; Commissioner Crim seconded.
Motion passed **5-0**.
17. **Discuss and consider revisions to the Amended Interlocal Agreement for Fire Protection, Fire Suppression and Emergency Rescue Services with Travis County Emergency Services District No. 13:** Commissioner Benson made a motion to approve the revisions to the contract; commissioner McCullough seconded.
Motion passed **4-1**, with Commissioner Crim opposing.
18. **Discuss and consider security system and access:** Commissioner Sanchez made a motion to approve the bid to have new security system installed, Commissioner Benson seconded.
Motion passed **5-0**.
19. **Discuss and consider purchasing phone system for District:** After some discussion, no action was taken.
20. **Discuss and consider request to lease office space to Bastrop County TDEM office:** After some discussion, no action was taken. This item can be removed from future agendas.
21. **Discuss and consider District office space and future needs:** After some discussion, no action was taken. This item can be removed from future agendas.
22. **Discuss and consider hiring District administrative assistant to fill vacant position:** Commissioner Sanchez made a motion to hire Municipal Accounts to provide bookkeeping services, commissioner McCullough seconded
Motion passed **5-0**.
23. **Discuss and consider updates from subcommittee on personnel evaluations for District employees:** Commissioners Sanchez and Benson provided the Board with information on how evaluations will be executed. No action was taken.
24. **Discuss and consider updates from subcommittee on future planning for stations:** After some discussion, no action was taken.
25. **Discuss and consider repair and maintenance of the District's facilities and equipment:** After some discussion, no action was taken.
26. **Discuss agenda items, time, and date for next meeting:** Commissioner Moseley made a motion to set the next Board meeting for December 20, 2022 at the Elgin Station; Commissioner Crim seconded.
Motion passed **5-0**.

Commissioner McCullough made a motion to adjourn the meeting at 8:35PM,
Commissioner Crim Seconded.

Motion passed **5-0**.

/s/ Amanda Sanchez

Amanda Sanchez, Secretary
Bastrop-Travis Counties ESD No. 1

January 17, 2023