

# **BASTROP-TRAVIS COUNTIES EMERGENCY SERVICES DISTRICT NO. 1**

## **AGENDA**

February 21, 2023

Notice is hereby given that a regular meeting of the Board of Commissioners of Bastrop-Travis Counties Emergency Services District No. 1 will be held on **Tuesday, February 21, 2023, at 6:30 p.m.**, at the Elgin Fire Station, located at 111 N. Avenue C, Elgin, Texas, for the following purposes:

1. Pledge of Allegiance;
2. Call meeting to order;
3. Public Comment: Members of the public may address the Board for a collective total of 10 minutes regarding general topics that are not on the current agenda. In accordance with the Texas Open Meetings Act, any response to a public comment that is made on an item that is not on the published final agenda will be limited to a statement of factual information or a statement of existing policy given in response to the public comment. Any deliberation or decision by the Board must be limited to a proposal to place the subject on a future agenda;
4. Public Comment on Agenda Items: Members of the public may comment on any agenda item listed below. Members of the public may speak for up to three minutes per agenda item on which they comment. Members of the public will speak on an agenda item after the item is called by the presiding officer, but before Board consideration of the item;

### **ADMINISTRATIVE**

5. Discuss and consider appointment of commissioner to fill unexpired term of Commissioner Sanchez;
6. Discuss and consider election of officers;

### **PRESENTATION AND REPORTS**

7. Receive monthly report from the Treasurer and consider:
  - (a) approval of payment of monthly bills and invoices;
  - (b) approval of monthly financial report;
  - (c) approval of quarterly investment report for 4<sup>th</sup> quarter of 2022; and
  - (d) action regarding amendments to budget for FY23;
8. Receive final monthly report from Elgin Volunteer Fire Department regarding emergency operations, apparatus, response times, call volume, training, management activities and membership;
9. Receive monthly report from the First Responder Unit regarding emergency operations, response times, call volume, training, budget, management activities and personnel issues;

10. Receive monthly report from the Interim District Chief regarding emergency operations, apparatus, response times, call volume, training, management activities and membership;
11. Receive monthly commissioner activity reports;

**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;
13. Discuss and take action on Texas Comptroller Special Purpose District Financial and Tax Reporting Requirement;
14. Discuss and consider contracting with a human resources consultant;
15. Discuss future hiring processes;
16. Discuss options for conducting a sales tax election;
17. Discuss and consider update on a bookkeeper for the District;
18. Discuss and consider obtaining or renewing bonds for Treasurer, administrative assistant, and Interim District Chief;
19. Discuss and consider submitting required annual report to the Division of Emergency Management;
20. Discuss and consider submitting required Special Purpose District Report to the Texas Comptroller;
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;
22. Discuss and consider renting out building owned by District;
23. Discuss and consider renewing contract with Interim District Chief;
24. Discuss and consider updates from subcommittee on personnel evaluations for District employees;
25. Discuss and consider updates from subcommittee on future planning for stations;
26. Discuss and consider repair and maintenance of the District's facilities and equipment; and
27. Discuss agenda items, time, and date for next meeting.

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A packet containing all supportive documentation for this agenda is available for inspection at The Carlton Law Firm, P.L.L.C., 4301 Westbank Drive, Suite B-130, Austin, Texas between the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday and at the District Office located at 111 N. Avenue C, Elgin, Texas between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.

/s/ Matt Benson  
Matt Benson, Asst. Secretary/Treasurer

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Bastrop-Travis Counties Emergency Services District No. 1 is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call Bastrop-Travis Counties Emergency Services District No. 1 at 512-281-4025 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may utilize the statewide Relay Texas Program by dialing 7-1-1 or 1-800-735-2988.

The Board may retire to Executive Session any time between the meeting's opening and adjournment for any purpose authorized by the Texas Open Meetings Act, including but not limited to: consultation with legal counsel (Section 551.071 of the Texas Government Code); personnel matters (Section 551.074); discussion of real estate acquisition (Section 551.072); discussion regarding a prospective gift to the District (Section 551.073); and/or deliberation regarding security devices or security audits (Section 551.076). Action, if any, will be taken in open session.