

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

### **Minutes for September 21, 2021**

A regular meeting of the Board of Commissioners of Bastrop Travis Counties ESD#1 was held Thursday September 21, 2021 at 6:30pm at the Elgin Fire Station located at 111 North Ave C Elgin Tx, for the following purposes:

#### **1. Pledge of Allegiance:**

The Pledge of Allegiance was led by President Tommy McCullough.

#### **2. Call Meeting to Order:**

Meeting was called to order by Commissioner McCullough at 6:30pm Commissioners present were Commissioner Wayne Skubiata and Commissioner Jodie Benitez, and Commissioner Larry Moseley. Others present were Melba Skubiata, Administrative Assistant, members of EVFD, MVFD and FR1 and several other interested parties.

#### **3. Public Comment:**

No public comment.

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

No public comment.

#### **Administrative Items**

#### **5. Discuss and consider acceptance of resignation of Commissioner Larry Foehner:**

A motion was made by Commissioner McCullough to accept the resignation of Commissioner Larry Foehner, Commissioner Benitez seconded. Motion passed. 4-0

#### **6. Discuss and consider appointment of commissioner to fill unexpired term:**

Commissioner McCullough allowed the 2 candidates to speak. Commissioner McCullough adjourned the meeting to go into Executive Session at 6:35pm. Commissioner McCullough called the meeting back to order at 6:53pm. A motion was made by Commissioner McCullough to nominate Amanda Sanchez to fill the unexpired term of Commissioner Foehner, Commissioner Moseley seconded. Motion passed 4-0. Commissioner Skubiata thanked Matt Benson for his interest in serving on the board.

#### **7. Administer Oath and receive signed Statement and Oath from appointed commissioner:**

Melba Skubiata, Admin Asst administered the Oath of Office and Statement of Elected/Appointed Officer to Commissioner Amanda Sanchez.

#### **8. Discuss and consider election of officers:**

Commissioner Skubiata made a motion to name Commissioner McCullough as President, Commissioner Moseley as Vice President, Commissioner Skubiata, as Board Secretary,

Commissioner Benitez as Board Treasurer, and Commissioner Sanchez as Assistant Secretary/Treasurer. Commissioner Benitez seconded. Motion passed 5-0.

**9. Discuss and consider renewal and update of required Treasurer's bond:**

Discussion to get Commissioner Benitez bonded as Treasurer. Commissioner McCullough made the motion to renew and update the Treasurer's bond for Commissioner Benitez. Commissioner Moseley seconded the motion. Motion passed 5-0.

**Presentation and Reports**

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

**(A.) Approval of payment of monthly bills and invoices:**

Report was presented by Commissioner Benitez. Commissioner Skubiata made the motion to accept the report, Commissioner Benitez seconded. Motion passed 5-0.

**(B.) Approval of monthly financial report:**

Commissioner Benitez gave the monthly financial report. Commissioner McCullough made the motion to accept the monthly financial report, Commissioner Moseley seconded. Motion passed 5-0.

**(C.) Action regarding amendments to budget for FY 2021:**

Melba Skubiata presented the Budget Amendments for MVFD and FR1. Commissioner Moseley made the motion to accept the Budget amendments as presented, Commissioner Benitez seconded. Motion passes 5-0. See attached.

**11. Receive monthly report from Elgin Volunteer Fire Department:**

Report given by Chief Henry Hernandez. Report attached.

**12. Receive monthly report from McDade Volunteer Fire Department:**

Report given by Chief Rey Ramirez. Report attached.

**13. Receive monthly report from First Responders 1:**

Report given by FR Chris Botello. Report attached.

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

Melba Skubiata said VFIS would like a meeting set up to discuss the insurance renewal policies. Commissioner McCullough appointed Commissioner Benitez & Commissioner Skubiata to set up a meeting with VFIS to discuss and review or upgrade all 4 policies with the ESD.

**Discussion/Action Items**

**15. Discuss and consider approval of minutes for the August 17, 2021 regular meeting:**

Commissioner Benitez made a motion to accept the minutes as presented, Commissioner McCullough seconded. Motion passed 5-0.

**16. Discuss and consider implementing policy for FR1 to receive paid quarantine leave related to COVID19:**

A motion was made by Commissioner Moseley to set up a COVID-19 budget to cover FR1 employees while on quarantine leave. Commissioner Benitez seconded. Motion passed 5-0.

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

Chief Rey Ramirez, MVFD reported on the generator leak but the service call was under warranty. There was some discussion on passing an EVFD truck over to MVFD. No action taken at this time.

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

Commissioner Benitez made a motion to set the next meeting for October 19, 2021, 6:30pm at EVFD meeting room. Commissioner McCullough seconded. Motion passed 5-0. With no other business meeting adjourned at 7:50pm.

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 108 West First, Elgin, Texas between the hours of 9:00 a.m. and 12:00 p.m. on Tuesdays and Thursdays.

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**Wayne Skubiata, Board Secretary**  
**Bastrop-Travis Counties Emergency Services District #1**