



BLANCO COUNTY EMERGENCY SERVICES DISTRICT #2
P.O. BOX 972, BLANCO, TX 78606

**Minutes Regular Meeting
Board of Commissioners
October 15, 2019**

1. Establish a quorum, call to order, announcements. **Quorum present. Meeting called to order at 6:00 pm.**
2. Public Comment (no action may be taken on these items unless on agenda. Please limit comments to 2 minutes per person.) **None**
3. Consent Agenda:
 - a. Approval of the September 17, 2019 minutes. **Motion to approve minutes subject to correction of start and end time of executive session, per Carl, second by Lynne. Approved**
4. Fire & EMS Auxiliary Requests: Take Action as Necessary
 - a. Burger Booo Update
 - b. Accept Auxiliary Quarterly Report
 - c. New Auxiliary Board Member Appointment
Motion to approve two new board members, Emily Becker and Julie Singleton Young per Lynne, seconded by Carl, motion carried.
 - d. Acceptance of Auxiliary Donation Check to ESD
Auxiliary presented check to ESD for \$65,257.39
 - e. Discussion/Action regarding Pending Donation(s)
Discussion regarding small generator. No action taken
5. ESD Commissioners Reports/ Recommendations – Discuss and take action as necessary.
 - a. Monthly Actions for October:
 - i. Policies & Procedures (Attorney Hall), SOGs, Medical Protocols – (Chiefs) **Discussion took place regarding format for P and P. Chief to prepare plan using VFIS format for presentation to board in January, adoption in February**
 - ii. Staffing Plans (Chiefs)**Discussion took place. No action taken.**
 - iii. Purchasing Policy (updated Ann Hall) **Discussion took place. No action taken**
 - iv. Insurance (coverages and payment due dates) (Chief Oakley) **No action taken.**
 - v. Debt accrued by the ESD must be reported online at the Comptrollers website within 180 days of end of Fiscal Year, Sept. 30 (that is March 30) each year (and/or on the ESD Webpage if one exists). (Texas Local Govt. Code 140.008. **No action taken**
<https://comptroller.texas.gov/transparency/local/hb1378/> (Lynne McKirdy)
 - vi. ESD provides County Clerk with proof of Bond coverage for \$25,000 per county judge for check signers 775.037(b) (Treasurers) **No action taken.**
 - vii. 501c3 Auxiliary Provides current copy of by-laws and Calendar for the year to ESD if changes proposed. (Caroline Richardson) **No action taken.**
6. Initiate Performance Management for Fire Chief & EMS Chief (Mike Rieken / Lynne McKirdy) **Discussion**

and review of performance management charts took place with Fire and EMS chiefs. Chiefs to make changes to forms per discussion. Steve and Lynne to meet individually with chiefs to review.

7. Strategic Plan 2020-2024 (Ann Hall) Discussion took place. **No action taken**
8. Records Retention Officer - Recommend change from Secretary to Admin. Chief (Ann Hall)
 - a. Approval of Resolution 2019-10-15: "Records Retention" **Motion made by Carl that Admin Chief keeps all records, seconded by Lynne, motion approved.**
9. Station Update:
 - a. Update on any items needing discussion / action including generator update (Mike Rieken) **Discussion regarding new information about size of generator. No action taken.**
10. Financial Report: (Chief Oakley)
 - a. Questions about Bills
 - b. Update on FY2019 Closeout / Final Financial Reports
Chief reported this is complete.
 - c. FY2019 Audit Status
Chief reported audit is expected by November 15 from Tabor and Burnett Auditors
 - d. Account Status
 - i. Texas Regional: \$851,018.33
 - ii. CD 714430 \$128,651.10
 - iii. Lone Star Bank Debt Fund \$240,257.56
11. Operations Reports, Chiefs – discuss / take actions as necessary: Chiefs provide a written report each month that is available to the public.
 - a. Update on Annual Inventory of equipment with original cost of more than \$100 (Chiefs)
 - b. Hiring Process Update (Chief Oakley) **Chief discussed hiring process and shortage of applicants. No action taken.**
12. Executive Session: Pursuant to Texas Government Code Sections 551.074 Personnel Matters and / or 551.071 Consultation with Attorney. **Commissioners went into executive session at 6:53 pm to discuss personnel matters.**
13. Return to Open Session: Consider action on matters discussed in Executive Session **Commissioners returned to open session at 7:23 pm. No action taken.**
14. Set Time for Regular Meeting on Tuesday, November 18th, 2019. **Commissioners agreed that the time of day for meeting would be 3:00 pm.**
15. Adjourn: **Meeting adjourned at 8:30 pm. Next regular meeting will be Tuesday, November 18, 2019 at 3:00 pm..**

Respectfully submitted,

Steve Scheffe

Secretary

The District reserves the right to consider and take action on the above agenda items in any order. It also reserves the right to enter into a closed meeting on any agenda item as allowed by law. If at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by the Texas Open Meetings Act, the notice provisions of the Texas Open Meetings Act *do not* apply to a statement of specific factual information given in response to the inquiry; a recitation of existing policy in response to the inquiry. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for the next meeting.

CERTIFICATE OF POSTING 72 HOUR NOTICE

The above Notice of Meeting was posted at _____ A.M./P.M. on this ____ day of _____, 20__ at a place convenient to the public in the Blanco County Courthouse at Johnson City, Texas, the Blanco County ESD 2 Station, 431 Blanco Ave., Blanco, Texas and on the Blanco County ESD 2 website.

WITNESS MY HAND AND SEAL of office on the above date.

By _____
Ben Oakley