



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

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**Minutes Regular Meeting  
Board of Commissioners  
November 19, 2019**

<b>Commissioners: Absent where noted</b> Ann Hall Lynne McKirdy Mike Rieken Carl Struck Steve Scheffe	<b>Others Present:</b> Emily Becker Connie Granberg Chris Leach Theresa Turner Caroline Richardson Ben Oakley Matt McMann
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1. **Establish a quorum, call to order. All Commissioners, Ann Hall(AH), Lynne McKirdy(LM), Mike Rieken(MR), Carl Struck(CS), Steve Scheffe(SS), present. Meeting called to order at 3:00 pm.**
2. **Public Comment** (no action may be taken on these items unless on agenda. Please limit comments to 2 minutes per person.)
3. **Consent Agenda** – items will be approved with a single vote. Items can be removed from the Consent Agenda for discussion. **No consent agenda. All items removed and considered individually.**
  - a. Approval of the Oct. 15, 2019 regular Meeting Minutes. **Correction to item 10(c) to read: Chief reported all audit material is to be to the auditors by Nov. 15 and audit back by January. Motion to approve minutes as corrected by CS, second by LM, motion carries.**
  - b. Financial Report as of 10/31/2019. **No action taken**
    - i. Monthly Bills Report
    - ii. Monthly Financials:
      1. Texas Regional \$896,317.91
      2. CD #714430 \$128,651.10
      3. Lone Star Bank Debt Fund \$235,861.80
    - iii. Transfer Funds if necessary **No action taken**
    - iv. Audit Update. **Chief Reported all items delivered and received**
4. **SWOT** (Strengths, Weaknesses, Opportunity, Threats / Challenges) Analysis (Lynne) **Everyone present participated in completing forms to get direction for next year. Same process was done last year.**

**Includes Fire, EMS, BOC and Auxiliary. Forms distributed, filled out and collected. To be compiled and incorporated in Strategic Plan.**

**5. Fire & EMS Auxiliary (Caroline)**

- a. Questions / Comments about Auxiliary Minutes. **Auxiliary to send minutes and financials after each meeting.**
- b. Consider other requests / actions submitted to the ESD. **Discussion regarding gun raffle at the fish fry. Did not make Money. Suggestions: no guns at the event, one collector gun only. No action taken**

**6. ESD Report**

- a. Performance Management update for Chiefs
  - i. Key Job Responsibilities (KJR) **MR and LM have reviewed**
  - ii. Performance Management Plan (PMP)
  - iii. Reviews based on KJRs and PMP **Discussion regarding getting together with chiefs quarterly to review. Chiefs to do self evaluation. Do with the board in January as a dry run. KJRs for the chiefs reviewed by board, each chief to do same with staff. Ben suggested going through process with the chiefs before going to staff. SS and LM to work out meeting in January with chiefs. No action taken**
- b. Station Update, take action if needed Chief reported working with contractor on final punch list items. Still withholding last \$10,000 retainage. No action taken

**7. Chiefs' Report**

- a. Operations Reports Fire & EMS. **See written reports. No action taken.**
- b. Review & Approve Volunteer Firefighter Incentive Program **presented by Matt. Motion to approve policy by MR. Second by CS. Approved.**

**8. Executive Session:** Pursuant to Texas Government Code Sections 551.074 Personnel Matters and/or 551.071 Consultation with Attorney. **Board went into executive session at 4:06 pm to discuss personnel matters. Returned to open session at 4:37 pm.**

**9. Discuss and consider action** on matters discussed in Executive Session. **No action taken**

**10. Adjourn: Meeting adjourned at 4:42 pm Next regular meeting will be Tuesday, Dec. 17, 2019 at 3:00 PM**

Respectfully submitted,  
Steve Scheffe  
Secretary