



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

**Minutes Regular Session
Board of Commissioners
March 16, 2021**

1. **Call to Order / Announcements** – Establish a quorum. **Quorum present via audio/video conferencing. Meeting was called to order at 3:00 pm. Attendees:**

Ann Hall, President (AH)	Mike Rieken, Prior ESD VP/Budget expert
Todd Rogers, Vice President (TR)	Matt Herden
Steve Scheffe, Treasurer (SS)	Martha Herden
Carl Struck, Assistant Treasurer (CS)	Rachelle Willgren
Lynne McKirdy, Secretary (LM)	Wes Patton
Ben Oakley, EMS Chief	
Matt McMain, Fire Chief	

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 are removed from the Consent Agenda for discussion. **Motion to approve Consent Agenda by CS, seconded by SS. Motion approved.**
- a. Approval of the February 16, 2021 Meeting Minutes
 - b. Financial Report as of 2/28/2021
 - i. Monthly Financials:
 - 1. Texas Regional \$1,466,163.16
 - 2. CD #714430 \$132,148.81
 - 3. Lone Star \$215,289.01
4. **Fire & EMS Auxiliary Report – Reports Distributed via email prior to the meeting. Martha Herden provided an update:**
- COVID Clinics/Immunization events going well, comments from the public are positive and complimentary.**
- \$9,000 donation received.**
5. **Chiefs' Report**
- a. COVID-19 Update - **Managing vaccine distribution and testing. So far 1,775 shots administered. Rapid testing performed when appropriate.**
 - b. Operations Reports Fire & EMS – **“SnoVid” recap. “Insane” number of calls responded to (50-60) that are not reflected in the monthly reports. Many of the calls were for O2 due to power failure, rescuing and relocating individuals without heat, power, and water. Operationally, due to more travelers on the road, trauma volume is increasing.**
6. **Finance & Planning Matters**
- a. Budget Process
 - i. Review how budgeting has been done in the past. Codify process for current year. **Mike Rieken provided a historical view and the process improvement outline for the annual budgeting process.**
Initial observations:
Budget process started when the prior period ended.

**Rigorous process – time consuming for the Chiefs, non-productive.
No long-term financial outlook for the purchase of equipment, buildings, HR impact, office supplies. Lacked trending over several years.**

Corrective Actions:

Budget now projected into the future with escalation/inflationary factors (5%).

The output became the Business Plan.

Annually, or whenever required, there's a lookback at the B-plan to determine outliers and focus on items that really matter in the current year and into the future. B-plan updated yearly.

Create a flexible model that is 'plug and play'

Benefits:

Yearly review allows for the adjustment of purchases, staffing, satellite station. Vehicle replacement schedule.

Detailed FTE expenses and impact.

Adjustments easily made to capture the Sale of old Station, Sales Tax revenue increase.

Sensitivity analysis allows for inputs on 'what-if' scenarios.

Chiefs can move funds within one cost category (except Capital purchases)

Other observations:

Chiefs manage the budget and the new process well.

Operating reserve currently at 25%

Model allows for straight line projections to value proposed changed to operating expenses and staffing.

- ii. Staffing Plan for ESD showing salary requests for next FY for each employee breaking out wage, and benefits for each employee. H&S 775.031(a) copy to ESD Board April ESD meeting if not already prepared. **Reminder for Chiefs – due in April.****
- b. Examine "Committed" designation of CD. After a short discussion on the 'committed' history of this CD, motion by LM to remove this CD from a committed status to general funds, second by CS. Motion passed.**
- c. Set up Tax Calendar and set tentative dates for Public Hearing / Elections, and for any required notice to run in paper in compliance with Tax laws. ESD approves tax calendar. Tax Code Chapter 26. (Senate Bill 2, effective Jan. 1, 2020 may change all this based on current legislative decisions.) Tax Calendar sent via email prior to the meeting. Continue to monitor the Legislative Session for modifications to SB2.**
- d. Facilities – Appoint Carl Struck to serve as Board Rep for Facilities. AH offered that Chiefs and staff are involved in COVID mitigation. Carl's background and experience will help the Chief's manage the station and ensure outstanding items are addressed and policies are in place for continuity of care.**

- 7. Election Update - FISSD within Blanco County – Informational - Commissioners are volunteering to staff Early Voting times. Volunteers and other workers include: Martha Herden, Connie Granberg, Landa Jones, Amy Hurlbutt, Laura Walla.**
 - a. May 1, 2021 Election update
 - b. Early Voting, Board and Auxiliary Volunteers (seven days 9 to 5)
 - c. Election Day Voting – May 1, 2021 7:00 am to 7:00 PM at the Library Conference Room.
- 8. Executive Session** - Discuss personnel matters, real estate, meet with attorney as authorized by Texas Government Code. **No Executive Session.**
- 9. Return to Open Session:** Discuss and consider action on matters discussed in Executive Session
- 10. Adjourn: The meeting was adjourned at 4:19 pm.** Next meeting: will be **Tuesday, April 13, 2021 at 3:00 PM.**

Respectfully submitted,

Lynne McKirdy,

Secretary