

**BASTROP COUNTY EMERGENCY SERVICES DISTRICT NO. 3**

**MEETING MINUTES**

**February 19, 2025**

The Board of Commissioners of Bastrop County Emergency Services District No. 3 met in regular session, open to the public, at **9:00 A.M.**, on **February 19, 2025**, at the **Bastrop Water Control and Improvement District office, 112 Corporate Dr., Bastrop, TX 78602**.

Attending the meeting were Commissioners James Green, Allen Johnson, Keith Simpson, and Jason Pack. Commissioner Loren Stagner absent. A quorum was present at the meeting. Also present were Kelli Carlton with The Carlton Law Firm, P.L.L.C., the District's attorney, and Dr. Kevin Abadi.

**1. Call Meeting to Order: Commissioner Green**

**Time: 9:03 AM**

**2. Invocation: Invocation was led by Commissioner Stagner.**

**3. Pledges of Allegiance: The Pledges of Allegiance were led by Commissioner Green.**

**4. Public Comment. Note: No discussion will be had between the speakers(s) and District commissioners. The District retains the right to correct factual inaccuracies made by speakers; (Commissioner Green)**

**No Speakers**

**5. Approve Minutes from District Board meetings on January 9, 2025 and January 27, 2025**

**Motion:** Approve the Meeting Minutes from January 9, 2025, and January 27, 2025, Meetings with the noted change to January 27 meeting minutes, (Commissioner Pack, Second Commissioner Simpson) **4 – Ayes; motion passes.**

**6. Discuss information received from State Association of Fire and Emergency Districts conference held February 6-8, 2025 in Round Rock, Texas (Commissioner Johnson)**

Board discussion. **No Action Taken**

**20. (taken out of order) Discuss and consider action on the appointment of Dr. Kevin Abadi to serve as Medical Director for the District. (Commissioner Green)**

**The Commissioners interviewed Dr. Abadi. Dr. Abadi is currently completing his EMS Physician Fellowship with Dr. Escott at Austin-Travis County EMS. He is also the Medical Director for the Bastrop County First Responders. A job description and agreement will be developed for review at a future meeting.**

**Motion:** Appoint Dr. Kevin Abadi as Medical Director for a one-year term at the rate of \$260 per hour. (Commissioner Pack, Second Commissioner Simpson) **4 – Ayes; motion passes.** Kelli Carlton will work with Dr. Abadi on a medical director agreement.

- 7. Discuss and consider action on upgrading the previously approved Microsoft 365 subscription to include desktop version applications and enhanced security features. (Commissioner Johnson)** Commissioner Johnson provided information to the Board.

**Motion:** Upgrade Microsoft 365 subscription to Premium for 5 licenses (Commissioner Pack, Second Commissioner Johnson) **4 – Ayes; motion passes.**

- 8. Discuss and consider action on approving the GIS District Map; (Commissioner Green)**

**No Action Taken**

- 9. Discuss and consider action on approving 1106 Main Street, Unit 457, Bastrop, TX 78602 as the Bastrop County ESD 3 physical address and directing Legal Counsel to prepare Resolution stating such; (Commissioner Green)**

**Motion:** Approve 1106 Main Street, Unit 457, Bastrop, TX 78602 as the Bastrop County ESD 3 physical address and directing Ms. Carlton to prepare a Resolution stating such (Commissioner Johnson, Second Commissioner Pack) **4 – Ayes; motion passes.**

- 10. Discuss and consider action on adoption of a District Mission, Vision, and Values; (Commissioner Stagner)**

**Table Item**

- 11. Discuss and consider action for setting up a workshop to develop a financial policy and strategic plan; (Commissioner Stagner)**

**Table Item**

- 12. Discuss and consider action on subscription service with Streamline for establishing and maintaining a website for the District; (Commissioner Stagner)**

**Motion:** Authorize Commissioner Stagner to continue research and the Board approves up to \$300 per month for a website service based on counsel's approval of a contract for same. (Commissioner Simpson, Second Commissioner Pack) **4 – Ayes; motion passes.**

- 13. Update on the acquisition of a Federal Employer ID number; (Commissioner Pack)**

**Completed prior to the meeting. No further action.**

- 14. Discuss preliminary total assessed value for Bastrop County ESD #3 from the Bastrop County Central Appraisal District; (Commissioner Green)**

**No Action Taken**

- 15. Discuss and consider action on Ad Valorem Tax Collection Contract between District and Bastrop County; (Commissioner Green)**

**No Action Taken**

- 16. Discuss and consider action on a preliminary proforma budget for the period January 2025 through September 2025 for administration costs and EMS system enhancements through December 31, 2025; (Commissioner Johnson)**

**Motion:** Move to approve proforma budget as presented for District use and to assist with the application for a tax anticipation note through Government Capital. (Commissioner Johnson, Second Commissioner Pack) **4 – Ayes; motion passes.**

- 17. Discuss and consider action on a scheduling a budget workshop for planning activities: (Commissioner Pack)**

**Commissioner Green will poll the Board for available dates for a workshop meeting on this topic within the next three weeks. No other action taken.**

- 18. Discuss and consider action on securing a tax anticipation note from Government Capital to provide sufficient funding for start-up activities and the business of the ESD; (Commissioner Simpson)**

**Motion:** Move to pursue a tax anticipation note with Government Capital not to exceed \$3,100,000 and authorize the Secretary and Ms. Carlton to work with Government Capital to create all needed documents. (Commissioner Johnson,

Second Commissioner Simpson) **4 – Ayes; motion passes.**

- 19. Discuss and consider action on proposal to issue Purchase Agreement to purchase twelve (12) ambulance modules with Frazer Bilt of Houston, Texas for an amount not to exceed \$2,400,000 pending final specification review and chassis selection. Chassis selection and customer provided equipment to be purchased at a later date. (Commissioners Johnson and Stagner);**

**Motion:** Enter into a purchase agreement with Frazer Bilt of Houston for ambulance units in an amount not to exceed \$2,400,000 for the units.  
(Commissioner Pack, Second Commissioner Johnson) **4 – Ayes; motion passes.**

- 21. Discuss and consider action on appointment of a Medical Oversight Committee to meet with Acadian regarding provision of EMS services in Bastrop County; (Commissioner Green)**

**Motion:** Approve the formation of a Medical Oversight Committee with the appointment of two Commissioners at a later date. (Commissioner Pack, Second Commissioner Johnson) **4 – Ayes; motion passes.**

- 22. Discuss status on participation in the Buy Board group purchasing organization offered through the Texas Association of School Boards; (Commissioner Simpson)**

**No Action Taken – the interlocal agreement has been submitted and waiting return of a fully executed copy.**

- 23. Discuss status on participation in the HGAC Buy group purchasing organization offered through the Houston-Galveston Area Council; (Commissioner Johnson)**

**No Action Taken – the interlocal agreement has been submitted and waiting return of a fully executed copy.**

- 24. Update status on establishing District depository accounts; (Commissioner Pack)**

**No Action Taken**

- 25. Discuss and consider action on establishing Sub Committee to develop System Key Performance Indicators and Performance Standards for District; (Commissioner Simpson)**

**Commissioner Green will poll the Board for available dates for a workshop meeting on this topic within the next three weeks. No other action taken.**

**26. Discuss and consider approval of District invoices and expenses requiring reimbursement pending funds availability; (Commissioner Pack)**

**Motion:** Approve District invoices and expenses requiring reimbursement pending funds availability. (Commissioner Johnson, Second Commissioner Green) **4 – Ayes; motion passes.**

**27. Discuss status of proposed Interlocal Agreements for the provision of EMS services including assignment of the Bastrop County-Acadian contract to the District, potential short-term extension with Acadian and County Asset assignment agreements; (Commissioners Johnson and Simpson)**

**No Action Taken**

**28. Discuss and consider action on board presentation process and the production of board meeting materials including agenda items, agenda item supporting materials and publication of board materials in advance of the meeting for Board members; (Commissioner Simpson)**

**No Action Taken**

**29. Adjournment.**

**Motion:** Adjourn at 12:42 PM (Commissioner Johnson, Second Commissioner Green) **4 – Ayes; motion passes.**



Keith Simpson, Secretary  
Board of Commissioners

March 19, 2025