

**WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2
MINUTES OF THE REGULAR MEETING – February 16, 2023**

The Williamson County Emergency Services District #2 held a regular meeting on February 16, 2023 at Sam Bass Fire Department Station 1, 17505 Great Oaks Drive, Round Rock, Texas and on-line at <https://global.gotomeeting.com/join/645098693> and by phone at 1-571-317-3129 or 1-877-309-2073.

Commissioners in Attendance:

Commissioners present in person: Thom Nanninga, Russell Strahan, Tim Hunsberger, Darryl Pool, and Jordan Baltazor.

Others in Attendance:

Sam Bass Fire Dept.: Assistant Chief Keith Farris; Battalion Chiefs Justin Whitaker and Amber Jordan; Captain Jerad Rogers and Lt. Corby Bryan (all in person).
Chief James Shofner (on-line)

Municipal Accounts & Consulting: Tyler Wilson (in person).

Public (in person): Bernard Abarro, Benjamin Coates, Tony Guillot, Micah Mensch, Justin Redkey, Robert Sherwood, and Bo Spencer.

Public (on-Line): Brice Estrabo, Valentin Diaz, and Kevin Maruscak.

Meeting called to order at 7:05pm by Commissioner Nanninga. A quorum was present.

Pledge of Allegiance led by Commissioner Nanninga.

Public Comment: No member of the public requested to speak.

Action items

ITEM 4: *Discuss and take action regarding realignment of WCESD #2 board.*

Commissioner Nanninga announced his resignation as board President.

Motion to appoint Commissioner Baltazor to fill the position of President and to appoint Commissioner Nanninga to fill the position of Assistant Secretary/Treasurer, with resignation and both appointments effective on adjournment of this meeting.

Motion: Strahan Second: Pool

In favor: Strahan, Hunsberger, Baltazor, Pool Opposed: none Abstain: Nanninga

ITEM 5: *Approve minutes of prior meeting(s).*

The 1/19/23 draft minutes under Item 12 listed the time period of the District's Strategic Plan as being "2023-2037" rather than the correct time period of "2023-2027."

Motion to approve minutes of regular meeting held January 19, 2023 as amended.

Motion: Nanninga Second: Hunsberger [Unanimous]

ITEM 6: *Review bookkeeper's report from Municipal Accounts & Consulting and consent to: a) approval of payment of monthly bills and invoices, b) approval of monthly financial report.*

Wilson presented the District's monthly financial statements, bills, and invoices for January 2023. He stated there was nothing out of the ordinary to report.

Motion to approve MAC reports as presented.

ITEM 7: *Review Sam Bass Fire Dept. bookkeeper's report from M.A.&C.*

Wilson presented SBFD's monthly financial statements, bills, and invoices for January 2023. He stated there was nothing out of the ordinary to report.

ITEM 8: *Receive monthly report from Sam Bass Fire Department.*

Lt. Bryan presented SBFD incident report data and activities for January 2023 plus comparison to prior years. He stated there was nothing out of the ordinary to report. Lt. Bryan is still working on a summary 2022 incident data report as requested at the January meeting, and he will have that draft ready for the March meeting.

ITEM 9: *Discuss and take action relative Maintenance and Repairs of Stations 1 & 2.*

SBFD Capt. Rogers stated he is waiting on bids to be received for repairs authorized at the January meeting on Stations 1 and 2. He said preventative maintenance is being performed at Station 3.

ITEM 10: *Receive report from Steering Committee regarding adopting Sam Bass FD.*

Commissioner Nanninga requested SBFD provide a check list of actions they believe need undertaken to accomplish the transition. District Legal Counsel Mark Dietz has not yet provided a draft interim agreement for the Steering Committee to consider.

SBFD Lt. Micah Mensch requested a meeting with Commissioners to present a proposed benefits package for SBFD personnel. Commissioners requested he email the proposal to them first, then it can be decided later when is an appropriate time for Commissioners to discuss and take action on the proposal.

Lt. Mensch has been compiling a list of questions SBFD personnel have submitted regarding ESD #2 becoming the District's emergency services provider. He has consulted with the Steering Committee and Chief Shofner to obtain answers to those questions. The Steering Committee and Chief Shofner granted permission for him to forward those answers to SBFD personnel.

ITEM 11: *Discuss and take action relative to adoption of Sam Bass Fire Dept.*

No action taken.

ITEM 12: *Discuss and take action regarding update of Strategic Plan.*

Assistant Chief Farris recommended keeping the vehicle replacement plan in place. Commissioners Strahan and Hunsberger will work with SBFD chiefs on any needed revisions to other parts of the Strategic Plan. Commissioner Nanninga requested Chief Shofner provide Commissioners with a list of the top five priorities to be included in the plan.

ITEM 13: *Review and take action regarding update of 2023 budget.*

No action taken. Wilson will send Commissioners the District's adopted budget for 2023 in an Excel spreadsheet format.

ITEM 14: *Discuss and take action regarding purchase of vehicles.*

Capt. Rogers stated he has discovered two stock fire engines being manufactured by Spartan for which there are no buyers in place. One will be ready in July, the other in August. Each can be purchased for \$745,000. With later outfitting, the total cost would be about \$800,000, a significant

savings over purchasing a customized engine. Capt. Rogers said such engine would fully meet the needs of SBF. Repair service would be handled out of San Marcos, Texas.

Commissioners discussed the advantages of purchasing one of those Spartan engines and having it serve as a replacement for Engine 2. The engine already on order from Pierce Manufacturing has been delayed until summer of 2024. It was determined that Pierce engine could then become the replacement for Engine 1 instead of for Engine 2 as originally planned. Purchasing a Spartan engine now and continuing with the Pierce purchase would enable the District to stay on schedule with the District's vehicle replacement plan. Capt. Rogers stated Spartan needs a letter of intent to reserve an engine for the District. Such letter would not require any financial obligation on the District's part unless and until an actual contract is signed.

Motion to authorize Commissioner Baltazor to send Spartan Manufacturing a letter of intent stating the District's willingness to purchase one of those stock engines.

Motion: Strahan Second: Hunsberger [Unanimous]

Capt. Rogers reported he is working with Pierce to get repairs to SBF. Truck 2 completed as quickly as possible, and that it should be August 2023 at the latest.

Capt. Rogers said he has continued to research availability of vehicles suitable for use by the SBF. Chief and Assistant Chief. He has found two Ford and two Chevy pickup trucks that can be purchased for less than \$50,000 each. Approximately \$5000 each would also be needed to outfit the vehicles. Commissioners discussed how the vehicles would be utilized. Capt. Rogers said the Chevy trucks are painted red, which matches the existing SBF. vehicle fleet, while the Ford trucks are painted white. The Chevy trucks come with a better warranty than the Ford trucks.

Motion to authorize SBF. to purchase two half-ton Chevy pickup trucks for official use by the SBF. Chief and Assistant Chief and outfit both with the total amount not to exceed \$120,000 using funds already provided to SBF. and to have both vehicles titled in the name of Williamson County ESD #2.

Motion: Baltazor Second: Nanninga [Unanimous]

ITEM 15: *Discuss potential agenda items, location, time and date(s) for future meeting(s). (3/16)*

Next regular meeting to be held March 23, 2023 beginning at 7:00pm at Sam Bass Fire Station 3.

Adjournment:

Motion to adjourn made at 8:46pm.

Motion: Strahan Second: Baltazor [Unanimous]

“I attest that all the above information is true and correct to the best of my knowledge.”

Submitted by Darryl Pool, Secretary, Williamson County ESD #2