

**WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2
MINUTES OF THE REGULAR MEETING – May 21, 2020**

The Williamson County Emergency Services District #2 held a regular meeting on May 21, 2020 at Sam Bass Fire Department Station 2, 16248 Great Oaks Drive, Round Rock, Texas and on-line at meet.google.com/zeu-kcvj-cot and by phone at 1-707-732-9386 or 1-888-465-5095.

Commissioners in Attendance:

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

Others in Attendance:

Sam Bass Fire Dept.: Chief David Kieschnick, Assistant Chief Keith Farris, Captain James Shofner, and Corby Bryan

Municipal Accounts & Consulting: Taylor Kolmodin and Tyler Wilson

Public: Robert Shugart

Meeting was called to order at 7:02pm by Commissioner Nanninga.

Pledge of Allegiance was led by Commissioner Nanninga.

Public Comment: Commissioner Pool noted the passing of Rick Birkman, husband of former Williamson County Precinct 1 Commissioner Lisa Birkman, on May 14, 2020. A memorial service will be held once the public is permitted to gather in large groups again.

Action items

ITEM 4: *Approve minutes of prior meeting(s).*

Motion to approve minutes of the regular meeting held April 16, 2020 and the special meeting held April 30, 2020 as presented.

Motion: Nanninga Second: Strahan [Unanimous]

ITEM 5: *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, monthly bills, and invoices. Commissioner Nanninga noted he had received a letter from Williamson Central Appraisal District which he will forward to other the Commissioners stating a settlement has been reached in the lawsuit with the Landing at Round Rock Apartments concerning tax years 2018 and 2019. Motion to approve reports as presented.

Motion: Baltazor Second: Hunsberger [Unanimous]

ITEM 6: *Discuss and take action relative to District Capitalization Schedules*

Kolmodin stated the Auditor's Management Letter notes a material weakness due to the District not having an outside source prepare a capitalization schedule. That note does not negatively impact District operations. MAC can provide regular capitalization schedule updates for an annual fee of around \$1000 to \$1500. Commissioners discussed whether the expense would be justified in terms of added transparency and usefulness in budget preparation. Kolmodin will report back at the next regular meeting as to the frequency with which MAC can provide the board with updated capitalization schedules, the fee for that service, and what information the District's Auditor has already compiled.

ITEM 7: *Discuss and take action relative to the district's Investment Policy*

Kolmodin stated the District's Investment Policy must be reviewed annually. Legal Counsel Mark Dietz has received the Investment Policy and has not made any comments. No changes are to be made from the prior year, so President Nanninga and Treasurer Hunsberger will sign the Policy.

ITEM 8: *Discuss, take any action relative to Local Sales and Use Tax*

No action taken. Commissioner Nanninga stated it would be beneficial to have the District's capitalization schedule prior to taking any action.

ITEM 9: *Discuss and take action relative to Purchase of Battalion One and necessary equipment.*

Chief Kieschnick last year requested a vehicle outfitted for use by three battalion chiefs be brought into service this year, and the District included \$100,000 for this purpose in the 2020 budget. Three individuals for this position have been hired and are currently filling staff vacancies. Their service has reduced overtime for other personnel. Chief Kieschnick stated a vehicle can be purchased and outfitted for just over \$91,000 and be ready for service in two to three months.

Commissioner Baltazor expressed concern over authorizing this expenditure prior to obtaining a District capitalization schedule. Commissioner Strahan expressed concern over effects the COVID-19 situation will have on District revenue.

Motion made to authorize purchase and outfitting of a vehicle for use by SBF D battalion chiefs.

Motion: Nanninga Second: Pool [Motion passed]

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

ITEM 10: *Review & take action relative to Filing 2019 Annual Report & Management Letter.*

Commissioner Nanninga will send the District's 2019 Annual Report directly to the Williamson County Auditor and Precinct 1 County Commissioner.

ITEM 11: *Receive monthly report from Sam Bass Fire Department regarding operations, including but not limited to: A) Total number of calls, B) Training, C) Fire Marshall Activities, D) Breakdown of activities and E) Information of any major incidents.*

Chief Kieschnick presented the incident report data for April, 2020. Two SBF D members have been quarantined due to COVID-19 exposure, otherwise SBF D is not encountering any significant difficulties in dealing with the pandemic.

ITEM 12: *Discuss and take any action relative to operations, as may be needed following above report.*

No action needed.

ITEM 13: *Discuss potential agenda items, time and date for future business meetings. (6/18/2020).*

Next regular meeting to be held on June 18, 2020 beginning at 7:00pm at Sam Bass Fire Station #2.

Adjournment:

Motion to adjourn made at 8:31pm.

Motion: Nanninga Second: Strahan [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