

**WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2
MINUTES OF THE REGULAR MEETING – October 21, 2021**

The Williamson County Emergency Services District #2 held a regular meeting on October 21, 2021 at Sam Bass Fire Department Station #2, 16248 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.: Chief David Kieschnick and Assistant Chief Keith Farris (both in person).
Municipal Accounts & Consulting: Taylor Kolmodin (in person).
Public: none present in person or on-line.

Meeting called to order at 7:03pm 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: *Approve minutes of prior meeting(s).*

Motion to approve minutes of regular meeting held September 23, 2021 as presented.

Motion: Hunsberger Second: Nanninga [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.*

Kolmodin presented the District's monthly financial statements, bills, and invoices for September 2021.

In response to inquiry at the District's September meeting, Kolmodin notified Commissioners prior to this meeting that the loan contract with Frost Bank for purchase of Engine #3 does impose a pre-payment penalty for early loan retirement. Commissioner Baltazor recommended paying off the loan early as the pre-payment penalty would be significantly less than paying interest on the loan for the remainder of its term. Commissioners and Kolmodin discussed the District's upcoming cash needs and considered options as to when making an early loan retirement would be safe enough to protect the District's upcoming financial obligations. Discussion postponed until later in the meeting.

Motion to approve MAC reports as presented.

Motion: Nanninga Second: Hunsberger [Unanimous]

ITEM 6: *Review bookkeeper's report from M.A.&C. pursuant to Sam Bass Fire Dept.*

Kolmodin presented SBFDD's monthly financial statements, bills, and invoices for September 2021.

ITEM 7: *Discuss and take action relative to draft version of Vehicle Planning Guide.*

Commissioner Baltazor presented extensive work he has performed on developing a 10-year replacement plan for District vehicles. The goal is to space out replacement of vehicles timewise so major expenditures will not occur close to one another. The draft plan assumes a 3% annual increase in expenditures and a 5% annual increase in revenue. Chief Kieschnick noted that, in addition to vehicles listed, the District's Fire Marshall will need a vehicle capable of carrying testing equipment. Commissioner Baltazor will send the draft plan to the other Commissioners and to SBFD for review.

ITEM 8: *Discuss and take action relative to vehicle ownership.*

Commissioner Nanninga has been working with Chief Kieschnick to determine ownership of all vehicles in SBFD's possession. The District will spend money on repair or refurbishment of vehicles only if owned by the District. Chief Kieschnick identified three low-cost vehicles in SBFD's possession where ownership could not be determined. Those vehicles likely were purchased prior to establishment of ESD #2.

Discussion continued from earlier in the meeting on whether to retire the loan used to purchase Engine #3 within the next few months.

Motion to redeem one Certificate of Deposit immediately, have MAC work with Frost Bank to prepare all necessary details for a payoff of the loan at the date of the next District regular meeting, and set an agenda item for that meeting to decide whether to pay off the loan on that date.

Motion: Baltazor Second: Pool [Unanimous]

ITEM 9: *Discuss and take action relative to establishing a sales and use tax and tax rate.*

Commissioners continued discussion from the District's last regular meeting of the idea of holding an election to request voter approval of a sales and use tax in the amount of 2% with proceeds going to the District. Chief Kieschnick said the current price of a fire engine is around \$836,000, a ladder truck is about \$1.6 million, and the manufacturer is estimating 3% annual price increases.

In response to a question raised at the last meeting, Chief Kieschnick stated the 2010 census data showed 26,884 residents in the District. The 2020 census is not complete, but the current estimated population is 30,840. The estimate projection for 2021 is 32,424.

Commissioner Baltazor clarified that at the last meeting he had not intended to request any sales tax revenue be earmarked for specific future needs, but rather that a long-term strategic plan be established which would list upcoming major expenditures. Such information could be used to demonstrate to the public why the District is requesting implementation of a sales and use tax.

ITEM 10: *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 SBFD incident report data and activities for September 2021 plus comparison to prior years. He noted Williamson County EMS plans to restore ambulance service based in SBFD Station #2 in January 2022.

ITEM 11: *Discuss and take any action relative to Sam Bass F. D. operations, as may be needed following the above report.*

No action needed.

ITEM 12: *Discuss potential agenda items, time and date(s) for future business meetings. (11/18/2021)*

Next regular meeting to be held November 18, 2021 beginning at 7:00pm at Sam Bass
Fire Station #2.

Adjournment:

Motion to adjourn made at 8:45pm. 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