

**WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2
MINUTES OF THE REGULAR MEETING – September 15, 2022**

The Williamson County Emergency Services District #2 held a regular meeting on September 15, 2022 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 and Darryl Pool.

Commissioners present on-line: Russell Strahan and Jordan Baltazor.

Others in Attendance:

Sam Bass Fire Dept.: Assistant Chief Keith Farris, and Lt. Corby Bryan (both in person).

Municipal Accounts & Consulting: Taylor Kolmodin and Tyler Wilson (both in person).

Public: none present in person nor on-line.

Meeting called to order at 7:01pm by Commissioner Nanninga. A quorum was present.

Pledge of Allegiance led by Commissioner Nanninga.

Public Comment: No member of the public requested to speak in person nor on-line.

Action items

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, bills, and invoices for August 2022. He stated there was nothing out of the ordinary to report.

Motion to approve MAC reports as presented.

Motion: Nanninga Second: Pool [Unanimous]

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

Kolmodin presented SBFD's monthly financial statements, bills, and invoices for August 2022. She stated there was nothing out of the ordinary to report.

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

Motion to approve minutes of regular meeting held August 25, 2022 as presented.

Motion: Nanninga Second: Baltazor [Unanimous]

ITEM 7: *Receive monthly report from Sam Bass Fire Department.*

Lt. Bryan presented SBFD incident report data and activities for August 2022 plus comparison to prior years. SBFD assistance in responding to some out-of-district calls increased the average response time. Lt. Bryan noticed his page titled "Calls by Type" accidentally listed the year-to-date total of calls, not the calls for August. He will send a corrected version to Commissioners.

SBFD responded to one structure fire caused by lightning striking the roof. The house incurred only roof and attic damage from the fire due to the residents being home and reporting the incidence quickly. Firefighters were able to extinguish the fire with

minimal damage to the residence.

In response to Commissioners' request at June meeting, Lt. Bryan investigated the reported significant increase in medical emergency calls in May. He determined that of those calls, a higher number than usual had been cancelled before SBF D arrived on the scene.

In response to Commissioners' request at August meeting, Lt. Bryan changed the pages titled "Needs From Our Community" and "Primary Actions by SBF D" from percentages to charts listing the specific numbers of incidents. He also provided a glossary providing definitions of the codes on those two pages.

ITEM 8: *Discussion of further amendments to monthly reports.*

Commissioner Pool questioned the value to Commissioners of having Lt. Bryan spend time compiling figures for the new "Needs from Our community" page given that a number of those calls are cancelled or their nature changed based on receiving later information. The accurate information as to incident type is reported on the new "Primary Actions by SBF D" page. Commissioner Baltazor questioned whether it would be possible to include cancelled calls in incident reports but separate them from calls actually completed. Chief Farris explained that calls cancelled before SBF D personnel leave a station are recorded differently than calls cancelled while in route. Even a call that is cancelled entails some initial response from SBF D personnel.

Commissioner Baltazor and Lt. Bryan will meet prior to the next District meeting to discuss how to factor cancelled calls into SBF D's monthly reports.

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

The Station 1 roof repair estimate is complete. New insulation will be needed for the HVAC system to work properly. The general contractor will meet with subcontractors tomorrow to discuss needed repairs.

When dispatched to a structure fire, an Engine 2 compartment door was accidentally left open which resulted in damage to that door and to the Station 2 bay door. Repair estimates total about \$25,000 which will be covered by insurance. SBF D will be charged for the \$1000 deductible. Engine 2 will be taken to Manor TX for repair on October 10. SBF D has received two partial insurance payments.

ITEM 10: *Review and take action in preparation of 2023 Budget.*

Commissioner Nanninga recommended reviewing the District's 2023 budget in December or January. This agenda item will be retained on meeting agendas until then.

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 meeting. (10/20)*

Next regular meeting to be held October 20, 2022 beginning at 7:00pm at Sam Bass Fire Station #2.

Adjournment:

Motion to adjourn made at 8:03pm.

Motion: Strahan Second: Nanninga [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