

**WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2  
MINUTES OF THE REGULAR MEETING – April 22, 2021**

The Williamson County Emergency Services District #2 held a regular meeting on April 22, 2021 Sam Bass Fire Department Station 2, 16248 Great Oaks Drive, Round Rock, Texas and on-line at <https://global.gotomeeting.com/join/684952557> and by phone at 1-571-317-3116 or 1-866-899-4679.

**Commissioners in Attendance:**

Commissioners present in person: Thom Nanninga, Jordan Baltazor, and Darryl Pool.  
Commissioner present on-line: Russell Strahan.

**Others in Attendance:**

Sam Bass Fire Dept.: Chief David Kieschnick, Assistant Chief Keith Farris, Battalion Chief Justin Whitaker, and Corby Bryan (all in person).

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

Public: none present in person or on-line.

Meeting called to order at 7:04pm by Commissioner Nanninga.

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 March 18, 2021 as presented.

Motion: Nanninga    Second: Baltazor    [Unanimous]

ITEM 5: *Discuss and take action relative to presentation of 2020 Audit.*

Commissioner Nanninga stated the auditor needs additional time to complete the report. The auditor yesterday asked Chief Kieschnick for additional information regarding Sbfd activities. The audit document should be available for Commissioners to review prior to the next regular meeting and action can be taken at that meeting to accept the findings and to approve submission to the Williamson County Commissioners Court and County Auditor.

ITEM 6: *Discuss and take action relative to Contract with Sam Bass Fire Department.*

Commissioner Nanninga stated there is no information to report.

ITEM 7: *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. The April monthly payment to SBFD is being withheld to reduce the excess funds SBFD has in its account. Wilson listed three additional invoices to be paid for which documentation was not included in this report. He will send those three invoices to Commissioners tomorrow. Commissioner Pool noted an error in the Director's fees of office request he submitted. The board meeting date of "02/25/20" should have read "02/25/21."

Motion to approve reports as amended.

Motion: Baltazor    Second: Nanninga    [Unanimous]

ITEM 8: *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.*

Corby Bryan and Chief Kieschnick presented SBFD incident report data and activities for March 2021 plus comparison to prior years. Bryan has incorporated requests made by Commissioners at the District's February and March meetings into the reports. Commissioner Baltazor requested the chart showing response time trends be separated to also show response times per each type of incident. Commissioners commended SBFD on significant improvements in reporting and agreed the data is now more easily understandable and provides a good overview of changes over significant time periods.

The battalion chiefs' vehicle has arrived. It will initially be positioned at Station 3. The effectiveness of that location will be evaluated over time.

ITEM 9: *Discuss and take any action relative to operations, as may be needed following the above report.*

No action needed.

ITEM 10: *Discuss potential agenda items, time and date(s) for future business meetings. (5/20/2021).*

Next regular meeting to be held May 20, 2021 beginning at 7:00pm at Sam Bass Fire Station #2.

**Adjournment:**

Motion to adjourn made at 8:02pm.

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