

**WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2
MINUTES OF THE REGULAR MEETING – April 16, 2020**

The Williamson County Emergency Services District #2 held a regular meeting on April 16, 2020 at Sam Bass Fire Department Station 2, 16248 Great Oaks Drive, Round Rock, Texas and on-line at meet.google.com/kfz-tqcb-xyi

Commissioners in Attendance:

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

Others in Attendance:

Sam Bass Fire Dept.: Chief David Kieschnick & Corby Bryan

Municipal Accounts & Consulting: Tyler Wilson

Public: None present in person or on-line.

Meeting was called to order at 7:20pm by Commissioner Nanninga.

Pledge of Allegiance was led by Commissioner Nanninga.

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

Action items

ITEM 4: *Approve minutes of prior meeting.*

Motion to approve minutes of the regular meeting held on March 26, 2020 as presented.

Motion: Strahan Second: Hunsberger [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.

MAC addressed inquires on Checks 3555 and 3556 - First Citizen's Bank and Williamson County Radio Fees. MAC indicated there was a purchase of 6 Month certificate of Deposit. Station 3 expenditures will be kept on the report until the completion of the fence currently under construction.

Motion to approve reports as presented.

Motion: Hunsberger Second: Nanninga [Unanimous]

ITEM 6: *Discuss, take any action relative to Local Sales and Use Tax Report.*

Commissioners agreed there was no action to be taken on the Local Sales and Use Tax Report.

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

Commissioners agreed the Investment Policy should be reviewed by ESD counsel. President Nanninga and Commissioner Hunsberger to discuss with MAC an updated Policy as well as execution of timing of investments. President Nanninga requested postponement of approval of current policy until this review could take place. No opposition

ITEM 8: *Discuss and take action relative to District's web site.*

Financial Reporting and video meeting are available for public use. Corby will place recording next to meeting minutes.

ITEM 9: *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 reported the final incident report data for March 2020. Overall Call volume has decreased as a result of only being dispatched to Tier 1 calls.

Chief Kieschnick detailed the level of PPE supplies. Sam Bass FD has sufficient supplies and haven't run out of anything yet. Asst. Chief Farris recently acquired supplies from the state available resources. Sbfd acquired two insect foggers and have repurposed them with disinfectant supplies to clean trucks and equipment.

Current state of operations is continuing to ramp up response to COVID-19 and planning for return to a new normal are still to be determined.

Commissioners reviewed construction photos and received an update of the fence along Station's #3's rear property line.

ITEM 10: *Discuss and take any action relative to operations, as may be needed following above report.*

Attorney John Carlton has advised that ESD Presidents have legal authority to declare an emergency for a period of seven days. President Nanninga stated he will monitor situation and use that authority in the future only if needed.

ITEM 11: *Discuss potential agenda items, time and date for future business meetings. (5/21/2020).*

Special meeting to be held within the next two weeks dependent on Auditor schedule. ESD external auditor will present Annual Audit.

Next regular meeting to be held on May 21, 2020 beginning at 7:00pm at Sam Bass Fire Station #2 and online.

Adjournment:

Motion to adjourn made at 8:03pm.

Motion: Strahan Second: Hunsberger [Unanimous]

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

Submitted by Jordan Baltazor, Assistant Secretary/Treasurer, Williamson County ESD #2