

**WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2  
MINUTES OF THE REGULAR MEETING – March 26, 2020**

The Williamson County Emergency Services District #2 held a regular meeting on March 26, 2020 at Sam Bass Fire Department Station 2, 16248 Great Oaks Drive, Round Rock, Texas and on-line at [meet.google.com/hmf-pdns-dsc](https://meet.google.com/hmf-pdns-dsc).

**Commissioners in Attendance:**

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

**Others in Attendance:**

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

Municipal Accounts & Consulting: Tyler Wilson

Public: None present in person or on-line.

Meeting was called to order at 7:08pm by Commissioner Nanninga.

Pledge of Allegiance was led by Commissioner Strahan.

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 February 27, 2020 as presented.

Motion: Baltazor    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. MAC waited to receive the bulk of the District's 2019 property tax proceeds before investing those funds in a laddered system of certificates of deposit. The sudden nation-wide decrease in certificate of deposit interest rates will result in the District receiving lower interest revenue than expected. Motion to approve reports as presented.

Motion: Strahan    Second: Nanninga    [Unanimous]

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

The May 2, 2020 uniform election date in Williamson County has been cancelled due to COVID-19. Local entities with elections set for that date have been re-scheduled for inclusion in the November 3, 2020 general election.

Commissioners discussed the likelihood that local governmental entities will see a decline in property tax revenue next year compared to this year, and that they will likely experience an even greater percentage decrease in sales tax revenue.

Commissioners agreed that, with the current situation being so uncertain, it would be best to take no action, to monitor the situation, and keep this item on future meeting agendas.

**ITEM 7a:** *Review take action regarding District Digital Record Keeping.*

Audio and video recordings of the District's on-line meetings must be preserved. Commissioner Baltazor recommended retaining copies on Google Drive.

Williamson County has a Stay Home Stay Safe order in place. Commissioners agreed it is not the proper time to meet in person to digitize records. This item will be kept on future meeting agendas.

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

Wilson will send the Investment Policy once received to be signed by the District's President and Treasurer. Commissioner Nanninga questioned whether the policy needs to be signed annually or whether it remains in force until amended or cancelled. The policy will be reviewed to determine which is correct. Commissioner Baltazor requested he also receive a copy of the policy.

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

Commissioner Baltazor noted the District's approved financial statements and invoices need to be posted on the District's website. Bryan said he would post them in a few 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 February had just been received from the county today providing insufficient time to prepare a report for this meeting.

Chief Kieschnick detailed the extensive health safety measures being undertaken by SBFD to protect their personnel and the public they encounter from COVID-19. One SBFD employee is under quarantine. Chief Kieschnick and Assistant Chief Farris participate in daily conference calls with Williamson County emergency operations regarding COVID-19. The county 911 system is experiencing a reduction in normal call volume. SBFD is not encountering any significant cost increases due to recent changes in operations.

Construction of the fence along Station's #3's rear property line began this afternoon.

**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 8 continuation:** Bryan reported the District's approved financial statements and invoices have now been posted on-line.

**ITEM 11:** *Discuss potential agenda items, time and date for future business meetings. (4/16/2020).*

Next regular meeting to be held on April 16, 2020 beginning at 7:00pm at Sam Bass Fire Station #2.

**Adjournment:**

Motion to adjourn made at 7:55pm.

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