

**WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2
MINUTES OF THE REGULAR MEETING – April 20, 2023**

The Williamson County Emergency Services District #2 held a regular meeting on April 20, 2023 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: Jordan Baltazor, Russell Strahan, Darryl Pool, and Thom Nanninga.
Absent: Tim Hunsberger

Meeting called to order at 7:00pm by Commissioner Baltazor. A quorum was present.

Pledge of Allegiance led by Commissioner Baltazor.

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 23, 2023 as presented.

Motion: Nanninga Second: Baltazor [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.*

Municipal Accounts & Consulting representative Taylor Kolmodin [appearing on-line] presented the District's monthly financial statements, bills, and invoices for March 2023. She stated there was nothing out of the ordinary to report. Commissioner Nanninga inquired as to whether the District's depreciation schedule had been updated for this year. Kolmodin stated that schedule is updated annually and was updated at the end of December 2022.

Motion to approve MAC reports as presented.

Motion: Baltazor Second: Nanninga [Unanimous]

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

Kolmodin presented SBFD's monthly financial statements, bills, and invoices for March 2023. She stated there was nothing out of the ordinary to report.

ITEM 7: *Review and take action relative to Annual Audit presented by McCall Gibson Swedlund Barfoot PLLC.*

McCall Gibson Swedlund Barfoot PLLC audit manager Nancy Olson presented the results of MGSB's audit of the District's 2022 financial records. The audit resulted in the District receiving an unmodified opinion, the best opinion that can be given. No issues need be addressed.

Motion to accept the 2022 District audit.

Motion: Baltazor Second: Strahan [Unanimous]

A copy of the audit will be forwarded to Williamson County Precinct 3 Commissioner Valerie Covey and to the Williamson County Auditor. Olson presented the Board Representation Letter which the four Commissioners present signed.

ITEM 8: *Review and Take action relative to public identification during public comment.*

Commissioner Pool stated that he had become aware identification is not currently required for members of the public who seek to address the board. The Texas Open Meetings Act permits a governmental body to adopt reasonable rules regarding the public's right to address the body. Commissioners discussed whether identification should be required and, if so, what form a verbal or written identification should take.

Motion to require members of the public who want to address the board be required to legibly print their name on a sheet maintained by the Secretary prior to call to order of the meeting.

Motion: Baltazor Second: Pool [Unanimous]

Secretary Pool will prepare a sheet to be used at future meetings for members of the public to enter their names if they want to address the board.

ITEM 9: *Receive monthly operations report from Sam Bass Fire Department.*

SBFD Lt. Corby Bryan presented SBFD incident report data and activities for March 2023 plus comparison to prior years. He reported SBFD has responded to a significant increase in calls each month this calendar year compared to the corresponding month last year, but that response times have remained steady.

Commissioner Nanninga asked if quarterly summary reports could be produced similar to the annual incident data report. Lt. Bryan said he should be able to compile such reports.

ITEM 11: *Review and take action relative to purchase of replacement for Engine 1.*

Chief Shofner said Spartan needs a letter from the District committing to purchase the engine under construction for which the board gave authorization at its March 2023 meeting. Spartan will give the District 30 days to provide a commitment letter. The engine should be ready for delivery in November 2023.

Motion to authorize President Baltazor to send Spartan a letter committing to purchase the engine.

Motion: Strahan Second: Nanninga [Unanimous]

ITEM 10: *Receive update on Community Outreach Program at Sam Bass Fire Department.*

SBFD Battalion Chief & Acting Assistant Chief Amber Jordan reported on various SBFD community outreach efforts. SBFD hosted an open house on 4/6/23 and a town hall the same day to report on their activities over the past year. Some SBFD personnel visited the Williamson County Regional Animal Shelter on 4/13/23 to have photos made with shelter animals with a focus on promoting adoption of older dogs.

ITEM 12: *Receive update on the status of Engine 2 replacement.*

Chief Shofner stated the updated projected date for SBFD to take possession of a new Engine 2 is August 2024.

ITEM 13: *Receive update on divestiture of vehicles from Sam Bass FD.*

SBFD Capt. Jared Rogers gave an update on the sale of the 1994 Ford F250 and 1996 GMC trucks as authorized at the March 2023 District meeting. He said both vehicles have been on the Public Surplus auction website for seven days with another seven days remaining before bidding closes. Bidding on the Ford has already surpassed the minimum bid. The GMC truck has not reached the minimum bid yet, but Capt. Rogers said there have been numerous inquiries about the vehicle

and that bidding is usually the most active in the final hours of an auction. If the minimum bid is not met, the seller has the option to accept the final bid.

ITEM 14: *Receive update on Maintenance and Repairs of Stations 1 & 2.*

Commissioner Strahan reported Spenser-Pierce Architects+Interiors, Inc. does not seem interested in contracting to produce plans for repairs at SBFD Stations 1 and 2. Capt. Rogers recommended doing repairs in incremental stages. He stated there are no serious repair issues at Station 1, mostly some plumbing fixture issues due to age. Commissioner Strahan and Capt. Rogers will compile a list of repairs needed at both stations.

ITEM 15: *Receive update on benefit enhancements for Sam Bass Fire Department.*

SBFD Lt. Micah Mensch presented proposed cost amounts for pay raises, paid vacation time, and paid sick leave benefits for SBFD personnel. The figures, totaling almost \$83,000/month, would be through the end of 2023 if implemented 4/22/23. Lt. Mensch recommended waiting to consider enhanced retirement benefits until SBFD is adopted by ESD #2 as additional options will be available under that structure. He stated such benefit enhancements, while still placing SBFD a little below many other area departments, would make SBFD competitive in recruiting new personnel. *[This agenda item allowed for discussion only.]*

ITEM 16: *Receive and take action relative to report from the Steering Committee regarding adopting Sam Bass FD.*

Lt. Mensch reported the Steering Committee met on 4/7/23 and is continuing to work through issues for adoption of SBFD by ESD #2. With the retirement of SBFD Assistant Chief Keith Farris, the Steering Committee is now composed of Commissioners Baltazor and Nanninga plus Lt. Mensch and Ross Hendrickson with SBFD.

ITEM 17: *Receive and take action relative to the report from Strategic Planning Committee regarding revised strategic plan.*

Commissioner Strahan reported some amendments have been made to the District's 2023-2027 Strategic Plan, but work is still in progress. Commissioner Baltazor stressed the completed plan needs to be presented for consideration soon as it will impact several subjects currently under discussion by the board.

ITEM 18: *Discuss potential agenda items, location, time and date(s) for future business meeting. (5/18/2023)*

Chief Shofner requested the next meeting agenda include discussion and action on benefit enhancements for Sam Bass Fire Department personnel. Next regular meeting to be held May 18, 2023 beginning at 7:00pm at Sam Bass Fire Station 2.

Adjournment:

Motion to adjourn made at 8:27pm.

Motion: Strahan Second: Pool [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