

**WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2
MINUTES OF THE REGULAR MEETING – January 19, 2023**

The Williamson County Emergency Services District #2 held a regular meeting on January 19, 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: Thom Nanninga, Tim Hunsberger, Jordan Baltazor, and Darryl Pool.
Commissioner present on-line: Russell Strahan.

Others in Attendance:

Sam Bass Fire Dept.: Chief James Shofner and Assistant Chief Keith Farris; Battalion Chiefs Justin Whitaker, Amber Jordan; and Captain Jerad Rogers and Lt. Corby Bryan (all in person).
Municipal Accounts & Consulting: Tyler Wilson (in person).
Public (in person): Valerie Covey, Tony Avela, Kyle Faulkner, Ross Hendrickson, Kevin Maruscak, Micah Mensch, William Prescott, Justin Redkey, and Robert Sherwood.
Public (on-Line): Kellin Babbs, Benjamin Coates, Brice Estraso, Tony Guillot, Bryan Kirking, Dylan Milstead, and Michael Schultz.

Meeting called to order at 7:02pm by Commissioner Nanninga. A quorum was present.

Pledge of Allegiance led by Chief Farris.

Public Comment: Valerie Covey, Williamson County Commissioner Precinct 3, introduced herself and spoke about how she had represented the ESD #2 area when she first became county Commissioner in 2006. The 2011 redistricting placed the District in Precinct 1, but the 2021 redistricting returned it to Precinct 3. Covey noted extension of Wyoming Springs Drive and expansion of Sam Bass Road will begin soon aimed at relieving traffic congestion. Covey said she would like to host a meeting to learn more about issues affecting the District and SBFD.

Action items

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

Motion to approve minutes of regular meetings held November 28, 2022 and January 10, 2023 as presented.

Motion: Strahan Second: Baltazor

In favor: Nanninga, Strahan, Hunsberger, Baltazor Opposed: none Abstain: Pool

The minutes of 11/17/22 under public attendees had misspelled the name of Shawn Reichert but having the first letter of his last name begin with a “B” instead of an “R”. The minutes of 12/15/22 had the heading date printed as “December 15 20, 2022” rather than the correct date of “December 15, 2022”.

Motion to approve minutes of regular meetings held November 17 and December 15, 2022 as amended.

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

Motion to approve MAC reports as presented.

Motion: Nanninga Second: Hunsberger [Unanimous]

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

Wilson presented SBFDD's monthly financial statements, bills, and invoices for December 2022. He stated there was nothing out of the ordinary to report.

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

Lt. Bryan presented SBFDD incident report data and activities for December 2022 plus comparison to prior years. He stated there was nothing out of the ordinary to report for December. Lt. Bryan also presented an annual summary of the data for 2022.

Commissioner Nanninga praised the work of SBFDD and recommended posting an abbreviated version of the 2022 data on the District website. Chief Farris said he has examples from other fire departments that can be used as a guide. Lt. Bryan will work on producing that report.

ITEM 8: *Discussion and take action relative Maintenance and Repairs of Stations 1 & 2.*

Commissioner Strahan reported he and Capt. Rogers did a 3-hour walk through of Station 1. Strahan believes the station does need repairs in several areas, but they are not structural in nature. He will prepare a list of issues needing attention and email that to Commissioners.

Capt. Rogers stated internet upgrades are already being performed at Station 1. He believes it is time to replace various furnishings. He recommended improvements to different areas be done in stages so that personnel can continue their work there without being temporarily assigned to a different station. He believes refurbishment of the kitchen to be the top priority.

Capt. Rogers said the main need at Station 2 is to address drainage issues at the front of the property. He said if water drainage is not improved soon, that issue will result in expensive repair to the Driveway being needed in the near future. He said he would like to see the kitchen refurbished after the drainage issue is handled.

Commissioner Nanninga suggested holding board meetings at the different stations so Commissioners can be more familiar with their conditions. Commissioner Strahan and Capt. Rogers agreed the conference room at Station 1 would be suitable for such a meeting. Capt. Rogers said Station 3 does not have video internet service.

Motion to authorize Capt. Rogers to move forward and to oversee needed repairs at Station 1.

Motion: Nanninga Second: Baltazor [Unanimous]

Motion to authorize Capt. Rogers to obtain an engineer's report on the best method of addressing Station 2 drainage issue.

Motion: Nanninga Second: Hunsberger [Unanimous]

ITEM 9: *Receive report from Steering Committee regarding adopting Sam Bass FD.*

No meeting has yet been held. Committee members set a meeting for January 26, 2023 to begin 7:00pm at Station 3. Commissioner Nanninga will contact Legal Counsel Mark Dietz to see if the draft interim agreement can be prepared in time for presentation at the meeting.

ITEM 10: *Discussion and take action relative to adoption of Sam Bass Fire Dept.*

No action taken.

ITEM 11: *Review and take action regarding update of 2023 budget.*

No action taken.

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

Capt. Rogers requested returning to Item 7. He reported that truck 2 is in for repairs which is estimated to take 60 to 120 days. He is considering reconfiguring the truck instead to bring it back into service sooner and at a lower cost.

Some participants entered into a discussion of purchasing new vehicles for SBFD, a subject not on the agenda. Commissioner Nanninga ended that discussion and turned to agenda item 12.

ITEM 12: *Discuss potential agenda items, location, time and date(s) for future meeting(s). (2/16)*

Next regular meeting to be held February 16, 2023 beginning at 7:00pm at Sam Bass Fire Station 1. Commissioner Nanninga encouraged everyone to review the District's 2023-2027 Strategic Plan which is posted on the District website and which was developed in cooperation with SBFD and met with their approval.

Adjournment:

Motion to adjourn made at 8:37pm.

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