

**WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2
MINUTES OF THE REGULAR MEETING – February 25, 2021**

The Williamson County Emergency Services District #2 held a regular meeting on February 25, 2021 at 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, Darryl Pool.
Commissioners present on-line: Russell Strahan, Tim Hunsberger.

Others in Attendance:

Sam Bass Fire Dept.: Chief David Kieschnick, Assistant Chief Keith Farris (both in person) and Corby Bryan (on-line).
Municipal Accounts & Consulting: Taylor Kolmodin and Tyler Wilson (in person).
Legal Counsel: Mark Dietz (on-line).
Public: none present in person or on-line.

Meeting called to order at 7:06pm 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 January 28, 2021 and executive meeting held February 11, 2021 as presented.

Motion: Strahan Second: Baltazor [Unanimous]

ITEM 5: *Discuss and take action relative to Contract with Sam Bass Fire Department.*

Commissioner Nanninga raised concerns regarding SBFD 2021 budget and 2020 audit. Kolmodin and Chief Kieschnick addressed the reasons for the amount of cash reserves being retained by SBFD. Chief Kieschnick stated a SBFD financial report will be presented to Commissioners monthly. Dietz advised Commissioners to give SBFD clear directions as to what information they want provided and to put any concerns in writing. He stated it would be reasonable to expect any questions could be answered by SBFD within 90 days. Dietz stated that should there be a termination of the contract between the District and SBFD, any funds in SBFD accounts would be retained by SBFD. Chief Kieschnick said he would like SBFD to have two to three months of cash in reserve. Commissioner Nanninga proposed a two-month fund reserve for SBFD, thereby allowing the District to place more funds into interest bearing CDs.

Commissioner Nanninga asked for volunteers to work with him on studying the pros and cons of having the District become its own emergency services provider. Commissioner Baltazor volunteered to assist with the study.

Dietz exited meeting at 7:40pm.

ITEM 6: *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. A page listing the District's current certificate of deposit investment rates and annual interest revenue is now being included as requested by Commissioners. Commissioner Baltazor requested that page on future reports include the average yield for all CDs in total.

Commissioners requested MAC align the amounts shown on the Cash Flow Forecast and Cash Flow Projections pages.

Commissioner Baltazor requested MAC itemize the District's outstanding debt on the District Debt Service page.

Motion to withhold this month's payment to SBFD as their audit shows SBFD has substantially more cash reserves than realized by Commissioners.

Motion: Nanninga Second: Pool [Unanimous]

Motion to approve reports as amended by previous motion.

Motion: Nanninga Second: Baltazor [Unanimous]

ITEM 7: *Discuss and take action relative to Replacement or Refurbishment of fire apparatus.*

Motion to table agenda item until SBFD comes into compliance with their contract with the District.

Motion: Baltazor Second: Strahan [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.*

Chief Kieschnick presented SBFD incident report data and activities for January 2021. Corby Bryan and Chief Kieschnick presented a summary of incident data for several past years in response to Commissioners' requests to receive regular long-term comparative reports. They will continue to compile additional data and refine its presentation format. Commissioners commended both for their progress at meeting Commissioners' requests. Future reports are to be sent to Commissioners seven to ten days in advance of District's regular meetings.

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

No action needed.

ITEM 10: *Discuss potential agenda items, time and date(s) for future business meetings. (3/18/2021).*

Next regular meeting to be held on March 18, 2021 beginning at 7:00pm at Sam Bass Fire Station #2.

Adjournment:

Motion to adjourn made at 8:45pm.

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