

**WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2
MINUTES OF THE REGULAR MEETING – November 17, 2022**

The Williamson County Emergency Services District #2 held a regular meeting on November 17, 2022 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.: Assistant Chief Keith Farris; Battalion Chiefs Justin Whitaker, Amber Jordan, James Shofner (all in person); and Lt. Corby Bryan (on-line).

Municipal Accounts & Consulting: Tyler Wilson (in person).

Quade Construction, LLC: Matt Quade (in person).

Public: Micah Mensch, Shawn Beichert, William Prescott, David Hartman, Brice Estraso, Jerad Rogers, Bernard Abarro, Garrett Kraus, Kellin Babbs, and Ross Hendrickson (all in person).

Commissioner Nanninga introduced board members. Members of the public introduced themselves.

Meeting called to order at 7:01pm by Commissioner Nanninga. A quorum was present.

Pledge of Allegiance led by Chief Farris.

Public Comment: No member of the public in person or on-line requested to speak at this time.

Action items

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

Motion to approve minutes of regular meeting held October 20, 2022 as presented.

Motion: Hunsberger 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.*

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

ITEM 7: *Discussion and take action relative Maintenance and Repairs of Stations 1 & 2.*

General contractor Matt Quade reported on the status of repairs at Station 1. He had contracted to repair the roof by sealing the existing roof and then installing a separate roof above. That work has been paused until a new contract is executed with the District. Commissioner Strahan expressed concern that the repair method proposed may not provide sufficient long-term protection. He recommended taking time to consult a roofing company to consider other methods before proceeding. It was noted inclement weather during the winter could pose complications for habitability of Station 1 if roof repair is not completed soon.

Motion to authorize general contractor to proceed with repair of Station 1 roof in the manner as originally planned.

Motion: Nanninga Second: Hunsberger

In favor: Nanninga, Hunsberger Opposed: Strahan, Pool, Baltazor

Commissioner Nanninga asked Commissioner Strahan if he would be willing to act on behalf of the Board to determine and approve the best method of repairing the roof on Station 1, but he declined. Quade said the roofing company is willing to hold the materials and resume repairs if a decision can be reached within a few weeks. Commissioner Nanninga said SBFD personnel could work out of Station 3 if Station 1 is not habitable. Chief Shofner stated he had read the mold report and believes Station 1 is habitable regarding health concerns. Commissioner Strahan will review roof repair proposals at his earliest convenience. The Board will act on authorizing a specific roof repair method at its next regular meeting or earlier at a special meeting depending on when sufficient information to make a decision is obtained.

ITEM 8: *Receive monthly report from Sam Bass Fire Department.*

Lt. Bryan presented SBFD incident report data and activities for October 2022 plus comparison to prior years. He stated there was nothing out of the ordinary to report.

ITEM 9: *Receive report from Sam Bass Fire Department, regarding Employee Statistics.*

Chief Whitaker on behalf of the battalion chiefs presented a report on staffing of SBFD and comparison to some other fire departments in the Williamson County. He identified several areas which cause SBFD to fall short of other departments in retaining personnel and noted an over-reliance on part-time personnel. He stated he had provided former Chief Kieschnick with proposed budget supplement figures to help correct those deficiencies, but nothing had been done with those proposals. It was also noted that there is a high level of satisfaction regarding work conditions at SBFD outside of the financial concerns noted, especially among full-time personnel.

Commissioner Baltazor requested commissioners be provided with budget proposals to meet longevity and retention needs divided into three ranges from low to medium to a high level of funding.

ITEM 10: *Discussion relative to contract with Sam Bass Fire Dept. (Executive Session, if elected)*

Motion for Commissioners to discuss District's contract with SBFD in executive session.

Motion: Baltazor Second: Hunsberger [Unanimous]

Executive session began at 9:19pm with only Commissioners participating either in person or by phone. Executive session ended at 9:37pm, and the meeting resumed open to the public.

ITEM 11: *Take Action relative to contract with Sam Bass Fire Dept.*

Motion to terminate the District's contract with SBFD on or before December 31, 2023, to have ESD #2 become responsible for providing emergency services to the District, and to have ESD #2 do business under the name "Sam Bass Fire Department" when providing such service.

Motion: Nanninga Second: Hunsberger

Discussion on the motion ensued. Commissioner Nanninga stated he believed such a revised structure would provide greater transparency, accountability, and more efficient service to the District. Chief Farris, speaking on his own behalf and not that of SBFD, stated he was in favor of the proposal.

Commissioner Hunsberger called the question. A vote on the motion proceeded. All five Commissioners voted in favor.

Commissioners Nanninga requested a committee be formed to work out details to accomplish the transition. Commissioners Nanninga and Baltazor will represent ESD #2 on the committee. Chief Farris will select two members to represent SBFD. Commissioner Nanninga will contact ESD #9 to request they appoint one member. The committee will meet December 1, 2022 beginning at 7:00pm at Sam Bass Fire Station #2.

ITEM 12: *Review and take action in preparation of 2023 budget.*

Actions taken at this meeting plus the additional funding of SBFD personnel pay and benefits will require several revisions to the District's 2023 budget once those amounts are determined.

ITEM 13: *Discuss potential agenda items time and date(s) for future business meeting. (12/15)*

Next regular meeting to be held December 15, 2022 beginning at 7:00pm at Sam Bass Fire Station #2.

Adjournment:

Motion to adjourn made at 9:49pm.

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