

WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2

MINUTES OF THE REGULAR MEETING – October 23, 2025

Williamson County Emergency Services District #2 held a regular meeting on October 23, 2025 at Sam Bass Fire Department Station 2, 16248 Great Oaks Drive, Round Rock, Texas and on-line at <https://meet.google.com/bub-odpp-zaz>.

Commissioners in Attendance:

Commissioners present in person: Jordan Baltazor, President; Russell Strahan, Vice-President; Tim Hunsberger, Treasurer; Darryl Pool, Secretary; Trish Weiner, Assistant Secretary/Treasurer.

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 September 18, 2025 as presented.

Motion: Hunsberger Second: Baltazor [Unanimous in favor]

ITEM 5: *Review bookkeeper's report and consent to: a) approval of payment of monthly bills and invoices and b) approval of monthly financial report.*

Ashton McGonagle, CPA representing Medack & Oltmann LLP, presented the District's monthly financial statements for September 2025 plus invoices received since the board's 9/18/25 meeting. There was nothing out of the ordinary to report. She requested to be informed as to when assets purchased this year were placed in service so the depreciation schedule can be updated.

Motion to approve financial reports for September 2025 and new invoices as presented.

Motion: Baltazor Second: Hunsberger [Unanimous in favor]

ITEM 6: *Review Sam Bass Fire Dept. bookkeeper's report from Margaret Nixon, CPA.*

SBFD Assistant Chief Amber Jordan presented SBFD's monthly financial statements, bills, and invoices for September 2025. SBFD refunded the accidental overpayment received from ESD #9 as reported at last month's meeting. No other transactions were out of the ordinary.

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

a) *Receive monthly statistics report from Sam Bass Fire Department.*

SBFD Captain Corby Bryan presented abbreviated SBFD incident report data and activities for September 2025 plus comparison to prior years. The comprehensive report had previously

been emailed to Commissioners. SBFD remains on track to respond to a record number of calls this year compared to all previous years.

SBFD Chief James Shofner said the brush truck and the ladder truck are undergoing repairs. Both will be back in service in about a week.

ITEM 7: *Discuss and take action relative to District financial account controls.*

Commissioners discussed setting up permissions & authorizations for the District's checking account with First Citizens Bank. Commissioner Baltazor recommended he and Treasurer Hunsberger be the ones to authorize transactions, Assistant Treasurer Weiner be authorized to approve and cancel transactions, Ashton McGonagle be permitted to order checks, and McGonagle and Commissioners Strahan and Pool be given view-only access to the account.

Motion to approve permissions and authorizations as presented.

Motion: Strahan Second: Hunsberger [Unanimous in favor]

Assistant Treasurer Weiner discussed the District's TexPool investment account. She recommended that she be included in the board members having authorization over transactions in case Treasurer Hunsberger is unavailable and that Commissioners Strahan and Pool be given view-only access to the account.

Motion to approve the TexPool resolution as presented.

Motion: Baltazor Second: Hunsberger [Unanimous in favor]

Commissioners discussed whether one TexPool account should receive District revenue or whether a second account should be opened to exclusively receive revenue generated from sales and use tax. It was decided the reports that will be received from the Texas Comptroller of Public Accounts will provide sufficient transparency regarding sales and use tax revenue and that a second TexPool account is not needed for that purpose.

ITEM 8 (resumed): *Receive monthly operations report from Sam Bass Fire Department.*

b) Receive update on Community Outreach Program at Sam Bass Fire Department.

SBFD Administrator Emma Replogle reported September events included SBFD volunteers taking Engines 2 and 4 to Taylor for their 9/11 Memorial event. SBFD personnel joined in HEB Grocery's 21st annual Hero's Breakfast honoring First Responders on 9/11. SBFD personnel also participated in PetSmart's 16th annual Adoption Day event. A Cub Scout pack toured Station 2, and a group of home schoolers toured Station 3.

c) Receive report and take action to station maintenance.

Discussion of remodeling Station 2 resumed from last month's meeting. Commissioner Strahan presented a brochure from SLI Group design firm. The building has little space to work with if attempting any expansion. The county Fire Marshall said it is permissible to add EMS dorm rooms.

Commissioner Strahan said SBFD personnel painted the interior of Station 1, greatly improving its appearance. Station 1 has bigger dorm rooms than Station 2.

The board will need to receive actual sales tax revenue data before knowing how much funding is likely to be available for remodeling projects. It was recommended to search for at least one additional design firm to provide the board with options once any decision is made to proceed with remodeling.

d) Update on Truck 2 build.

Some SBFD personnel inspected and approved the manufacturing progress on Truck 2 prior to installation of the ladder. It is likely to be in service by May 2026.

ITEM 9: *Discuss potential agenda items, location, time, and date(s) for future business meetings. (11/20/2025)*

Next regular meeting to be held November 20, 2025 beginning at 7:00pm at Sam Bass Fire Station 2.

Adjournment:

Motion to adjourn made at 7:47pm.

Motion: Strahan Second: Baltazor [Unanimous in favor]

“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