

**WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2
MINUTES OF THE REGULAR MEETING – January 18, 2024**

Williamson County Emergency Services District #2 held a regular meeting on January 18, 2024 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, Tim Hunsberger, Darryl Pool, and Thom Nanninga.
Commissioner absent: Russell Strahan

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. Commissioner Baltazor announced that the Williamson County Commissioners Court at their December 19, 2023 meeting re-appointed Strahan, Hunsberger, and Pool to another term as Commissioners for ESD #2. The term runs from January 1, 2024 to December 31, 2025. The county Commissioners at the same meeting also appointed SBFD Chief James Shofner to serve as Commissioner for ESD #7 for the 2024-2025 term.

Action items

ITEM 5: *Discuss and take action relative to the District's 2023 Audit.*

Commissioner Baltazor stated the District has a contract with the CPA firm of McCall Gibson Swedlund Barfoot PLLC to conduct an annual audit of the District's finances. The contract continues in effect unless modified or terminated. The firm will charge around \$14,000 to \$16,000 to perform the 2023 audit. No action taken, and the audit will be performed as per contract terms.

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

Motion to approve minutes of regular meeting held December 14, 2023 as presented.

Motion: Hunsberger Second: Nanninga [Unanimous]

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.*

Municipal Accounts & Consulting representative Tyler Wilson presented the District's monthly financial statements, bills, and invoices for December 2023. He stated there was nothing out of the ordinary to report. The amount of \$978,110 allocated in the District's 2023 budget for replacement of Engine 1 was not spent. That amount will be transferred to the 2024 budget.

MAC is currently keeping most of the District's revenue in the TexPool money market fund. MAC will invest in certificates of deposit if an interest rate of at least 5.5% can be obtained. The District's depreciation schedule will be updated by the auditor around April.

Motion to approve MAC reports as presented.

Motion: Baltazor Second: Nanninga [Unanimous]

ITEM 7: *Review Sam Bass Fire Dept. bookkeeper's report from M.A.&C.*

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

ITEM 8: *Discuss and take action relative to Sales and Use Tax.*

Commissioner Baltazor stated the information requested by the Texas Comptroller of Public Accounts had been submitted and accepted by that agency. The information requested by TX CPA was needed in order for them to collect a 2% sales and use tax on behalf of the District. Provided the material was presented to them by 12/31/23, they would be able to collect the new tax beginning 4/1/24. Commissioner Pool stated Commissioner Baltazor submitted the requested information on December 18, and that the Comptroller's office replied on December 20 they had reviewed the submission and confirmed all necessary material had been received.

Commissioner Pool stated that, along with the confirmation message, the Comptroller's office sent an Excel spreadsheet listing names and addresses of all businesses in their database with the zip codes that are in the District but also extend into surrounding cities. They requested the District delete those businesses found to be not in the District and return the list by 1/16/24. The original TX CPA list contained 6762 businesses. Upon review, it was discovered the reason for such a large number of listings was due to so many being residence-based businesses. That necessitated examining every street to see which were in the District plus looking at address numbers for streets that extend both in and out of the District. Commissioner Baltazor returned a spreadsheet on 1/13/24 listing 680 businesses in the District. The Comptroller's office will mail notice and a District map to these businesses informing them of the change in the sales tax rate to be collected.

Commissioner Baltazor noted TX CPA will require the District to open a separate financial account into which sales tax revenue will be deposited. Wilson said such an account can be opened quickly once needed.

ITEM 9: *Discuss and take action relative to Williamson County ESD 2 Fees of Office.*

Commissioner Baltazor called for discussion regarding an increase to the fees of office received by Commissioners. The current rate of \$100 per diem is below the maximum rate allowed by state law. It was agreed a rate increase of \$20 would be justified given the amount of time being spent by Commissioners and would still keep Commissioners below the total \$7200 annual state maximum.

Motion to set the fees of office rate at \$120 per diem effective February 1, 2024.

Motion: Baltazor Second: Hunsberger [Unanimous]

ITEM 10: *Receive report and take action relative to the Emergency Services contract with Sam Bass Fire Department.*

Commissioner Baltazor presented a new draft contract between the District and Sam Bass Fire Department for SBFD to provide emergency services to the District. The major change from the current contract concerns filling any vacancy in the position of SBFD Chief. The new procedure would have a vacancy filled by majority vote of a hiring committee consisting of two members of ESD #2, one member from ESD #9, and two members of the SBFD board.

Chief Shofner agreed with that procedure. Four of the five SBFD board members were present, and they also agreed. Commissioners discussed the draft contract, when should be an ending date, and how often Commissioners should formally review the contract.

Motion to approve the new contract between Williamson County ESD #2 and Sam Bass Fire Department effective January 18, 2024 and ending December 31, 2027.

Motion: Nanninga Second: Baltazor

Commissioner Baltazor called for a record vote.

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

ITEM 11: *Receive monthly operations report from Sam Bass Fire Department.*

Chief Shofner introduced Emma Replogle who started today as SBFD Administrative Assistant.

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

SBFD Captain Corby Bryan presented a one-page summary of SBFD activity during 2023. Commissioners congratulated SBFD personnel for their work and encouraged wide distribution of this report.

Captain Bryan presented abbreviated SBFD incident report data and activities for December 2023 plus comparison to prior years. He had previously emailed Commissioners the full report.

Chief Shofner noted the Station 2 squad began operations on January 8. The squad has handled 25 calls in ten days with an average response time of 4 minutes 10 seconds.

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

SBFD Assistant Chief Amber Jordan said SBFD performed their traditional holiday task of transporting Santa through District communities the first three Saturdays in December. They also did Santa runs to Walsh Middle School and Cat Hollow Park. SBFD participated in a career fair at Walsh Middle School which was enthusiastically received by the students.

Chief Jordan said a program she had wanted to pursue since becoming assistant chief has now begun. SBFD is holding classes to teach life-saving skills to members of the community. Eight members have signed up for the first class. Chief Jordan would like to hold four classes per year though there may not be enough time for that many classes this calendar year.

c) Receive report & take action relative to Squad Concept.

Chief Shofner said he has provided written justification for the squad concept as requested by Commissioner Hunsberger. He said job postings to recruit new firefighters were placed on December 15. Additional firefighters to fill positions opened by SBFD personnel moving to staff the squad will be hired mid-February.

SBFD Battalion Chief Jared Rogers said the squad responds to calls even during training. He was enthusiastic about the squad's performance. He noted hospital medical personnel have credited the squad's quick response with already saving one person's life.

ITEM 12: *Discuss and take action relative to 2024 Safe-D Conference.*

The 2024 SAFE-D conference will be held February 22-24 at the Irving Convention Center. Commissioner Nanninga, a member of the SAFE-D board, will attend as will Commissioner Hunsberger. Commissioner Baltazor may be able to attend for one day. SBFD officers will not be able to attend due to training schedule conflicts.

ITEM 13: *Discuss potential agenda items, location, time, and date(s) for future business meeting. (2/15/2024)*

Next regular meeting to be held February 15, 2024 beginning at 7:00pm at Sam Bass Fire Station 2.

Adjournment:

Motion to adjourn made at 8:25pm.

Motion: Nanninga Second: Hunsberger [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