

## **WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2**

### **MINUTES OF THE REGULAR MEETING – June 19, 2025**

Williamson County Emergency Services District #2 held a regular meeting on June 19, 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: Russell Strahan, Vice-President; Tim Hunsberger, Treasurer;  
Darryl Pool, Secretary; Trish Weiner, Assistant Secretary/Treasurer.  
Commissioner absent: Jordan Baltazor, President

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

Pledge of Allegiance led by Commissioner Strahan.

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 May 15, 2025 as presented.

Motion: Strahan      Second: Hunsberger      [Unanimous in favor]

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.*

Commissioner Hunsberger presented invoices received since the board's last regular meeting.

Motion to approve payment of invoices as presented.

Motion: Weiner      Second: Hunsberger      [Unanimous in favor]

Commissioners Hunsberger and Weiner presented the District's monthly financial statements for May 2025 as prepared by Municipal Accounts & Consulting. They stated there was nothing out of the ordinary to report.

Proceeds from the District's maturing certificates of deposit will be placed in the TexPool money market fund at least until the District's transition to a new financial management firm is complete. A list of financial institutions able and willing to accept District funds is needed from MAC. Commissioners noted a representative from MAC or Medack & Oltmann needs to be present at board meetings until the financial transition is complete.

Motion to approve financial reports for May 2025 as presented.

Motion: Weiner      Second: Hunsberger      [Unanimous in favor]

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

SBFD Assistant Chief Amber Jordan presented SBFD's monthly financial statements, bills, and invoices for May 2025. She stated there was nothing out of the ordinary to report.

MAC has ended its service to SBFD. Margaret Nixon, CPA, LLC is now handling their accounting services.

ITEM 7: *Discuss and take action relative to contracting Medack & Oltmann, LLP as District bookkeeper.*

No representative from MAC or Medack & Oltmann was present in person or on-line to answer questions Commissioners had regarding the District's transition to a new financial management company or regarding the status of a proposed contract with Medack & Oltmann. The need for a special board meeting was discussed.

ITEM 8: *Discussion and action relative to Sales and Use Tax setup and ongoing management.*

The Texas Comptroller of Public Accounts has confirmed receipt of all necessary documents needed for approval of a District sales and use tax.

Commissioners resumed discussion from the 5/15/25 board meeting regarding contracting with HdL Companies to provide set-up, advisory, administration, and oversight services for the District to properly collect the maximum amount of sales tax revenue. SBFD Chief James Shofner said HdL has proven effective at enabling local governmental entities to receive sales tax revenue that would not have been collected otherwise. No information was available on the status of a contract between the District and HdL Companies.

ITEM 9: *Discuss and take action relative to the District's 2026 budget.*

Commissioners continued preliminary discussion of a 2026 budget. MAC provided a template to use for adjusting budgetary figures as requested at the last board meeting.

Commissioner Strahan recommended increasing each expense item on the 2025 budget by 2% to use as a starting point in future discussions. It was recommended to not include any sales and use tax revenue as it will not be possible during this calendar year to estimate any revenue from that source. The 2026 budget can be amended mid-year to recognize additional revenue.

Chief Shofner continued discussion of new radios and bunker gear for SBFD. The current cost for 41 radios plus chargers and set-up will be \$490,978. There might be a price increase if the purchase is delayed until next year. Additional sets of bunker gear can be phased in this year and next. It was determined both of those costs should be paid by ESD #2 rather than having them factored into SBFD's budget. Doing so will necessitate amending the District's 2025 budget to add significant new expenditure costs.

Chief Shofner will prepare a formal request listing specific amounts for radios and bunker gear. It was recommended ESD #9 be approached about contributing to these two expenditures.

ITEM 10: *Receive monthly operations report from Sam Bass Fire Department.*

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

Chief Jordan presented abbreviated SBFD incident report data and activities for May 2025 plus comparison to prior years as prepared by SBFD Captain Corby Bryan. The comprehensive report had previously been emailed to Commissioners. There was nothing out of the ordinary to report. Commissioner Strahan questioned what is driving the significant increase in service calls, especially how much is due to in-District versus out-of-District calls.

Written confirmation of SBFD's updated ISO rating is expected by August.

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

SBFD Administrator Emma Replogle reported May events included SBFD personnel participating in the Brushy Creek Municipal Utility District's BBQ Cook Off. Some also

volunteered on their own time to provide information to voters regarding the District's Sales & Use Tax election on May 3.

SBFD personnel participated in the funeral procession and casket watch for Killeen Fire Captain Marvin Taylor III.

c) *Receive report and take action to station maintenance.*

No report given.

ITEM 11: *Discuss potential agenda items, location, time, and date(s) for future business meetings. (7/17/2025)*

Next regular meeting to be held July 17, 2025 beginning at 7:00pm at Sam Bass Fire Station 2.

Commissioners will seek to hold a special meeting prior to the regular meeting with the District's legal counsel and a representative of Medack & Oltmann present in person for the purposes of clarifying details of the transition to a new financial management firm and to make a decision regarding entering into formal contracts with Medack & Oltmann and HdL Companies.

**Adjournment:**

Motion to adjourn made at 8:20pm.

Motion: Hunsberger      Second: Strahan      [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