

WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2 MINUTES OF THE REGULAR MEETING – September 18, 2025

Williamson County Emergency Services District #2 held a regular meeting on September 18, 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 August 21, 2025 as presented.

Motion: Hunsberger Second: Weiner [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.*

James Medack of Medack & Oltmann presented the District's monthly financial statements for August 2025 plus invoices received since the board's 8/21/25 meeting. The District's depreciation schedule has been reformatted. The Medack & Oltmann firm now has read-only access to the District's TexPool account.

Commissioners and Medack continued discussion from previous board meetings on the transition to his firm and how best to present District reports. The new radios purchased by SBFD are not included on the depreciation schedule. Medack requested to be informed when any new assets are placed in service. Commissioner Baltazor and SBFD Chief James Shofner will review the list of SBFD vehicles and verify their inclusion on the depreciation schedule.

Medack & Oltmann will automatically issue per diem checks to Commissioners for monthly board meetings. They have already provided a template Commissioners may use to request additional payments for other days of significant service to the District. For board meetings held on a Thursday, requests will need to be submitted to them no later than the previous Friday. The check for any Commissioner absent from a meeting will be voided. They request Commissioners notify them in advance if it is known they will be unable to attend a regular meeting.

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

Motion: Baltazor Second: Hunsberger [Unanimous in favor]

ITEM 8: *Discuss and take action relative to District financial account controls.*

Commissioner Weiner is still working on obtaining the proper permissions & authorizations signature cards for some of the District's Certificates of Deposit. Authorization will also be sought from First Citizens Bank for Commissioners and Medack & Oltmann to view the District's checking account.

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 August 2025. ESD #9 had accidentally sent SBFD a duplicate payment for services which will be returned to that District.

ITEM 7: *Discuss and take action relative to Sales and Use Tax.*

The Texas Comptroller of Public Accounts will begin collecting the sales and use tax on behalf of the District beginning 10/1/25. That department has already sent out notices to businesses identified within the District informing them of the new tax. TxCPA will transfer revenue collected to the District's TexPool account. A deposit form will need to be completed authorizing TxCPA to make those transfers.

Motion to authorize Treasurer Hunsberger to sign the TxCPA/TexPool deposit form.

Motion: Baltazor Second: Pool [Unanimous in favor]

ITEM 9: *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 August 2025 plus comparison to prior years. The comprehensive report had previously been emailed to Commissioners. SBFD is on track to respond to a record number of calls this year.

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

SBFD Administrator Emma Replogle reported August events included SBFD personnel participating with HEB's back to school kid's day. They also visited with children at One World Montessori school. Station 2 hosted several walk-up tours.

Station 2 will host an open house on 10/25/25.

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

SBFD Firefighter Jerad Rogers has received two bids from contractors to repair roof leaks at Station 2. He is waiting on a third bid.

Chief Shofner discussed the feasibility of having some minor remodeling performed at Station 2, such as the reception area, the restrooms, and installing a security door. Commissioners have previously discussed the possibility of doing a major station renovation. That would be a long-term project with a lengthy delay before any decision will be made on undertaking such an expensive project. Commissioner Strahan, Chief Shofner, and a design firm representative will perform a walk-through and prepare recommendations for minor remodeling.

Truck 2 will be briefly out of service for repairs. SBFD has purchased new radios. The ones on the vehicles are operating, while the handheld radios will be operable 9/22/25.

The board previously approved purchase of new bunker gear for firefighters. The updated price list has just been posted, so that equipment will be purchased soon.

ITEM 10: *Discuss potential agenda items, location, time, and date(s) for future business meetings. (10/23/2025)*

Next regular meeting to be held October 23, 2025 beginning at 7:00pm at Sam Bass Fire Station 2.

Adjournment:

Motion to adjourn made at 7:57pm.

Motion: Strahan Second: Hunsberger [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