

**WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2  
MINUTES OF THE REGULAR MEETING – February 15, 2024**

Williamson County Emergency Services District #2 held a regular meeting on February 15, 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, Russell Strahan, Tim Hunsberger, Darryl Pool, and Thom Nanninga.

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 January 18, 2024 as presented.

Motion: Baltazor    Second: Nanninga    [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.*

Municipal Accounts & Consulting representative Alexia Kolmodin presented the District's monthly financial statements, bills, and invoices for January 2024. She 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.*

Kolmodin presented SBFD's monthly financial statements, bills, and invoices for January 2024. She stated there was nothing out of the ordinary to report.

ITEM 7: *Discuss and Take action relative to Agreement with HR&P for district payroll services.*

Kolmodin provided information on an option to have the company Human Resources & Payroll headquartered in Houston, Texas handle the board's fees of office and expense reimbursements rather than continue to have that service provided by MAC. HR&P would provide payments to board members by means of direct deposit only. HR&P would charge \$50 for once a month payment service. Any additional service needed during a month would incur an additional charge. HR&P will enter into a contract with the District only if the entire board agrees to use their services.

Commissioner Baltazor will send the proposed HR&P contract to board members for their review prior to the next regular meeting.

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 January 2024 plus comparison to prior years. He had previously emailed Commissioners the full report. He noted SBFD responded to a high number of calls in January even though winter weather was mild for most of the month.

SBFD Assistant Chief Amber Jordan was congratulated on 20 years of service to the department.

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

Chief Jordan said Station 2 hosted two scheduled tours in January. Some SBFD personnel visited with children at St. Philip's Methodist Church and taught a first aid class at Brushy Creek Elementary School.

c) *Receive report & take action relative to Station 1 & 2 Repairs.*

SBFD Chief James Shofner reported SBFD Battalion Chief Jared Rogers has received two bids for replacing the roof at Station 1. A new HVAC unit is to be installed there next week.

Commissioner Strahan brought up the need to modernize Station 2. Chief Shofner agreed various projects are needed there to bring the facility up to date. Commissioner Nanninga offered to speak with architects attending the upcoming SAFE-D Conference as to whether they are willing to perform remodeling work rather than just new construction and if remodeling can be done without seriously disrupting service at the station. Chief Shofner said a decision needs to be made as to whether Station 2 should be remodeled or significantly replaced.

Chief Shofner will attend the Texas Fire Chiefs Association annual conference in Waco next month. He said the new Spartan Engine 1 is scheduled to be delivered in March. He stated the squad maintained its average response time of 4 minutes 20 seconds in January.

ITEM 9: *Discuss potential agenda items, location, time, and date(s) for future business meeting. (2/15/2024)*

Next regular meeting to be held March 21, 2024 beginning at 7:00pm at Sam Bass Fire Station 2.

**Adjournment:**

Motion to adjourn made at 7:51pm.

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