

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

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

Meeting called to order at 7:01pm 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 March 21, 2024 as presented.

Motion: Strahan 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, c) approval of District's Investment Policy.*

Municipal Accounts & Consulting representative Alexia Kolmodin presented the District's monthly financial statements, bills, and invoices for March 2024. She stated there was nothing out of the ordinary to report. The District Infrastructure Asset Depreciation Schedule has been updated as of 12/31/23.

Motion to approve MAC reports as presented.

Motion: Baltazor Second: Hunsberger [Unanimous]

Kolmodin presented the updated District Investment Policy. The only change to the current policy is an updated list of approved brokers.

Motion to approve the District Investment Policy as presented.

Motion: Baltazor Second: Hunsberger [Unanimous]

[President Baltazor and Secretary Pool signed the Investment Policy immediately after meeting adjournment.]

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 March 2024. She stated there was nothing out of the ordinary to report.

ITEM 7: *Discuss and take action relative to Direct Deposit Agreement with HR&P.*

Discussion continued from the 2/15/24 meeting on a proposal to change from MAC handling the board's payroll to having that service performed by HR&P. Kolmodin reviewed and clarified how procedures would change if conducted by HR&P. She stated the District could expect annual savings of around \$900 not counting a one-time enrollment fee of \$200 to contract with HR&P. She explained the security measures that would be in place to protect the District's checking account and the accounts of each Commissioner.

Motion to authorize President Baltazor to sign a contract with HR&P on behalf of the ESD #2 board to provide payroll services beginning May 2024.

Motion: Baltazor Second: Nanninga [Unanimous]

Kolmodin will email each Commissioner an enrollment form. It will be necessary for all five Commissioners to enroll for the contract to take effect.

ITEM 8: *Receive and take action relative to 2023 District Audit.*

McCall Gibson Swedlund Barfoot PLLC audit manager Nancy Olson presented the results of MGSB's audit of the District's 2023 financial records. The audit resulted in the District receiving an unmodified opinion, the best opinion that can be given. No issues need be addressed. The audit was sent to District Legal Counsel Mark Dietz who expressed no comments. Commissioners requested the amount expended on the November 2023 election be separated out of all lines labeled "other" and placed on separate lines. Olsen agreed to update the audit to make that change.

Motion to accept the 2023 District audit.

Motion: Baltazor Second: Strahan [Unanimous]

Commissioner Baltazor will send a copy of the updated audit to Williamson County Precinct 3 Commissioner Valerie Covey and to the Williamson County Auditor. Olson presented the Board Representation Letter which all Commissioners signed.

ITEM 9: *Discuss and take action regarding retention/replacement of District legal council.*

The board at their 3/21/24 meeting authorized Commissioners Nanninga and Pool to search for any attorneys willing and qualified to serve as District legal counsel. Commissioner Nanninga reported he found two attorneys knowledgeable about laws pertaining to emergency service districts, Ira A. Coveler with the Houston law firm Coveler & Peeler and Kenton P. "Ken" Campbell with the Austin law firm Burns Anderson Jury & Brenner. Both said they are willing to serve as the District's Legal Counsel. Coveler would charge less than Campbell, but Campbell is local and would be able to appear much more easily in person. Campbell serves as Legal Counsel for WC ESD #9, so he already has knowledge of and experience with SBFD.

Commissioner Pool had conducted a separate search and agreed that Campbell seemed best suited for the role citing his service as a Commissioner with Travis County ESD #9 and as a volunteer firefighter demonstrates a level of commitment that goes beyond his legal ability.

Commissioners discussed the two prospects and how best to proceed with considering whether to hire a new legal counsel. It was decided to invite Campbell to interview in an open meeting at the board's May meeting.

ITEM 10: *Discuss and take action relative to Sales and Use Tax.*

SBFD Captain Corby Bryan proposed writing a statement to the public explaining why a District sales and use tax was not implemented. If the District calls another election on this subject, the public might believe it would be for an additional amount on top of what was approved in the November 2023 election.

Motion to authorize President Baltazor and Captain Bryan to produce and release to the public a statement as to why the District sales and use tax did not go into effect. The statement is to be written in neutral language not indicating preference for or against a sales and use tax, and the statement is to include the text of the letter from the Texas Comptroller of Public Accounts explaining why the election result was declared invalid.

Motion: Nanninga Second: Hunsberger [Unanimous]

ITEM 11: *Discuss and take action relative to District 2024 Budget.*

Kolmodin presented an updated 2024 District budget which corrected the amount of the District's proposed payments to SBFD as requested at last month's meeting. No action taken.

ITEM 12: *Receive monthly operations report from Sam Bass Fire Department.*

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

Captain Bryan presented abbreviated SBFD incident report data and activities for March 2024 plus comparison to prior years. He had previously emailed Commissioners the full report. He noted some response times increased due to a number of calls made to outlying parts of the District. A new class of 16 cadets began training two weeks ago.

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

SBFD Assistant Chief Amber Jordan said some SBFD personnel visited a Great Oaks Elementary School pre-school class and visited students at Action Behavior Center. Station 2 hosted a child's birthday party and a visit from Cedar Valley Middle School special education students. Staff prepared and distributed food baskets for SBFD personnel working on Easter Sunday. SBFD will hold an employee appreciation lunch and awards ceremony on April 20.

c) *Receive report & take action relative to station maintenance.*

Commissioner Strahan presented a proposal from JaMar Roofing to replace the roof at Station 1. The insurance company has already sent a payment to cover this damage incurred due to a hail storm. The District will need to pay only a \$1000 deductible. JaMar will also repair some outside siding panels which are covered under warranty.

Motion to contract with and send initial payment to JaMar Roofing to repair the damage at Station 1.

Motion: Nanninga Second: Hunsberger [Unanimous]

d) *Receive report & take action relative to District vehicles and apparatus.*

Captain Bryan said the 1994 Spartan engine, the last remaining vehicle titled in SBFD's name, has had all useable equipment removed and is ready to sell. He will know in about one week the vehicle's approximate value.

Motion to authorize SBFD to post SBFD's 1994 Spartan engine for sale at auction.

Motion: Strahan Second: Hunsberger [Unanimous]

Chief Shofner said the Ford Explorer is ready to ship as soon as payment is received. Kolmodin will send payment as the board has already authorized the vehicle's purchase.

Chief Shofner said SBFD's ladder truck is 20 years old. It will take a minimum of two years to secure a replacement. There will be an annual price increase, but the District could save \$119,000 by paying the full purchase price in advance. Replacing the ladder truck will be considered at next month's meeting.

ITEM 13: *Discuss potential agenda items, location, time, and date(s) for future business meeting. (5/16/2024)*

Next regular meeting to be held May 16, 2024 beginning at 7:00pm at Sam Bass Fire Station 2.

Adjournment:

Motion to adjourn made at 8:40pm.

Motion: Strahan Second: Baltazor [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