

WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2
MINUTES OF THE REGULAR MEETING – January 17, 2019

The Williamson County Emergency Services District #2 held a regular meeting on January 17, 2019 at Sam Bass Fire Department Station 2, 16248 Great Oaks Drive, Round Rock, Texas.

Commissioners in Attendance:

ESD Commissioners present: Thom Nanninga, Jordan Baltazor, Tim Hunsberger, Darryl Pool, Russell Strahan.

Others in Attendance:

Sam Bass Fire Dept.: Chief David Kieschnick and Assistant Chief Keith Ferris

Municipal Accounts & Consulting: Alexia Kolmodin

Public: Bob Shugart

Meeting was called to order at 7:05pm by Commissioner Nanninga.

Pledge of Allegiance was led by Chief Kieschnick.

Pubic Comment: Darryl Pool delivered a tribute to his uncle, Thomas Brady Pool, who passed away on December 19, 2018. While serving as Interim Fire Chief for the City of Austin for eight months, Chief Pool led the successful effort in 1983 to extinguish a major fire inside the state Capitol building.

Action items

ITEM 4: *Approve December meeting minutes.*

December 13, 2018 minutes were approved without amendment.

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, and C) review & update of credit card policy.

Kolmodin presented the District's monthly financial statements, monthly bills, and invoices. Report approved without amendment.

Motion: Hunsberger Second: Strahan [Unanimous]

Commissioner Nanninga ordered a shirt for Commissioner Baltazor and hats embroidered with ESD #2 insignia for each commissioner to wear, especially in light of the upcoming Station #3 opening ceremony. Motion was made to pay for the apparel from District funds.

Motion: Hunsberger Second: Pool [Unanimous]

ITEM 6: *Discuss, Review and take any action relative to updating Credit Card Policy.*

Commissioner Pool presented revised wording for the District's Credit Card Policy to clarify that all Commissioners, not exclusively the President and Treasurer, are entitled to use the District's credit card for authorized purposes. An error was noted on Commissioner Strahan's name on the signature line. Motion was made to correct the signature line and adopt the revised District Credit Card Policy language.

Motion: Nanninga Second: Baltazor [Unanimous]

All Commissioners signed the new Credit Card Policy.

ITEM 7: *Discuss and take any action needed relative to Station 3.*

Chief Kieschnick reported that he did not approve the Station's bay floor due to an improper sealant being applied. Furniture has been ordered but no shipping date has been received. There was discussion regarding construction of a fence on the property's rear boundary. A motion was made to authorize construction of an 8-foot tall blocked concrete fence the entire length of the rear boundary.

Motion: Hunsberger Second: Nanninga [Unanimous]

ITEM 8: *Discuss and take any action needed relative to Engine 3.*

Chief Kieschnick reported that work is still being done to properly equip Engine 3.

ITEM 9: *Receive monthly report from Sam Bass Fire Department regarding emergency operations, response times, call volume, training, management activities and membership.*

Chief Kieschnick presented the report for December, 2018. A Memorandum of Understanding between Williamson County and county ESDs has been prepared to enable the county Fire Marshal to coordinate services with the ESDs. Chief Kieschnick will forward the wording of the MOU to each Commissioner for consideration at next month's meeting.

ITEM 10: *Discuss potential agenda items, time and date for February business meeting (2/21/19).*

Next regular meeting to be held on February 21, 2019 beginning at 7:00pm at Sam Bass Fire Station #2.

Adjournment:

Motion to adjourn made at 8:24pm.

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