

**WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2**  
**MINUTES OF THE REGULAR MEETING – March 21, 2019**

The Williamson County Emergency Services District #2 held a regular meeting on March 21, 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: Taylor Kolmodin

McCall Gibson Swedlund Barfoot: Nancy Olson

Public: Bob Shugart

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

Pledge of Allegiance was led by Chief Kieschnick.

Pubic Comment: No member of the public requested to speak.

**Action items**

ITEM 4: *Approve February meeting minutes.*

The February 21, 2018 minutes as presented had Commissioner Hunsberger's name misspelled as "Hunsecker" under Item 8 and under Adjournment. Motion made to correct both misspellings and approve minutes as amended.

Motion: Hunsberger    Second: Baltazor    [Unanimous]

ITEM 5: *Presentation of and take action relative to 2018 audit.*

Olson presented the results of the District's 2018 audit in which the District financial records received an unqualified opinion. Motion made to accept the 2018 audit report and approve the Management letter.

Motion: Baltazor    Second: Nanninga    [Unanimous]

ITEM 6: *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.*

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

Motion: Hunsberger    Second: Baltazor    [Unanimous]

ITEM 7: *Discuss and take action relative to renewal of contract with Municipal Accounts & Consulting.*

Kolmodin presented for consideration an Amended and Restated Agreement for Bookkeeping Services contract between Municipal Accounts & Consulting and the District, effective March 21, 2019. Motion made to accept and sign the contract.

Motion: Nanninga    Second: Hunsberger    [Unanimous]

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

Chief Kieschnick reported that living quarters flooring has been completed and that the bay floor, after initially being rejected, will be re-sealed on March 25. Certificate of Occupancy from Brushy Creek MUD has been received. Utilities have been placed in the name of SBFD. Bunker gear has been ordered. SBFD started moving some property into the station today. Another walk through will be conducted to review the status of items on the punch list and whether any additional items need to be placed on the list. Additional tree work needs to be completed before a fence along the rear property line can be installed. It is estimated about \$50,000 in owner's contingency funds will be returned.

Commissioner Nanninga set April 27, 2019 for holding a grand opening ceremony.

**ITEM 9:** *Discuss and take any action needed relative to Engine 3.*

Chief Kieschnick reported that Engine 3 has been going on calls out of Station 2. The engine had emissions system repair work performed under warranty

**ITEM 10:** *Discuss and take any action needed relative to License Agreement with Brushy Creek M.U.D. relating to Station #3 fencing.*

Commissioner Nanninga reported Brushy Creek MUD is willing to permit the District to construct a fence in the MUD's easement that is along a section of the rear property line of Station #3. Motion made for the District to sign the license agreement relating to fencing requested by Brushy Creek MUD.

Motion: Nanninga    Second: Strahan    [Unanimous]

**ITEM 11:** *Receive monthly report from Sam Bass Fire Department regarding emergency operations, response times, call volume, training, management activities and membership.*

Chief Kieschnick presented a verbal summary for February, 2019. The written report has been completed but not yet submitted to Commissioners.

**ITEM 12:** *Discuss potential agenda items, time and date for April business meeting (4/18/19).*

Next regular meeting to be held on April 18, 2019 beginning at 7:00pm at Sam Bass Fire Station #2.

**Adjournment:**

Motion to adjourn made at 8:07pm.

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