

**WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2
MINUTES OF THE REGULAR MEETING – January 22, 2026**

Williamson County Emergency Services District #2 held a regular meeting on January 22, 2026 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 Hunsberger, Pool, and Strahan were reappointed by the Williamson County Commissioners Court on December 16, 2025 to two-year terms on the board of Emergency Services District #2 beginning January 1, 2026. Williamson County Precinct 3 Commissioner Valerie Covey administered the oath of office to the three Commissioners shortly before this meeting began.]

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 7:08pm by Commissioner Baltazor. A quorum was present.

Pledge of Allegiance led by Commissioner Baltazor.

Public Comment: Tia Baltazor, wife of Commissioner Baltazor, was congratulated on her appointment to the Williamson County Child Welfare Board.

Action items

ITEM 4: *Approve minutes of prior meeting(s).*

Motion to approve minutes of regular meeting held December 18, 2025 as presented.

Motion: Strahan Second: Hunsberger [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 with Medack & Oltmann LLP presented the District's invoices and monthly financial statements for December 2025. There was nothing out of the ordinary to report. The property tax report was not included. Ashton McGonagle will email that report to Commissioners.

One of the District's certificates of deposit just matured and two more will mature this week. Decisions on how to reinvest those funds will be considered at the next board meeting when renewal rates of interest from all three financial institutions will be known.

Commissioner Weiner discussed the option of adding an additional method of investing District funds. TexPool offers a Prime account which invests funds in commercial paper and has the same safety guarantees as their regular money market account. Commissioners will consider that option and take possible action at a future meeting.

Medack asked if the board would be willing to have his firm submit the District's quarterly IRS reports and payments electronically rather than sending those by mail. He believes the IRS is likely to require electronic submissions in the near future. Electronic submissions would provide a faster and more accurate reporting record than submissions by mail. Commissioners discussed the proposed change and had no objections to using the electronic method.

Motion to approve December 2025 invoices and financial reports as presented.

Motion: Baltazor Second: Hunsberger [Unanimous in favor]

A \$39 late fee charge to the District's credit card will be reversed. The credit card company had changed post office boxes but mistakenly sent notice of that change to the District's previous financial management firm rather than to Medack & Oltmann.

The board's first Sales & Use Tax report prepared by HdL Companies was reviewed and discussed. The new tax began to be collected 10/1/25. Collections for the month of October were remitted to the Texas Comptroller of Public Accounts in November, and that agency sent the District its first allocation in December in the amount of \$244,622.

ITEM 11: *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 December 2025 plus comparison to prior years. The comprehensive report had previously been emailed to Commissioners. A summary of SBFD service calls and activities for 2025 was also presented. The summary will be soon posted on the SBFD website.

ITEM 6: *Review Sam Bass Fire Dept. bookkeeper's report from Margaret Nixon, CPA.*

SBFD Chief James Shofner presented SBFD's monthly financial statements, bills, and invoices for December 2025. There was nothing out of the ordinary to report.

ITEM 7: *Review and take action on board policy and procedure concerning public comment.*

Commissioner Pool requested a review of the board's policy requiring members of the public to record their names prior to speaking. The board, as required by state law, has always permitted members of the public to address the board. The board, as permitted by state law, added a requirement approximately two years ago to require names of those desiring to speak be recorded beforehand.

Commissioners discussed the value of the policy and also discussed modifications that could be made. A consensus developed that the policy should remain as is due to it helping provide order and decorum to meetings.

ITEM 8: *Discuss and take action relative to district website updates.*

Discussion postponed until next month's meeting.

ITEM 9: *Discuss and take action relative to the annual audit engagement letter.*

The District's contract with McCall Gibson Swedlund Barfoot Ellis PLLC, CPAs to perform an annual audit of District finances was brought up for discussion. The contract automatically continues in effect unless terminated by one of the parties. Commissioners had no questions or requests for any changes. Commissioner Baltazor will notify the firm to proceed with the 2025 audit.

ITEM 10: *Discuss and take action relative to district banking services.*

Representatives of First Citizens Bank were not able to attend this meeting but would like to come to the next board meeting.

ITEM 11 (continued): *Receive monthly operations report from Sam Bass Fire Department.*

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

SBFD Administrator Emma Replogle reported December community activities included SBFD personnel participating in the Walsh Middle School career fair and with Rock Solid events at Fern Bluff and Great Oaks elementary schools. They also conducted the traditional Christmas activity of driving Santa through District neighborhoods the first three Saturdays of the month.

Chief Shofner said SBFD's new Risk Reduction Response program is continuing to be developed. He said the Round Rock Fire Department believes their program has resulted in a reduction of about 100 calls for service per month.

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

Commissioners had previously been notified of an accident the night of 1/21/26. Truck 2 struck the outside wall of Station 2, resulting in damage to both the truck and the station wall. Chief Shofner explained details of the event and the follow-up actions that have been taken. VFIS insurance company has been responsive, and all repair costs are expected to be covered by them.

Commissioners acknowledged the event was an accident but expressed concern at the frequency accidents have been taking place. They requested a written copy of SBFD's policies and procedures concerning driver training and movement of trucks so the matter can be discussed further at next month's meeting. Chief Shofner agreed to provide that material in advance of the next board meeting.

Chief Shofner said SLI Group has not yet provided any estimated cost for planning a renovation of Station 2. Those attending the 2026 SAFE-D Conference in San Antonio later this month were asked to speak with representatives of architectural firms about their interest in being considered for bidding on renovation of Station 2.

ITEM 12: *Discuss potential agenda items, location, time, and date(s) for future business meetings. (2/19/2026)*

Next regular meeting to be held February 19, 2026 beginning at 7:00pm at Sam Bass Fire Station 2.

Adjournment:

Motion to adjourn made at 8:14pm.

Motion: Strahan Second: Baltazor [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