

WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2
MINUTES OF THE REGULAR MEETING – May 23, 2024

Williamson County Emergency Services District #2 held a regular meeting on May 23, 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 April 18, 2024 as presented.

Motion: Strahan Second: Hunsberger [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 Qualified Brokers.*

Municipal Accounts & Consulting representative Alexia Kolmodin presented the District's monthly financial statements, bills, and invoices for April 2024. She stated there was nothing out of the ordinary to report. The agreement to have HR&P handle the District's payroll as approved at last month's meeting has not gone into effect as contract terms are still being reviewed by Commissioner Baltazor. He expects to sign the contract soon.

Motion to approve MAC reports as presented.

Motion: Nanninga Second: Baltazor [Unanimous]

Commissioner Baltazor said Kolmodin has provided him with an updated list of approved brokers. He inquired as to whether credit unions could be included as brokers. Kolmodin stated there are no credit unions on the list as they usually do not accept funds from governmental entities.

Motion to approve the District Investment Policy's updated list of approved brokers.

Motion: Baltazor Second: Nanninga [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 April 2024. She stated there was nothing out of the ordinary to report.

ITEM 7: *Discuss and take action regarding retention/replacement of District legal council.*

Kenton P. "Ken" Campbell, prospective candidate to be District Legal Counsel, was not able to attend this meeting due to a scheduling conflict. Commissioners agreed the urgency of finding a new counsel would justify holding a special meeting. Commissioner Nanninga will contact Campbell as to his availability to attend a special meeting on 5/30/24.

Motion to authorize Commissioner Baltazor to call a special meeting if Campbell is able to attend on May 30, 2024 beginning at 7:00pm at Sam Bass Fire Station 2.

Motion: Nanninga Second: Pool [Unanimous]

Commissioner Pool requested an executive session be held during the next regular meeting to discuss legal strategies and take action on recovery of public funds spent on the November 2024 sales and use election. There being no objections, Commissioner Baltazor agreed to place an executive session on the agenda of the next regular meeting.

ITEM 8: *Discuss and take action relative to Sales and Use Tax.*

Commissioner Baltazor and SBFD Captain Corby Bryan are continuing to work on the wording of a statement to the public explaining why the District sales and use tax approved at the November 2023 election did not go into effect. They believe the wording can be finalized within one week.

Commissioner Pool recommended adding approval of the statement to the agenda of a special meeting if one will be held on 5/30/24. There being no objections, Commissioner Baltazor agreed to place consideration and approval of a public statement on a special meeting agenda if held 5/30/24.

ITEM 9: *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 April 2024 plus comparison to prior years. He had previously emailed Commissioners the full report. Commissioner Baltazor suggested looking into whether the staff attrition page could provide more clarity regarding turnover by presenting attrition levels of full-time employees separate from part-time employees.

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

SBFD Assistant Chief Amber Jordan reported April events included two student groups from Great Oaks Elementary School touring Station 2. That station also hosted an egg drop conducted by a Scout troop from Great Oaks Elementary School. SBFD personnel provided an appreciation dinner for the county communications center staff.

Jordan said SBFD is still wanting to conduct free “Stop the Bleed” and CPR basics classes. The planned programs were halted once the instructor left SBFD. The county is willing to provide free materials, but SBFD would need to package them into kits.

c) Receive report & take action to station maintenance.

SBFD Chief James Shofner reported an insurance check has been received for repairs of hail damage at Station 1. He said JaMar Roofing flew a drone over the station to assess damage but no report has been received yet. Commissioner Strahan offered to contact JaMar as to their findings.

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

Chief Shofner said SBFD’s 1994 Spartan engine which Commissioners authorized to be sold at auction received the asking price of \$50,000. He thanked Captain Bryan for handling all the details of that transaction.

Commissioners discussed proposals from Pierce Manufacturing and Metro Fire Apparatus Specialists, Inc. for the purchase of a 100-foot ladder truck to replace SBFD’s existing 85-foot ladder truck. Chief Shofner said the current ladder truck is 20 years old and will need to be replaced in the near future and that a longer vehicle is needed due to recent construction of taller buildings in the District. He believes a 100-foot ladder truck would serve the District well into the foreseeable future.

Commissioner Baltazor recommended choosing Metro Fire due to the quality and service that company provided on the District's previous vehicle purchase from them. Commissioners agreed Metro Fire offered the better price and completion time. Payment will not need to be made until the vehicle is ready for delivery which is expected in just under two years.

Motion to authorize Commissioner Baltazor to send Metro Fire a letter of intent to purchase a 100-foot ladder truck.

Motion: Baltazor Second: Nanninga [Unanimous]

Chief Shofner said the newly-purchased Ford Explorer needs a little more outfitting and should be in service about mid-June.

ITEM 10: *Discuss potential agenda items, location, time, and date(s) for future business meeting. (6/20/2024)*

Next regular meeting to be held June 20, 2024 beginning at 7:00pm at Sam Bass Fire Station 2.

Adjournment:

Motion to adjourn made at 8:09pm.

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