

## **WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2 MINUTES OF THE REGULAR MEETING – December 18, 2025**

Williamson County Emergency Services District #2 held a regular meeting on December 18, 2025 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 in Attendance:**

Commissioners present in person: Jordan Baltazar, President; Russell Strahan, Vice-President; Tim Hunsberger, Treasurer; Darryl Pool, Secretary; Trish Weiner, Assistant Secretary/Treasurer.

Meeting called to order at 7:00pm by Commissioner Baltazar. A quorum was present.

Pledge of Allegiance led by Commissioner Baltazar.

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 November 20, 2025 as presented.

Motion: Strahan     Second: Weiner     [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.***

Commissioner Baltazar presented the District's invoices received since the 11/20/25 board meeting plus monthly financial statements for November 2025 as prepared by Medack & Oltmann LLP. The District's last credit card payment was returned due to being sent to the wrong address. The credit card company had changed post office boxes but mistakenly sent notice of that change to the District's previous financial firm rather than to Medack & Oltmann. No late fee has been charged.

Three of the District's certificates of deposit will mature next month. Decisions on how to reinvest those funds will be considered at the next board meeting when renewal rates will be known. The financial institutions offer a ten-day grace period after maturity for deciding whether to reinvest the CDs with them.

Motion to approve new invoices and November 2025 financial reports as presented.

Motion: Hunsberger     Second: Weiner     [Unanimous in favor]

Next month's financial report will include information on the District's new Sales & Use Tax. A report from the Texas Comptroller of Public Accounts shows the District's first receipt will be \$244,000.

**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 November 2025. There was nothing out of the ordinary to report.

**ITEM 7: *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 November 2025 plus comparison to prior years. The comprehensive report had previously been emailed to Commissioners. As of just this day, the number of calls responded to by SBFD in 2025 exceeded the total number of calls for 2024.

Staff changes at Williamson County EMS have resulted in them not submitting data on their calls within ESD #2. EMS departments in Bell, Burnet, Travis, and Williamson counties have been meeting to discuss how best to deploy assets to provide the fastest response time in the area.

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

SBFD Administrator Emma Replogle reported light activity in November due to the Veterans Day and Thanksgiving holidays. A children's group from Empower Therapy toured Station 1.

SBFD Firefighter Will Prescott continued discussion from last month on the new Risk Reduction Response program. Other departments are being contacted to learn what initiatives have proven effective elsewhere. A website is being developed specifically for this program.

One initiative already begun is for District residents to be able to request SBFD install a key box on their property containing the resident's house key so doors do not have to be breached if firefighters respond to an emergency and no one is available to unlock a door. Chief Shofner authorized this key box initiative be open to all District homeowners, not just those who are concerned about experiencing a medical emergency.

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

Chief Shofner presented a report on the purchase of bunker gear as previously authorized by the board to enhance firefighter safety. All equipment has now been purchased. The District paid \$116,000 for 32 sets of bunker gear. SBFD purchased 12 hoods for \$1468.97 and 21 pairs of gloves for \$1980 for which they will be reimbursed by the District. The total cost for all gear was \$551.03 under the authorized amount of \$120,000.

Chief Shofner continued discussion from last month's board meeting regarding SLI Group's preliminary ideas for redesigning and remodeling Station 2. He and Commissioner Strahan met with their representatives after the last board meeting and Chief Shofner spoke again with them earlier today. There were some discrepancies on their preliminary plans which he thought had been clearly stated at the earlier meeting. He asked for those to be corrected.

SLI Group recognizes the District has not entered into any contract with them. They offered a free estimate to perform the work discussed so far. Chief Shofner authorized them to prepare such a free estimate.

Anyone attending the 2026 SAFE-D Conference in San Antonio in January was asked to speak with representatives of architectural firms about their interest in being considered for bidding on renovation of Station 2.

**ITEM 8: *Discuss potential agenda items, location, time, and date(s) for future business meetings. (1/22/2026)***

Next regular meeting to be held January 22, 2026 beginning at 7:00pm at Sam Bass Fire Station 2.

**Adjournment:**

Motion to adjourn made at 7:37pm.

Motion: Strahan    Second: Hunsberger    [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