

**WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2**  
**MINUTES OF THE REGULAR MEETING – August 24, 2023**

The Williamson County Emergency Services District #2 held a regular meeting on August 24, 2023 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 July 20, 2023 as presented.

Motion: Nanninga      Second: Baltazor      [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.*

Municipal Accounts & Consulting representative Tyler Wilson presented the District's monthly financial statements, bills, and invoices for July 2023. He stated there was nothing out of the ordinary to report.

ITEM 6: *Review Sam Bass Fire Dept. bookkeeper's report from M.A.&C.*

Wilson presented SBFD's monthly financial statements, bills, and invoices for July 2023. He stated there was nothing out of the ordinary to report.

ITEM 7: *Discussion and action relative to the adoption of FY 2024 budget.*

Commissioners discussed a draft 2024 District budget prepared by Wilson. SBFD's 2024 budget has not been finalized, which is the District's largest annual expense. Commissioners discussed and made several adjustments to the draft figures. It was noted that the single line item for insurance in SBFD's budget is such a large amount that it should be broken out to detail the different types of insurance coverage being paid. Commissioners will resume discussion of the 2024 budget in upcoming meetings.

ITEM 8: *Discussion and take action relative to the 2023 Property Tax Rate.*

Commissioner Baltazor presented worksheets prepared by the Williamson County Tax Assessor-Collector listing the District's certified taxable values and tax rate calculations under a No-New-Revenue Tax Rate and a Voter-Approval Tax Rate. He stated the District needs to propose a 2023 tax rate by 8/31/23, send that information to the county, and then adopt a rate on 9/14/21. Once a

tax rate is adopted, the District may then adopt a 2024 budget.

**ITEM 10:** *Receive monthly operations report from Sam Bass Fire Department.*

*a) Receive monthly statistics report from Sam Bass Fire Department.*

SBFD Assistant Chief Amber Jordan presented SBFD incident report data and activities for July 2023 plus comparison to prior years as prepared by Captain Corby Bryan. SBFD responded to more out of district calls than usual in order to help extinguish brush fires.

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

Assistant Chief Jordan reported Station 2 held five scheduled tours of the facility plus some unscheduled ones in July. One tour was for residents of Brookdale Senior Living Center. Jordan stated they were as excited as the children who come to see the fire equipment, and they invited SBFD to their upcoming barbecue which some SBFD personnel did attend. SBFD also participated in three 4<sup>th</sup> of July parades and the annual Boy Scouts pancake breakfast fundraiser.

Chief Jordan spearheaded a 4<sup>th</sup> of July promotion suggested by Commissioner Strahan to help dog and cat pets who are often adversely affected by the noise of firework celebrations. Through a “Feed their hunger, not the Thunder” campaign, pet food was collected from area residents and additional food was purchased from monetary donations. Due to the generosity of many donors, SBFD delivered a truck load of pet food to the Williamson County Regional Animal Shelter on July 6. The shelter publicized the delivery on their social media accounts.

*c) Receive update on SBFD new engine inspection trip.*

SBFD Chief James Shofner reported he conducted a very detailed inspection of a new engine at the Spartan manufacturing facility in South Dakota. Only minor fixes are needed. The engine will be sent to Houston for make-ready outfitting. The engine is on track to be in service in October or November.

*d) Receive update on Truck 2 repairs.*

SBFD Battalion Chief Jerad Rogers reported Siddons only needs to install a gauge and steering gear on Truck 2. It is expected to be back in service in about two weeks.

*e) Receive update and take action relative to Maintenance and Repairs of Stations 1 & 2.*

SBFD Battalion Chief Jerad Rogers reported the replacement of all five HVAC units at Station 2 was delayed due to needing extra parts, but work is now in progress and should be completed soon. He stated no new repairs are needed at Station 1.

**ITEM 9:** *Discussion and action relative to the adoption of Interlocal Agreement between Williamson County and the District.*

Commissioner Baltazor presented a proposed interlocal agreement that would permit Williamson County EMS to establish ambulance service and house EMS on-duty personnel at SBFD Stations 2 and 3.

Under the agreement, Williamson County EMS will put their ambulance positioned at Station 2 in service seven days a week if their 2024 budget permits and will operate the ambulance 24 hours a day if their personnel can be housed at Stationed 2. SBFD Station 3 would accommodate ambulance service that is currently stationed at Round Rock Fire Department Station 9.

The agreement has been reviewed and approved by District Legal Counsel Mark Dietz.

Motion to authorize President Baltazor to sign the interlocal agreement between the District and Williamson County to permit Williamson County EMS to operate ambulance service out of SBFD Stations 2 and 3 and to house their personnel at those stations.

Motion: Strahan      Second: Nanninga      [Unanimous]

Chief Shofner said this relocation of ambulance service has the approval of the Round Rock fire chief. The relocation is expected to take place in late November. Chief Shofner plans to house battalion chiefs in Station 1 to make room for EMS personnel moving into Stations 2 and 3.

Chief Shofner also announced he intends to experiment with moving a brush truck to Station 1 and having it manned by a squad as that would be the most central location in the District for it to respond to emergency calls.

**ITEM 11:** *Receive and take action relative to the report from the Steering Committee regarding adopting Sam Bass FD.*

Commissioner Nanninga reported the Steering Committee met after the board's last regular meeting and set a target date of 10/6/23 for ESD #2 to become the provider of emergency services to the District. Commissioner Baltazor asked the Steering Committee to continue its work and report to the board at its 9/14/23 special meeting as to whether any item for discussion and/or action will need to be placed on the board's September regular meeting agenda.

Commissioner Baltazor tendered his resignation from the Steering Committee. He had announced at the July regular meeting his intention to resign. Motion to accept Commissioner Baltazor's resignation from the Steering Committee and to appoint Commissioner Pool to fill the vacancy.

Motion: Hunsberger      Second: Baltazor      [Unanimous]

Wilson agreed to prepare a draft 2024 District budget that merges SBFD's budget line items into the District's line items.

**ITEM 12:** *Discuss potential agenda items, location, time, and date(s) for future business meeting. (9/21/2023)*

A special meeting will be held August 31, 2023 to propose a District 2023 tax rate. A special meeting will be held September 14, 2023 to adopt a tax rate. Next regular meeting to be held September 21, 2023. All meetings will begin at 7:00pm and be held at Sam Bass Fire Station 2.

**Adjournment:**

Motion to adjourn made at 8:42pm.

Motion: Hunsberger      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