

WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2 MINUTES OF THE REGULAR MEETING – December 14, 2023

The Williamson County Emergency Services District #2 held a regular meeting on December 14, 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, Tim Hunsberger, Darryl Pool, and Thom Nanninga.
Commissioner absent: Russell Strahan

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 November 16, 2023 as presented.

Motion: Hunsberger Second: Nanninga [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 November 2023. He stated there was nothing out of the ordinary to report.

Wilson also presented several invoices received in December so those can be paid before closing the books on fiscal year 2023. Commissioner Baltazor noted all Commissioners had filed their final fees of office reimbursement requests for 2023.

Work on updating the depreciation schedule will begin in January. MAC is holding a signed blank check to use in case a credit card bill is received after a regular board meeting with a due date prior to the next regular meeting. Any credit card bill can then be paid without incurring a late fee or needing to call a special board meeting.

Motion to approve MAC reports as presented.

Motion: Nanninga Second: Hunsberger [Unanimous]

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 November 2023. He stated there was nothing out of the ordinary to report.

ITEM 7: *Discuss and Take action relative to Sales and Use Tax.*

Commissioner Pool reported the information needed by the Texas Comptroller of Public Accounts by December 31, 2023 for them to begin collecting a sales and use tax for the District on April 1, 2024 will be able to be submitted soon. He will send Commissioner Baltazor almost all the information on December 15 for his review. Commissioner Pool will prepare the minutes of this meeting and send that to all Commissioners by December 17. President Baltazor will then have all information needed to present to the Comptroller's office on December 18.

ITEM 8: *Adoption of District Sales and Use Tax as authorized by November 7, 2023 Election.*

Commissioner Baltazor read a Resolution drafted by the District's Legal Counsel Mark Dietz [full text attached on page 5] setting a District sales and use tax in the amount of 2%.

Motion to adopt the Resolution setting a District sales and use tax at the rate of two percent (2%).

Motion: Baltazor Second: Nanninga Commissioner Baltazor called for a roll call vote.

In favor: Baltazor, Hunsberger, Pool, Nanninga Opposed: none Absent: Strahan

[Commissioner Strahan entered the meeting on-line.]

Commissioner Baltazor stated the record vote had been concluded. Commissioner Pool, having voted on the prevailing side, requested the motion be reconsidered. Commissioner Baltazor called for another record vote on the same motion.

In favor: Baltazor, Strahan, Hunsberger, Pool, Nanninga Opposed: none

ITEM 9: *Receive report and take action relative to the Emergency Services contract with Sam Bass Fire Department.*

Commissioner Strahan reported he, Commissioner Baltazor, and SBFD Chief James Shofner met December 8 to discuss revisions to the existing contract with Sam Bass Fire Department to provide emergency services to the District. Legal Counsel Dietz will prepare a draft contract for consideration at the District's January meeting. Commissioner Baltazor said the major revision will be to the process of removal of a SBFD Chief. Chief Shofner said he is favorable to proposed revisions that have been discussed including revision of the removal process.

Commissioner Nanninga inquired as to whether any action needed to be taken to extend the current contract. Commissioner Baltazor stated that, while the District had been given authorization to terminate the contract within 90 days, no such notice was ever given to SBFD. Therefore, the existing contract remains in place until revised or terminated.

ITEM 10: *Discuss and take action relative to Interlocal Agreement with Williamson County.*

Commissioner Baltazor reported discussions with Chief Shofner and Williamson County Precinct 3 Commissioner Valerie Covey regarding the installation of fire hydrants on Sam Bass Road. There would be minimal disruption to water lines if additional hydrants could be installed while that road is now undergoing major construction. A preliminary agreement has been reached for the District and the county to each pay half the cost of installing four hydrants. The cost for each entity would be close to \$40,000. Aqua Texas owns and operates the water system, and that company is agreeable to adding the hydrants. Chief Shofner said adding the hydrants would improve the area's ISO rating. A draft contract between the District and the county is being prepared.

Motion to authorize President Baltazor on behalf of the District to enter into an Interlocal Agreement with Williamson County committing the District to pay up to \$40,000 for the installation of four fire hydrants on Sam Bass Road.

Motion: Strahan Second: Pool [Unanimous]

Commissioner Pool noted the District's 2024 budget will need to be amended to reflect this expense.

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 November 2023 plus comparison to prior years. Included were the EMS incident data page and the SBFD attrition rate page Commissioners had requested be included in abbreviated reports. The full report had previously been emailed to Commissioners. Report data showed SBFD has responded to more calls this calendar year than in any previous year even before December incident data is included.

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

SBFD Assistant Chief Amber Jordan showed photos of the November 2 ceremony that publicly welcomed Williamson County EMS to their new position at SBFD Station 3. County Commissioner Covey attended and spoke at the ceremony. A large metal WC EMS logo sign was presented to the EMS crew for placement inside Station 3.

A Cub Scout troop toured Station 2 in November. Chief Shofner said the EMS crew at Station 3 has been doing well since they moved into the facility on October 31.

c) Receive report & take action relative to Squad Concept.

Chief Shofner stated the squad concept experiment at Station 1 had been more impactful than anticipated. He said it reduced that crew's response time by almost three minutes and saves on Engine maintenance cost. He would like to implement a permanent squad at Station 2. Doing so would require six personnel. The annual cost would be about \$500,000.

Commissioners and Chief Shofner discussed details of the proposal. A squad crew would consist of a Lieutenant, a driver, and four firefighters. Chief Shofner proposed using existing experienced personnel for the squad and hiring additional firefighters to fill the places of those moving over to staff the squad. An existing SBFD brush truck would be used, though it would no longer go off-road in order to protect medical equipment. He believes a squad could be in operation in January and anticipates hiring additional full-time personnel could be accomplished quickly from the ranks of existing part-time and volunteer firefighters.

Chief Shofner said SBFD has enough money in reserves to cover the cost of this proposal for six months and asked Commissioners to consider agreeing to fund a squad thereafter. He said SBFD would still have sufficient funds in reserve to cover normal maintenance costs. He said a squad would not operate outside the District and would not be included in any auto aid agreement.

Motion to authorize Chief Shofner to implement a squad unit at Station 2, hire six additional firefighters, use up to \$250,000 of SBFD reserves to fund the unit from January through June, 2024, and to commit up to \$250,000 total from the District to fund the unit from July through December, 2024.

Commissioner Hunsberger said he thought it advisable to have such a major proposal be documented in writing. Chief Shofner agreed to provide Commissioners with written details on how this squad proposal would operate.

Motion: Nanninga Second: Strahan [Unanimous]

d) *Receive update on Engine 1 Repairs and replacement.*

Chief Shofner and SBFD Battalion Chief Jared Rogers reported a mobile mechanic will come to Station 2 on December 23 to repair the existing Engine 1. The replacement for Engine 1 is about to undergo make ready and is anticipated to be in service by March 1, 2024.

ITEM 10: *Discuss potential agenda items, location, time, and date(s) for future business meeting. (01/18/2024)*

Next regular meeting to be held January 18, 2024 beginning at 7:00pm at Sam Bass Fire Station 2.

Adjournment:

Motion to adjourn made at 8:00pm.

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

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RESOLUTION REGARDING AUTHORIZING SALES TAX

WHEREAS, Williamson County Emergency Services District No. 2 (the “District”) desires to adopt the sales tax rate as authorized by election; and

WHEREAS, the District Board of Commissioners met on December 14, 2023; and

WHEREAS, the District determined by vote of a quorum of the commissioners that they have canvassed the votes of the election results authorizing a sales tax rate of two percent (2%) within the District; and

NOW THEREFORE, BE IT RESOLVED BY THE WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT NO. 2:

That the Williamson County Emergency Services District No. 2 authorizes the collection of sales tax at a rate of two percent (2%) within the District.

This Resolution has been PASSED upon a vote of _____ to _____ and is effective this 14th day of December, 2023.

WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT NO. 2

Witness Signature

Jordan Baltazor, Board President

Darryl Pool, Secretary

[President Baltazor and Secretary Pool signed the Resolution after meeting adjournment.]