

WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2
MINUTES OF THE REGULAR MEETING – March 23, 2023

The Williamson County Emergency Services District #2 held a regular meeting on March 23, 2023 at Sam Bass Fire Department Station 3, 2351 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, and Darryl Pool.
Commissioner present on-line: Thom Nanninga.

Others in Attendance:

Sam Bass Fire Dept.: Chief James Shofner; Battalion Chief Amber Jordan, Captain Jerad Rogers, Lt. Micah Mensch, and Lt. Corby Bryan (all in person).
Capt. Ross Hendrickson (on-line).

Municipal Accounts & Consulting: Tyler Wilson (in person).

Public (in person): Bernard Abarro, Larry Brock, and one person who refused to provide name.

Public (on-line): none

Meeting called to order at 7:10pm 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 February 16, 2023 as presented.

Motion: Hunsberger Second: Baltazor

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.*

Wilson presented the District's monthly financial statements, bills, and invoices for February 2023. He stated there was nothing out of the ordinary to report. A member of the public who identified himself only as Chris requested the monthly financial reports be posted on the District's website.

Motion to approve MAC reports as presented.

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

ITEM 7: *Review and take action relative to New Staff Vehicles.*

Chief Shofner reported SBFD now has possession of two 2023 Chevrolet Silverado 4x4s to be used as staff vehicles as previously authorized by the ESD #2 board. Each were purchased for \$47,874.50. Bed covers and graphics were later added to both. Emergency lighting will be installed once that arrives in an expected time frame of one to two weeks. Those additions bring

the cost of each vehicle to \$53,979.64.

ITEM 8: *Discussion and take action relative to Maintenance and Repairs of Stations 1 & 2.*

Capt. Rogers reported Spenser-Pierce Architects+Interiors, Inc. has examined both stations 1 and 2. They will charge \$30,350 to provide mechanical, electrical, and plumbing drawings for Station 1 and \$25,000 for Station 2. Commissioner Strahan said he would like to review those plans.

Motion to authorize Commissioner Strahan to work with Capt. Rogers to review Station 1 renovation plans and determine what repairs are needed.

Motion: Baltazor Second: Pool [Unanimous]

Commissioner Strahan said he does see the need for employing an architect to address issues at Station 2. Capt. Rogers agreed an architect should not be needed.

Motion to authorize Commissioner Strahan to work with Capt. Rogers on determining a list of repairs and refurbishments needed at Station 2.

Motion: Baltazor Second: Pool [Unanimous]

ITEM 9: *Receive proposal and take action relative to divestiture of vehicles from Sam Bass Fire Department.*

Chief Shofner stated SBFD would like to sell its 1994 Ford F150 and 1996 GMC trucks after removing certain useable equipment. Capt. Rogers said SBFD has registered with the Public Surplus website to enable it to place these vehicles for auction. While there are no guarantees, he believes the Ford could be auctioned for about \$10,000 to \$30,000 and the GMC for about \$15,000. A minimum bid can be set and there will be no auction fee if a vehicle fails to sell.

Motion to authorize SBFD to place both vehicles for auction on the Public Surplus website and to set minimum bids at \$14,000 for the Ford and \$10,000 for the GMC.

Motion: Baltazor Second: Pool [Unanimous]

ITEM 10: *Review and take action relative to proposed replacement of Engine 1.*

Chief Shofner reported SBFD is expected to be able to take possession of a new 2023 Spartan S180 model 3106 engine in July to replace its existing Engine 1. The basic engine will cost \$805,588. Outfitting will take an additional 60 to 90 days. Useable equipment will be taken from SBFD Engine 4 to reduce the cost of outfitting the new engine.

ESD #2 had previously given Spartan a non-binding letter of intent to purchase the new engine. Spartan has not provided financing terms yet. Commissioner Strahan questioned whether it would be better to pay cash rather than use financing. Wilson stated the District has adequate cash to purchase the vehicle while maintaining a sound financial status. Discussion indicated the belief that financing would likely cost the District more in interest payments than the District earns in interest on that amount of cash reserves. Commissioner Pool recommended waiting to take action until information is received about financing terms and to watch the direction of interest rates on District deposits. No further discussion or action taken.

ITEM 11: *Review and take action relative to report from Sam Bass regarding Truck 2 repairs.*

Chief Shofner said there has been a delay in obtaining parts to fix Truck 2. It is now estimated to be August before it is back in service. The cost of axle repair will be \$39,318.54 and the cost of necessary repairs to pass inspection will be \$16,941. SBFD will use funds from its maintenance budget to pay for repairs.

ITEM 12: *Receive monthly operations report from Sam Bass Fire Department.*

Lt. Bryan presented SBFD incident report data and activities for February 2023 plus comparison to prior years. He stated the ice storm that hit central Texas the first two days of February caused a significant increase in calls. SBFD spent a considerable amount of time clearing debris off roads while having to avoid downed power lines.

Lt. Bryan worked with Commissioner Baltazor to produce a one-page summary of SBFD activity for 2022. Commissioner Baltazor praised the work of SBFD for their performance in 2022. The 2022 annual summary will be posted on the SBFD website and distributed through social media.

ITEM 13: *Receive update from Sam Bass Fire Department on plans to open Assistant Chief role.*

[SBFD Assistant Chief Keith Farris had previously emailed Commissioners notice of his retirement effective March 14, 2023 after more than 28 years of service to SBFD.] Chief Shofner stated he has kept the position open until he finishes producing a document that clearly defines the role. He plans to post the open position internally for 30 days to see the level of interest from current SBFD personnel before posting to the general public. The SBFD board will do the actual hiring.

Battalion Chief Amber Jordan has expressed interest in the position. Chief Shofner said he would like to hire Jordan on an interim basis until the position is filled permanently. He would like to have Jordan assume the interim role beginning April 9, 2023, the beginning of the next pay period.

Commissioner Nanninga asked if consideration is being given to hiring an administrative assistant for the Station 2 front desk. Chief Shofner agreed that position is needed and said he is looking into hiring such a person.

ITEM 14: *Receive and take action relative to report from Steering Committee regarding adopting Sam Bass FD.*

The retirement of Chief Farris left a vacancy on the Steering Committee. Capt. Rogers recommended Capt. Ross Hendrickson fill the vacancy.

Motion to appoint SBFD Captain Ross Hendrickson to the Steering Committee.

Motion: Baltazor Second: Strahan [Unanimous]

Commissioner Baltazor said much has been accomplished. He will set a date for another committee meeting to be held next week.

Lt. Mensch has been receiving questions from SBFD personnel about the new organizational structure and passing those questions to the Steering Committee to answer. Some of those questions and answers are posted on the SBFD website. Commissioner Strahan questioned the answer to a question about calling for a sales and use tax election. Discussion ensued about whether the wording of that answer could be interpreted to incorrectly mean the District has taken an official position on calling such an election.

Motion to change the wording of the answer to state “The District has not yet made a determination to pursue a sales and use tax election.”

Motion: Nanninga

Commissioner Strahan offered a friendly amendment to Commissioner Nanninga’s motion to state “ESD #2 has not determined whether it is necessary to collect a sales and use tax.”

Amended motion: Strahan Second: Pool [Unanimous]

ITEM 15: *Receive and take action relative to report from Strategic Planning Committee regarding revised strategic plan.*

No meeting has yet been held. Capt. Rogers said SBFD has been making edits to the current 2023-2027 Strategic Plan regarding vehicle replacements. Chief Shofner said he would like to put Truck 2 on reserve status in 2027. Commissioner Nanninga asked if it would be better to liquidate the truck or place it in reserve. Chief Shofner said there is now a three-year wait for new trucks, so he believes it safer to plan to place the truck in reserve unless the wait time improves.

ITEM 16: *Discuss potential agenda items, location, time and date(s) for future meeting. (4/18/2023)*

The District's auditing firm will give a presentation at the next meeting. The member of the public identified as Chris requested future meetings be held at an ADA compliant facility. The Station 2 meeting room is ADA compliant. Next regular meeting to be held April 20, 2023 beginning at 7:00pm at Sam Bass Fire Station 2.

Adjournment:

Motion to adjourn made at 8:40pm.

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