

WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2
MINUTES OF THE REGULAR MEETING – May 18, 2023

The Williamson County Emergency Services District #2 held a regular meeting on May 18, 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 present on-line: Russell Strahan

Meeting called to order at 7:01pm by Commissioner Baltazor. A quorum was present.

Pledge of Allegiance led by Commissioner Baltazor.

Public Comment: SBFD Battalion Chief Micah Mensch stated that District property owners have received good value from SBFD. The department has an ISO Class 2 rating which saves homeowners and businesses money on their property insurance. He pointed to the dedication of SBFD personnel and noted they approve of recent administrative changes. He thanked the board for funding new equipment which improves work conditions. He identified high employee turnover as the major impediment facing the department and stated the real need of SBFD now is enhanced employee pay and benefits. He encouraged Commissioners to take action when agenda item 8d comes up for discussion to help meet those needs.

Action items

ITEM 4: *Approve minutes of prior meeting(s).*

Motion to approve minutes of regular meeting held April 20, 2023 as presented.

Motion: Strahan 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 April 2023. He stated there was nothing out of the ordinary to report.

Motion to approve MAC reports as presented.

Motion: Baltazor Second: Nanninga [Unanimous]

It was noted some Commissioners have been experiencing formatting difficulties with parts of the monthly reports that are sent electronically due to computer incompatibility issues. Wilson promised to have that issue resolved when sending future reports.

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

ITEM 7: *Receive introduction and take action relative to formation of Sam Bass Professional Firefighters Association #5430.*

SBFD Firefighter William Prescott announced a union had formed in April for full-time SBFD personnel under the auspices of the International Association of Fire Fighters. He was named President of the union. He introduced Captain Mike Morrow as another of the union's leaders. He stated the union wants to work with SBFD administration and Commissioners to improve conditions for SBFD personnel. He said members have studied other comparable area departments and they believe having sales tax revenue is the major factor enabling other departments to provide employee benefits that exceed those provided by SBFD.

ITEM 8: *Receive monthly operations report from Sam Bass Fire Department.*

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

SBFD Lt. Corby Bryan presented SBFD incident report data and activities for April 2023 plus comparison to prior years. He included a new summary of incidents for the first quarter of 2023 as requested by Commissioners at the April meeting. He also included a page showing when two or more stations are on call at the same time as previously requested by Commissioner Strahan.

SBFD is continuing to experience frequent delays in responding to calls on Toll Road 45. This situation is often caused by members of the public accidentally misreporting the location of an incident or simply not having a clear idea of where on Highway 45 an incident has taken place. Commissioner Nanninga noted there is an app called "what3words" which enables users to determine their precise location within a distance of ten feet.

Commissioner Pool reported the long-anticipated expansion and realignment of Sam Bass Road is now underway. The road extends east to west across the entire District just south of Station 3. Major traffic delays are expected at various times which will likely have an adverse effect on Station 3 response times. Williamson County Road & Bridge department anticipates work will be completed around fall 2025.

Commissioner Baltazor asked if SBFD's monthly employment attrition rate could be included in the monthly reports. SBFD Chief James Shofner and Lt. Bryan agreed that could be included.

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

[SBFD Acting Assistant Chief Amber Jordan was hired as Assistant Chief effective 5/1/23.]

SBFD Assistant Chief Amber Jordan reported on SBFD community outreach efforts which included a visit to Treehouse Pediatrics, a silent auction donation, and participation in the May 5-6 Brushy Creek MUD barbecue cook-off. She reported Station 2 receives about two to three walk-ins each month wanting to tour the facility.

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

SBFD Battalion Chief Jared Rogers stated the only immediate need at Station 1 is to replace the first floor HVAC system. Station 2 has five HVAC units which also need replacing soon which he proposed replacing one after the other. He would also like to replace lights in all station bays with LED lights. The ceiling fixtures in Station 1 are accessible, but he proposed renting a lift to be able to reach the fixtures in Stations 2 and 3. He already has the ability to transport a lift from one station to the other.

Commissioners discussed repair needs and recommended SBFD use its funds to replace all Station 2 HVAC units at one time in order to receive a quantity discount. Commissioner Baltazor asked that Chief Rogers get bids and have Chief Shofner approve a bid before proceeding.

d) Receive update and take action relative to benefit enhancements for Sam Bass Fire Department.

Chief Shofner said he adjusted the SBFD budget to provide full-time personnel with four extra annual paid vacation days. That will cost about \$71,000 and has already been implemented. He does not believe more can be done within the existing budget. Discussion was held regarding the District's ability to provide SBFD with immediate extra revenue to fund enhanced employee benefits.

Motion to increase the District's monthly payments to SBFD from the current \$278,056 to \$300,000 beginning 7/1/23.

Motion: Baltazor Second: Hunsberger [Unanimous]

Motion to amend the District's 2023 budget line item allocation to SBFD from the adopted amount of \$3,336,674 to the new amount of \$3,468,337.

Motion: Baltazor Second: Hunsberger [Unanimous]

Commissioner Baltazor requested Chief Shofner report to Commissioners at the next regular meeting on how the extra funds will be utilized.

ITEM 9: *Receive and take action relative to the report from the Steering Committee regarding adopting Sam Bass FD.*

Commissioner Nanninga reported the committee is conducting a line-by-line review of the implementation plan for ESD #2 to adopt SBFD. Action items are being labeled as "completed," "incomplete," "ongoing," or "not yet started."

ITEM 10: *Receive and take action relative to the report from Strategic Planning Committee regarding revised strategic plan.*

Commissioner Strahan reported some amendments have been made to the District's 2023-2027 Strategic Plan, but work is still in progress. He stated the committee would send Commissioner Baltazor a draft of their revised plan in time for it to be presented at the next meeting.

ITEM 11: *Discuss potential agenda items, location, time and date(s) for future business meeting. (6/15/2023)*

Next regular meeting to be held June 22, 2023 beginning at 7:00pm at Sam Bass Fire Station 2.

Adjournment:

Motion to adjourn made at 8:33pm.

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