

**WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2  
MINUTES OF THE REGULAR MEETING – May 20, 2021**

The Williamson County Emergency Services District #2 held a regular meeting on May 20, 2021 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: Thom Nanninga, Russell Strahan, Tim Hunsberger, Jordan Baltazor, and Darryl Pool.

**Others in Attendance:**

Sam Bass Fire Dept.: Chief David Kieschnick; Assistant Chief Keith Farris; Battalion Chiefs Amber Jordan, James Shofner, and Justin Whitaker; and Lt. Corby Bryan (all in person).

Municipal Accounts & Consulting: Taylor Kolmodin (in person).

McCall Gibson Swedlund Barfoot PLLC: Nancy Olson (on-line).

Public: none present in person or on-line.

Meeting called to order at 7:04pm by Commissioner Nanninga.

Pledge of Allegiance led by Commissioner Nanninga.

Public Comment: No member of the public requested to speak.

**Action items**

ITEM 4: *Ratify prior meeting.*

Commissioner Nanninga stated the April 22, 2021 board meeting agenda listed an incorrect link and access code for attending the meeting on-line.

Motion to ratify all actions taken at regular meeting held April 22, 2021.

Motion: Nanninga    Second: Baltazor    [Unanimous]

ITEM 5: *Approve minutes of prior meeting(s).*

Motion to approve minutes of regular meeting held April 22, 2021 as presented.

Motion: Nanninga    Second: Hunsberger    [Unanimous]

ITEM 6: *Discuss and take action relative to presentation of 2020 Audit.*

Olson presented the results of MGSB's audit of the District's 2020 financial records. The audit resulted in the District receiving an unmodified opinion, the best opinion that can be given. No issues need to be addressed.

Motion to accept the 2020 District audit, approve submission to county officials, and post on the District's website.

Motion: Hunsberger    Second: Strahan    [Unanimous]

Commissioner Nanninga will deliver the audit to the Williamson County Judge, County Auditor, and Precinct 1 County Commissioner.

ITEM 7: *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.*

Kolmodin presented the District's monthly financial statements, monthly bills, and invoices for April 2021. The April monthly payment to SBFDF was withheld to reduce the excess funds SBFDF has in its account. The May payment will also be withheld for the same reason, then monthly payments will resume beginning June. MAC will update the district's depreciation schedule now that the audit has been completed.

Motion to approve reports as presented.

Motion: Hunsberger    Second: Baltazor    [Unanimous]

ITEM 8: *Receive monthly report from Sam Bass Fire Department regarding operations, including but not limited to: A) Total number of calls, B) Training, C) Fire Marshall Activities, D) Breakdown of activities and E) Information of any major incidents.*

Kolmodin presented SBFDF's monthly financial report for April 2021. Chief Kieschnick stated repair expense for the February outdoor freeze damage at Station 3 will be covered by insurance minus the deductible. Lt. Bryan presented SBFDF incident report data and activities for April 2021 plus comparison to prior years. Information requested by Commissioners has now been almost completely included in the reports. Commissioner Baltazor noted Commissioners would still like to see response time outliers incorporated into the report. The battalion chiefs' vehicle is now in service and is positioned at Station 3.

Chiefs Jordan, Shofner, and Whitaker addressed the meeting presenting their backgrounds and experience. They jointly presented a preliminary look at a five-year strategic plan SBFDF has under development.

ITEM 9: *Discuss and take any action relative to operations, as may be needed following the above report.*

No action needed.

Bryan stated he has posted the District's April 2021 meeting minutes on the website. He needs a link to post the minutes for the March meeting. Commissioner Nanninga will forward him that link.

Commissioners will sign the audit's Board Representation Letter after adjournment.

ITEM 10: *Discuss potential agenda items, time and date(s) for future business meetings. (6/17/2021).*

Next regular meeting to be held June 17, 2021 beginning at 7:00pm at Sam Bass Fire Station #2.

**Adjournment:**

Motion to adjourn made at 9:02pm.

Motion: Strahan    Second: Hunsberger    [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