

WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2 MINUTES OF THE REGULAR MEETING – November 20, 2025

Williamson County Emergency Services District #2 held a regular meeting on November 20, 2025 at Sam Bass Fire Department Station 2, 16248 Great Oaks Drive, Round Rock, Texas and on-line at <https://meet.google.com/bub-odpp-zaz>.

Commissioners in Attendance:

Commissioners present in person: Jordan Baltazar, President; Tim Hunsberger, Treasurer; Darryl Pool, Secretary; Trish Weiner, Assistant Secretary/Treasurer.

Commissioner present on-line: Russell Strahan, Vice-President.

Meeting called to order at 7:00pm by Commissioner Baltazar. A quorum was present.

Pledge of Allegiance led by Commissioner Baltazar.

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 October 23, 2025 as presented.

Motion: Hunsberger Second: Weiner [Unanimous in favor]

ITEM 5: *Review bookkeeper's report and consent to: a) approval of payment of monthly bills and invoices and b) approval of monthly financial report.*

James Medack, CPA, of Medack & Oltmann LLP, presented the District's monthly financial statements for October 2025 plus invoices received since the 10/23/25 board meeting.

There was nothing out of the ordinary to report.

Medack asked whether Commissioners would like to have just the net Sales & Use Tax revenue shown on future reports or whether to report the gross amount collected and the amount deducted by the Texas Comptroller of Public Accounts for their collection services. Commissioners directed the gross amount minus deductions be reported.

Motion to approve financial reports for October 2025 and new invoices as presented.

Motion: Baltazar Second: Hunsberger [Unanimous in favor]

ITEM 6: *Discuss and take action relative to Medack and Oltmann 2026 Engagement Letter.*

Commissioner Baltazar presented a draft engagement letter for Medack & Oltmann, LLP to provide the District with its financial management services in 2026. The contract terms in the letter are the same as those approved between the District and Medack & Oltmann for 2025.

Motion to authorize Commissioner Baltazar to sign the 2026 engagement letter with

Medack & Oltmann, LLP.

Motion: Baltazar Second: Hunsberger [Unanimous in favor]

ITEM 7: *Review Sam Bass Fire Dept. bookkeeper's report from Margaret Nixon, CPA.*

SBFD Assistant Chief Amber Jordan presented SBFD's monthly financial statements, bills, and invoices for October 2025. There was nothing out of the ordinary to report.

ITEM 8: *Discuss and take action relative to HDL Companies Sales and Use Tax Authorization for 2026.*

Commissioner Baltazar presented a draft engagement letter for HdL Companies to provide the District with Sales & Use Tax services in 2026. The contract terms in the letter are the same as those approved between the District and HdL for 2025.

Motion to authorize Commissioner Baltazar to sign the 2026 engagement letter with HdL Companies.

Motion: Hunsberger Second: Weiner [Unanimous in favor]

ITEM 9: *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 October 2025 plus comparison to prior years. The comprehensive report had previously been emailed to Commissioners. SBFD remains on track to respond to a record number of calls this year compared to all previous years.

Chief Jordan reported SBFD has purchased 32 sets of additional bunker gear (coats and pants) for \$116,000, as previously discussed and approved by the board.

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

SBFD Administrator Emma Replogle reported a busy October with SBFD personnel participating in a Fall Fest hosted by Chick-fil-A, St. Philip's Methodist Church's Trunk or Treat, and Brushy Creek MUD's Hairy Man Festival. Visits with children were conducted by taking Truck 2 to Primrose School of Round Rock, Engine 1 to Fern Bluff Elementary, and Engine 3 to a child's birthday party. Engine 1 also participated in the grand opening of Panda Express. A large group toured Station 2.

SBFD Firefighter Will Prescott previewed a new Risk Reduction Response initiative. The program will present different methods common hazards can be avoided. Information will first be presented on the SBFD website, then social media will be utilized.

One initiative just begun is for District residents to be able to request SBFD install a lockbox on their property containing the resident's house key so doors do not have to be breeched if a person inside experiencing a medical emergency is not able to unlock the door.

c) Receive report and take action to station maintenance.

Representatives from SLI Group met with Commissioner Strahan and SBFD Chief James Shofner at Station 2 to consider preliminary ideas for redesigning and remodeling the building. SLI Group afterwards provided extensive drawings, plans, and suggestions for how the interior can be improved. They have requested another meeting in early December.

There was concern over how much work SLI Group has performed given that no one with the District or SBFD has made any commitment to use their services. Commissioners want to

consider other design firms and need to have some sense of how much revenue will be received from the new Sales & Use Tax before making any commitment. Commissioner Strahan suggested requesting a draft engagement letter from SLI Group to emphasize to them the board has made no decision on whether to contract for their services.

Chief Shofner has received three bids from contractors to repair hail damage to the Station 2 roof. He said all three bids seem to be reasonably priced and can be covered by insurance. He will email those bids to Commissioners. Commissioner Strahan will examine the building interior after a rain to see whether or not any immediate action is needed. The board will need to make a decision on whether to repair the roof soon or wait until a decision is made on doing a station remodel and having all work performed as part of one project.

ITEM 10: *Discuss potential agenda items, location, time, and date(s) for future business meetings. (12/18/2025)*

Next regular meeting to be held December 18, 2025 beginning at 7:00pm at Sam Bass Fire Station 2.

Adjournment:

Motion to adjourn made at 7:55pm.

Motion: Strahan Second: Hunsberger [Unanimous in favor]

“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