

**WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2  
MINUTES OF THE REGULAR MEETING – July 20, 2023**

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

Meeting called to order at 7:02pm 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 June 22, 2023 as presented.

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

Motion to approve MAC reports as presented.

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

ITEM 7: *Discussion and possible adoption of a Resolution and order calling for a special election on the issue of adoption by the district of a Sales and Use Tax pursuant to Chapter 775, Health & Safety Code.*

District Legal Counsel Mark Dietz laid out the procedure for the District to place a sales and use tax authorization proposition on the November 7, 2023 general election ballot. First, the District needs to adopt a resolution in support of adding a sales and use tax proposition to the ballot and authorizing the District to contract with Williamson County to add that proposition to the general election ballot. Second, by early August the District will need to enter into a contract with Williamson County to provide services necessary to conduct and provide oversight for the election. Third, the District will need to adopt an election order in compliance with state law. Fourth, notices will need to be posted informing the public about the ballot proposition.

Dietz said the District would be charged a base fee of \$1000 plus an amount based on the number of registered voters in the District. Half of the total amount will need to be paid in advance with the

balance paid at the time of the election.

Motion to adopt a resolution calling for a proposition to be placed on the 2023 general election ballot seeking voter approval for the District to enact a sales and use tax pursuant to Texas Health & Safety Code chapter 775.

Motion: Strahan    Second: Nanninga    Commissioner Baltazor requested a roll call vote.

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

[President Baltazor and Secretary Pool signed the resolution and gave the original to Dietz for submission to the Williamson County Elections Administrator.]

Dietz said Commissioners are not permitted to advocate for the proposition in their official capacity but may provide factual information to the public. Commissioner Nanninga said, if the proposition passes, it will take 18 to 24 months before the District will be able to understand how much revenue a sales tax is likely to generate when preparing future budgets.

**ITEM 8:** *Discussion and possible action to authorize the Board President to execute a Joint Election Contract with the Williamson County Elections Administrator.*

Dietz said the Williamson County Elections Administrator will prepare a contract with the District to detail the services the county elections office will provide for placing a sales and use tax proposition on the November 2023 general election ballot and the payment amount due for providing those services.

Dietz said public discussion of the proposed proposition may begin immediately. He recommended the board authorize President Baltazor to sign the election contract so that he can do so as soon as the contract is ready.

Motion to authorize President Baltazor on behalf of the District to sign a Joint Election Contract with Williamson County for the purpose of placing, providing services, and conducting oversight for a sales and use tax proposition on the 2023 general election ballot.

Motion: Strahan    Second: Nanninga    [Unanimous]

**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 SBFD incident report data and activities for June 2023 plus comparison to prior years. He noted SBFD has been responding to more out of district calls than usual in order to help extinguish brush fires.

Commissioner Nanninga called attention to the need to replace smoke detectors every ten years. Captain Bryan said SBFD posts reminder notices on-line twice a year about replacing detector batteries. He agreed detectors should be replaced after ten years due to their tendency to not perform properly after that time period.

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

SBFD Assistant Chief Amber Jordan reported Station 2 held one scheduled tour of the facility in June, which is normal in summer months when schools are not in session and many residents are on vacation. SBFD will participate in a neighborhood social event at the Brushy Creek Community Center the morning of August 9.

*c) Receive update and take action relative to TCFP Inspection Report.*

SBFD Chief James Shofner stated the Texas Commission on Fire Protection conducted a biennial inspection of SBFD, and they “passed with flying colors.” Chief Shofner said

this achievement was a team effort and thanked SBFD personnel for their diligent work in maintaining the department's equipment in proper working order.

*d) Receive update on divestiture of vehicles.*

Chief Shofner provided an update on the Public Surplus website auction in which SBFD successfully sold two vehicles in April. The 1994 Ford F250 sold for \$23,854.89, and the 1996 GMC Topkick sold for \$13,900. Funds have not yet been received from the auction company.

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

SBFD Battalion Chief Jerad Rogers reported HVAC units at Station 2 will be replaced with York units one at a time beginning 7/31/2023. Station 1 will then have one HVAC unit replaced with a York unit. Work is expected to be completed on 8/2/2023.

Additionally, Chief Shofner reported he will be going to South Dakota next month to inspect the Spartan engine. If it passes inspection, the engine should be in service this November.

Chief Shofner also said SBFD has a mutual aid agreement with the Round Rock Fire Department, but the two departments have been working on entering into an automatic aid agreement which is almost finalized. That subject will be discussed at a future board meeting.

**ITEM 10:** *Receive and take action relative to the report from the Steering Committee regarding adopting Sam Bass FD.*

The Steering Committee will hold its next meeting 7/21/2023. Commissioner Baltazor will participate but stated that will need to be his last committee meeting due to other commitments. He asked if another Commissioner would be willing to serve. Commissioner Pool asked if a summary of the next meeting could be sent to Commissioners to help them determine what actions remain to be accomplished before deciding on a committee replacement. Commissioners Baltazor and Nanninga said that information would be sent. Naming a replacement for the committee will be included as an action item on the board's August agenda.

**ITEM 11:** *Discuss potential agenda items, location, time and date(s) for future business meeting. (8/17/2023)*

Next regular meeting to be held August 24, 2023 beginning at 7:00pm at Sam Bass Fire Station 2.

**Adjournment:**

Motion to adjourn made at 8:14pm.

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