

**WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #2  
MINUTES OF THE REGULAR MEETING – December 15 20, 2022**

The Williamson County Emergency Services District #2 held a regular meeting on December 15, 2022 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: Russell Strahan, Tim Hunsberger, Jordan Baltazor, and Darryl Pool.  
Commissioner present on-line: Thomas Nanninga.

**Others in Attendance:**

Sam Bass Fire Dept.: Chief James Shofner, Assistant Chief Keith Farris, and Battalion Chief Justin Whitaker  
(all in person); Captain Jerad Rogers (on-line).

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

Public: Bernard Abarro and Justin Redkey (both in person); Micah Mensch (on-line).

Meeting called to order at 7:02pm by Commissioner Nanninga. A quorum was present.

Pledge of Allegiance led by Chief Shofner.

Public Comment: No member of the public requested to speak in person or on-line.

**Action items**

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

Commissioner Nanninga requested a correction to Item 7 as it was Commissioner Hunsberger who made the motion and Commissioner Nanninga who seconded the motion. The minutes as presented incorrectly listed those names in the reverse order.

Motion to approve minutes of regular meeting held November 17, 2022 as amended.

Motion: Nanninga     Second: Hunsberger

Commissioner Strahan requested a delay to give him time to read the minutes. Commissioner Nanninga said Item 4 would be recalled at end of meeting.

[Item 4 was accidentally not recalled prior to meeting adjournment.]

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 November 2022. He stated there was nothing out of the ordinary to report. MAC plans to place new funds in the District's TexPool account and not resume purchasing certificates of deposit until around February as they anticipate interest rates will continue to rise in the short term.

Motion to approve MAC reports as presented.

Motion: Baltazor     Second: Hunsberger     [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 November 2022. He stated there was nothing out of the ordinary to report.

Commissioner Baltazor noted the November report had not been sent to Commissioners for review prior to the meeting. Wilson agreed there had been a delay and said the report had been sent to Commissioner Nanninga shortly before the meeting. Commissioner Nanninga said he would send the report electronically to Commissioners.

**ITEM 7:** *Receive monthly report from Sam Bass Fire Department.*

Chief Shofner attended a meeting on developing a regional aid plan for departments in Travis and Williamson counties and found it very informative. Such a plan will require a significant amount of additional training. Many questions remain for discussion at future meetings.

Chief Shofner also said SBFD personnel had participated in live fire training with the Round Rock Fire Department. He was very impressed with RRFD's training facility. He noted the departments developed a good rapport through this exercise.

Commissioner Baltazor requested Commissioners be informed of major events that take place with SBFD between District meetings, such as the appointment of a new chief. Commissioner Nanninga explained that various circumstances had prevented him from notifying commissioners of the appointment. Chief Shofner stated he would be transparent with Commissioners and will inform them of significant events outside of regular monthly reports.

Lt. Bryan is attending another event. Item 7 will be recalled when he arrives.

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

Chief Shofner reported landscaping work and tree trimming at Station 1 have been completed. Hall Roofing has finished their work. Quade Construction is near completion on insulating the attic which will then end their contract. Commissioner Nanninga stated the next step is to find a proper contractor.

Commissioner Strahan has visited Station 1 and says it is in need of systematic maintenance. He has talked over issues with Captain Rogers and recommends him to serve as a maintenance coordinator. Commissioner Nanninga said a list of maintenance issues is needed.

Motion to nominate Captain Rogers with Chief Shofner's approval to make list of maintenance repairs needed at Station 1 prior to hiring a new general contractor.

Motion: Baltazor    Second: Hunsberger    [Unanimous]

Commissioner Strahan asked about whether his time inspecting Station 1 qualified to receive a per diem reimbursement. He stated he had talked with Taylor Kolmodin at MAC who said he would not be entitled to receive such a payment. Commissioner Hunsberger made it clear such activity on behalf of the District does qualify for reimbursement and that MAC's job is to provide services to the District but not to set policy. Commissioner Strahan was assured by Commissioners he is eligible to claim per diem reimbursements for the time he spends on District-authored business.

Chief Shofner stated repairs needed at Station 2 are mainly cosmetic.

ITEM 9: *Receive report from Steering Committee regarding adopting Sam Bass FD.*

Commissioner Nanninga has been consulting with Legal Counsel Mark Dietz on legal issues involved in transferring SBFD property to ESD #2. Commissioner Baltazor stated MAC is working on integrating the financial accounts of SBFD and ESD #2.

[SBFD Lt. Corby Bryan entered meeting in person at 8:02pm.]

ITEM 7 [resumed]: *Receive monthly report from Sam Bass Fire Department.*

Lt. Bryan presented SBFD incident report data and activities for November 2022 plus comparison to prior years. He stated there was nothing out of the ordinary to report.

ITEM 10: *Discussion and take action relative to adoption of Sam Bass Fire Dept.*

Captain Rogers stated there are three vehicles which need to be replaced: a Chevrolet Topkick, a Chevrolet Tahoe, and a Ford F-350. SBFD has title to all three. He estimates being able to receive approximately \$30,000 for their sale. Commissioner Nanninga said sale and purchase of vehicles should be part of an updated ESD #2 Strategic Plan. Rogers stated he believes replacement of these vehicles to be urgent.

Motion to take consideration of purchase of new vehicles into account when revising the ESD #2 Strategic Plan.

Motion: Baltazor    Second: Pool    [Unanimous]

Motion to grant SBFD authorization to place two vehicles for auction.

Motion: Nanninga    Second: none    [Motion died for lack of a second]

ITEM 11: *Discussion and take action relative annual SAFE-D Conference, Feb.2-4 at Kalahari Resort, Round Rock, Texas.*

Commissioner Nanninga encouraged Commissioners and SBFD personnel to attend the 2023 SAFE-D Conference. Discount registration is available through January 14, 2023.

ITEM 12: *Review and take action in preparation of 2023 Budget.*

Significant revisions will be needed to the 2023 budgets of SBFD and the District. Commissioner Nanninga stated recommended changes will be brought before the SBFD/ESD #2 merger Steering Committee.

ITEM 13: *Discuss potential agenda items time and date(s) for future business meeting. (1/19)*

Next regular meeting to be held January 19, 2023 beginning at 7:00pm at Sam Bass Fire Station #2.

**Adjournment:**

Motion to adjourn made at 8:58pm.

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