

# Williamson County ESD # 7 Board Meeting Minutes

## March 24, 2022

President Keith Couch- present  
Vice President Mark Bell- present  
Secretary- vacant  
Treasurer Sandra Simpson- present  
Assistant Treasurer Laura Anderson- present

Also present at the meeting:  
Operation Captain Brian Burkhart  
Administrative Assistant Amy L Crane  
FVFD President Andrew Marin  
Casey Perry  
Derek Rogers  
Jason Pitts  
Patty Couch  
Dick Hanson

### **Agenda Item # 1- Call to Order.**

President Keith Couch called the meeting to order at 6:19 pm.

### **Agenda Item # 2 - Public Comment on items not on the Posted Agenda.**

No Public comment.

### **Agenda Item # 3- Public Comment on items on Posted Agenda.**

No Public comment.

### **Agenda Item # 4- Approve and accept statements and oaths of office for appointed/reappointed commissioners.**

Commissioners Mark Bell and Laura Anderson were sworn in for another 2 year term.

### **Agenda Item # 5- ESD # 7 Treasurer's Report**

Treasurer Sandra Simpson presented the Treasurer's report for the month of February 2022.  
Balance- \$ 1,831,726.49.

### **Agenda Item # 6- Fire Chief/Administrator monthly report regarding emergency operations, apparatus, response times, call volume, training, management activities and membership.**

Operations Captain Brian Burkhart presented the monthly report. The Department will hold a Budget meeting on March 29, 2022, with personnel to discuss needs.

### **Agenda Item # 7- Williamson County ESD 7 Professional Firefighter's Association report.**

No update from the Association.

**Agenda Item # 8- Florence Volunteer Fire Department monthly report regarding emergency operations, apparatus, response times, call volume, training, management activities and membership.**

FVFD President Andre Marin stated the department is remaining steady with volunteers.

**Agenda Item # 9- Discussion and possible action on a quote from Buy Board purchasing a 4 x 4 command vehicle.**

Vice President Mark Bell made the motion on purchasing (2) ¾ ton Chevrolet Silverado for command vehicles. Board directed Staff to obtain financing options for 2, 3, or 5-year note. Treasurer Sandra Simpson seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary- vacant

Treasurer Sandra Simpson- for

Assistant Treasurer Laura Anderson- for

Motion carried.

**Agenda Item # 10- Discussion and possible action on planning committee.**

No action was taken on planning committee. President Keith Couch has a scheduled meeting in the following weeks with a potential developer donating land for a future station.

**Agenda Item # 11-Discussion and possible action regarding [obtaining/renewing] Treasurer's bond.**

No action was taken. Staff will verify with current carrier VFIS for proper coverage on Treasurer's Bond requirements.

**Agenda Item # 12- Discussion and possible action on publishing notice of address of administrative office location.**

The Board directed staff to publish notice of address of administrative office location in the Williamson County Sun.

**Agenda Item # 13- Review training requirements and compliance status for each commissioner.**

Training requirements for the Commissioners has been confirmed per state requirements.

**Agenda Item # 14- Discussion and possible action on Texas Comptroller Special Purpose District Financial and Tax Reporting Requirement.**

The report was presented to the Board regarding Texas Comptroller Special Purpose District Financial and Tax Reporting requirements that was submitted in February 2022.

**Agenda Item # 15- Review Records Management Program and make changes as appropriate.**

Vice President Mark Bell appointed Amy L Crane, Administrative Assistant. As the official Records Retention Officer for Williamson County ESD No 7. Treasurer Sandra Simpson seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary- vacant

Treasurer Sandra Simpson- for

Assistant Treasurer Laura Anderson- for  
Motion carried.

**Agenda Item # 16- Update from following committees-**

a.) Land acquisition committee- No update

b.) Planning committee- No update

**Agenda Item # 17- Discussion and possible action on contract between Heritage broadband and the ESD for free internet services in exchange for using the radio tower.**

No action was taken on Heritage Broadband. Contract needs to be reviewed by legal Counsel.

**Agenda Item # 18- Discussion and possible action on Florence Station for first remodel draft plans.**

No action was taken on Florence Station for first remodel draft plans.

**Agenda Item # 19- Discussion and possible action on purchasing laptops for Commissioners.**

No action was taken on purchasing laptops for Commissioners.

**Agenda Item # 20- Discussion and possible action on hiring 3 Firefighters for the Andice Station.**

Treasurer Sandra Simpson made the motion to approve hiring 3 Firefighters for the Andice Station. Vice President Mark Bell seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary- vacant

Treasurer Sandra Simpson- for

Assistant Treasurer Laura Anderson- for

Motion carried.

**Agenda Item # 21- Discussion and possible action on amending budget for 2021-2022.**

No action was taken on amending budget for 2021-2022.

**Agenda Item # 22- Discussion and possible action on tax status (1099 vs. w2) for Administrative Assistant Amy L Crane.**

Vice President Mark Bell made the motion to approve the tax status of a W-2 Employee with a monthly salary of \$1,600.00 with TCDRS benefits. Treasurer Sandra Simpson seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary- vacant

Treasurer Sandra Simpson- for

Assistant Treasurer Laura Anderson- for

Motion carried

**Agenda Item # 23- Reading and approval of the minutes from the meeting, January 18, 2022.**

Treasurer Sandra Simpson made the motion to approve the minutes from the meeting, January 18, 2022, as presented. Vice President Mark Bell seconded the motion.

President Keith Couch- for  
Vice President Mark Bell- for  
Secretary- vacant  
Treasurer Sandra Simpson- for  
Assistant Treasurer Laura Anderson- for  
Motion carried.

**Agenda Item # 24- Reading and approval of the minutes from the meeting, February 22, 2022.**

Treasurer Sandra Simpson made the motion to approve the minutes from the meeting, February 22, 2022, as presented. Assistant Treasurer Laura Anderson seconded the motion.

President Keith Couch- for  
Vice President Mark Bell- for  
Secretary- vacant  
Treasurer Sandra Simpson- for  
Assistant Treasurer Laura Anderson- for  
Motion carried.

**Agenda # 25- Review and approve payment of bills of the Williamson County ESD # 7.**

Vice President Mark Bell made the motion to approve payment of bills of the Williamson County ESD No 7, as presented. Assistant Treasurer Laura Anderson seconded the motion.

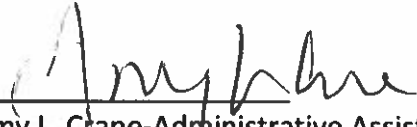
President Keith Couch- for  
Vice President Mark Bell- for  
Secretary- vacant  
Treasurer Sandra Simpson- for  
Assistant Treasurer Laura Anderson- for  
Motion carried.

**Agenda # 26- Set date, time, and location for the next meeting of the Williamson County ESD # 7.**

The regular meeting is scheduled for April 20, 2022, at 6:15 pm.

**Agenda # 27- Adjournment.**

President Keith Couch adjourned the meeting at 8:05pm.


  
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Amy L. Crane-Administrative Assistant  
Williamson County ESD # 7

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Passed and approved by the Williamson County ESD # 7 Board this 20 day of April,  
2022.

ATTEST:

  
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President Keith Couch

  
**Administrative Assistant Amy L. Crane**