

Williamson County ESD # 7 Board Meeting Minutes

July 20, 2022

President Keith Couch- present (arrived at 6:12 pm)
Vice President Mark Bell- present
Secretary- vacant
Treasurer Sandra Simpson- present
Assistant Treasurer Laura Anderson- present

Also present at the meeting:
Fire Chief Ray Cummings
Operation Captain Brian Burkhart
Administrative Assistant Amy L Crane
FVFD President Andrew Marin
Derek Rogers

Agenda Item # 1- Call to Order.

Vice President Mark Bell called the meeting to order at 6:00 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- ESD # 7 Treasurer's Report.

Treasurer Sandra Simpson presented the Treasurer's report for the month of June 2022.
Balance- \$ 2,002,472.81.

Agenda Item # 5- Fire Chief/Administrator monthly report regarding emergency operations, apparatus, response times, call volume, training, management activities and membership.

Fire Chief Ray Cummings presented the monthly report.

Agenda Item # 6- Williamson County ESD 7 Professional Firefighter's Association report.

Derek Rogers stated the association will be handing packets out at D 'Boone's and donated the funds to a retired Fire Fighter battling cancer.

Agenda Item # 7- 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 and in need of a Brush truck for the volunteers.

Agenda Item # 8- Discussion and possible action on contract between Heritage broadband and the ESD for free internet services in exchange for using the radio tower.

Vice President Mark Bell made the motion to table the contract between Heritage broadband and the ESD for

free internet services in exchange for using the radio tower to review contract submitted by Tom Chapman.

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 # 9- Discussion and possible action on quote from Clawson Disposal for a 20-yard roll-off.

Vice President Mark Bell made the motion to approve the quote form Clawson Disposal for a 20-yard roll-off for the Florence station clean-up, as presented. 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 budget draft for 2022-2023.

No action was taken on the budget draft for 2022-2023 presented by Chief Ray Cummings.

Agenda Item # 11- Discussion and possible action on criteria for each Emergency Service Organization in accordance with a contract with Williamson County.

No action was taken on criteria for each Emergency Service Organization in accordance with a contract with Williamson County. Board directed staff to contact Williamson County for clarification prior to approval.

Agenda Item # 12- Update from land acquisition committee.

No update from acquisition committee.

Agenda Item # 13-Update from planning committee.

No update from planning committee.

Agenda Item # 14-Discuss and consider service provider contract renewals and/or amendments.

No action was taken on service provider contract renewals and/or amendments with the Florence Volunteer Fire Department.

Agenda # 15- Review and approve quarterly investment report for 2nd quarter ESD # 7.

Vice President Mark Bell made the motion to approve the quarterly investment report for the 2nd quarter, as presented. 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- Discussion and possible action on 2022 tax calendar.

No action was taken on 2022 tax calendar.

Agenda Item # 17- Discussion and possible action on Williamson County ESD No 7 Strategic Plan.

No action was taken on a Strategic Plan for Williamson County No 7. The Board will review prior to adoption.

Agenda Item # 18- Reading and approval of the minutes from the meeting, June 15, 2022.

Treasurer Sandra Simpson made the motion to approve the minutes from the meeting, June 15, 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 # 19- Discussion and possible action on drafts of policies and procedures regarding the following-

a.) Purchasing

b.) Credit Card Policy

c.) Employee Handbook update

No action was taken on drafts of policies and procedures regarding purchasing, credit card, and Employee Handbook update. The Board requested all Purchase Orders be submitted to Treasurer Sandra Simpson for approval under \$2,000.00.

Agenda # 20- Discussion and possible action on purchasing apparatus and equipment via an auction.

Treasurer Sandra Simpson made the motion authorizing up to \$50,000 on a 2001 tender via an auction from Leander Fire Department. 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 # 21- Discussion and possible action on VFF and frontline physicals.

No action was taken on VFF and frontline physicals. The physicals cost approximately \$500.00 each person.

President Keith Couch adjourned for a break at 8:10 pm.

The Board reconvened from break at 8:20 pm.

Agenda # 22- Discuss and consider Annual Performance Review of Chief Cummings.

Vice President Keith Couch, the Board, and Chief Cummings convened in to executive session at 8:25 pm to discuss annual performance review of Chief Cummings under section §551.074 of the Texas Local Government

code regarding personnel matters. President Keith Couch, the Board, and Chief Cummings reconvened into Open session at 10:30 pm.

Treasurer Sandra Simpson made the motion to terminate employment with Colby Cummings and place a written letter explaining the reason for termination so it will not affect his career in the future. A written reprimand will be placed in Chief Cummings file for violation of the nepotism rule. 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 # 23- Discussion and possible action on Florence Fire Station remodel plans.

No action was taken on the Florence Fire Station remodel plans.

Agenda # 24- Discussion and possible action on IT updates.

Vice President Mark Bell set up SharePoint to share documents between commissioners and admin on Microsoft 365.

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

Assistant Treasurer Laura Anderson made the motion to approve payment of bills of the Williamson County ESD No 7, 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 # 26- Set date, time, and location for the next meeting of the Williamson County ESD # 7.

A special meeting is scheduled for August 4, 2022, at 6:00 pm.

Agenda # 27- Adjournment.

President Keith Couch adjourned the meeting at 10:35 pm.



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

Passed and approved by the Williamson County ESD # 7 Board this 17 day of August
2022.

ATTEST:


Administrative Assistant Amy L. Crane


President Keith Couch