

**Williamson County ESD # 7 Board Meeting Minutes
October 18, 2023**

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

Also present at the meeting:
Operations Captain Brian Burkhardt
Administrative Assistant Amy L Crane
WC Prof FF Assoc President Derek Rogers
FVFD President Andrew Marin
Dick Hanson

Agenda Item # 1- Call to Order.

President Keith Couch called the meeting to order at 6:04 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 September 2023.
Balance- \$ 3,321,544.90.

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

Operations Captain Brian Burkhardt presented the monthly report. A BBQ for staff, volunteers, current and former Board members, and families is scheduled for October 28, 2023. Chief Cummings has applied for a grant funded by VFIS for a PPE Dryer.

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

Association President Derek Rogers stated the association has no updates.

Agenda # 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 FVFD has no updates.

Agenda Item # 8- Update from Land acquisition committee.

Fire Station No 3 (Nolina) is currently with the title company pending a closing date for the land.

Agenda Item # 9- Update from Planning committee-

No update.

Agenda Item # 10- Update from Apparatus committee-

The apparatus committee met last week to discuss apparatus specifications to distribute to multiple vendors. The committee will meet again on October 23, 2023.

Agenda Item # 11- Reading and approval of the minutes from the meeting, September 27, 2023.

Assistant Treasurer Laura Anderson made the motion to approve the minutes from the meeting, September 27, 2023, as presented. Secretary Darrel Warren seconded the motion.

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

Agenda Item # 12- Review and approve quarterly investment report for the quarter ending September 30, 2023.

Treasurer Sandra Simpson made the motion to approve the quarterly investment report ending September 30, 2023, as presented. Vice President Mark Bell seconded the motion.

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

Agenda Item # 13- Discussion and possible action regarding the annual review, employment, evaluation, reassignment, duties, discipline, or dismissal of Chief M. Ray Cummings

No action was taken on Chief Cummings annual review. Assistant Treasurer Laura Anderson requested the Board and Staff (Staff is voluntary and anonymous) to complete the evaluation on Chief Cummings prior to November 15, 2023, Board meeting.

Agenda Item # 14 Discussion and action on the following ILA for cooperative purchasing for procurement-
a.) Sourcewell

Assistant Treasurer Laura Anderson made the motion approving an ILA with Sourcewell for procurement. Treasurer Sandra Simpson seconded the motion.

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

b.) The Local Government Purchasing Cooperative (dba "BuyBoard")

Assistant Treasurer Laura Anderson made the motion approving an ILA with The Local Government Purchasing Cooperative (dba "BuyBoard") for procurement. Treasurer Sandra Simpson seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrell Warren- for

Treasurer Sandra Simpson- for

Assistant Treasurer Laura Anderson- for

Motion carried.

Agenda Item # 15- Discussion on purchasing a new Squad /Brush Truck.

No action was taken on purchasing a new Squad/Brush Truck. Operations Captain Burkhart will contact the manufacturer with Wildfire to check status of production and payment requirement.

Agenda Item # 16- Discussion and possible action on Administrative Assistant job description.

No action was taken regarding the job description in the Administrative Assistant job description.

Agenda Item # 17- Discussion and action on the antique truck.

No action was taken on the antique Fire Truck. FVFD President Andrew Marin is going to coordinate a date with the Round Rock Museum to verify the condition of the truck to be placed in the museum at no cost.

Agenda Item # 18- Discussion and possible action on update for the Florence Fire Station remodel.

No update was provided on the Florence Fire Station remodel. Construction documents are currently being reviewed and edited for preparation of bid/procurement requirements. Need to obtain Engineer to complete specifications on concrete for Andice Station to add as an addendum to the Florence remodel bid package.

Agenda Item # 19- Discussion and possible action on contract amendment between Williamson County ESD No 7 and Fire Chief Ray Cummings.

No action was taken on the contract amendment between Williamson County ESD No 7 and Fire Chief Cummings.

Agenda Item # 20- Discuss required training hours for Commissioners.

All members plan to attend the conference in February 2024 to satisfy the required training who are lacking the required training from the conference is 2023.

Agenda Item # 21- Consider attendance at the Texas State Association of Fire and Emergency Services District (SAFE-D) Annual Conference in the 1st Quarter of next year.

No action was taken on attending the Texas State Association of Fire and Emergency Services District (SAFE-D) Annual Conference in the 1st Quarter of next year. All Board members tentatively committed to attend.

Agenda Item # 22- Discussion and possible action on voiding checks over a year old.

Assistant Treasurer Laura Anderson made the motion to approve voiding checks over a year old, as presented.

Treasurer Sandra Simpson seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrell Warren- for

Treasurer Sandra Simpson- for

Assistant Treasurer Laura Anderson- for
Motion carried.

Agenda Item # 23- Discussion and possible action on the following quotes-

1. Discussion and possible action on the following quotes-
 - a.) Metro Fire SCBA's- \$60,359.00
 - b.) FE Supply Co Forcible Entry Equipment- \$9,312.33
 - c.) Steel Box Containers Connex- \$2,300.00
 - d.) FAST Rescue Solutions FAST Board- \$2,400.00
 - e.) Siddons Martin Emergency Group V Struts- \$2,496.72

Secretary Darrel Warren made the motion to approve all the quotes presented as stated above. Assistant Treasurer Laura Anderson seconded the motion.

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

Agenda # 24- 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.

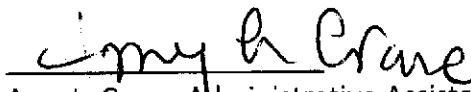
President Keith Couch- for
Vice President Mark Bell- for
Secretary Darrell Warren- for
Treasurer Sandra Simpson- for
Assistant Treasurer Laura Anderson- for
Motion carried.

Agenda # 25- Set date, time, and location for the next meeting of the Williamson County ESD # 7.

The regular meeting is scheduled for November 15, 2023, at 6:00 pm.

Agenda # 26- Adjournment.

President Keith Couch adjourned the meeting at 7:32 pm.

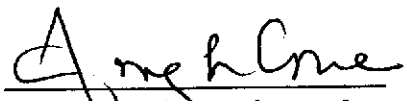

Amy L. Crane-Administrative Assistant
Williamson County ESD # 7

Passed and approved by the Williamson County ESD # 7 Board this 15 day of November,
2023.

ATTEST:



President Keith Couch

A handwritten signature in black ink that reads "Amy L. Crane". The signature is written in a cursive style with a horizontal line underneath the name.

Administrative Assistant Amy L. Crane