

Williamson County ESD # 7 Board Meeting Minutes
January 16, 2024

President Keith Couch- present
Vice President Mark Bell- present
Secretary Darrel Warren- absent
Assistant Treasurer James Shofner- present
Treasurer Laura Anderson - present

Also present at the meeting:
Fire Chief Ray Cummings (Zoom)
Operations Captain Brian Burkhart (Zoom)
Administrative Assistant Amy L Crane
WC Commissioner PCT 3 Valerie Covey
Kelli Carlton- Carlton Law Firm
WC Prof FF Assoc President Derek Rogers
FVFD President Andrew Marin
FF Patterson
Lt Ryan
FF Shultz
FF Curfman

Agenda Item # 1- Call to Order.

President Keith Couch called the meeting to order at 6:05 pm.

Agenda Item # 2- Williamson County Commissioner Valerie Covey swearing in James Shofner and Mark Bell.

Commissioner Covey swore in Commissioners James Shofner and Mark Bell.

Agenda Item # 3- Approve and accept statements and oaths of office for appointed/reappointed commissioners.

Newly appointed/reappointed Board members James Shofner and Mark Bell accepted Oath of Office and Statements.

Agenda Item # 4- Discussion and possible action on 2024 Board positions.

Vice President Mark Bell made the motion to appoint Assistant Treasurer Laura Anderson to Treasurer. Commissioner James Shofner seconded the motion.

Vice President Mark Bell made the motion to appoint Commissioner James Shofner to Assistant Treasurer. All other positions will remain the same for 2024.

Keith Couch- President
Mark Bell- Vice President
Laura Anderson- Treasurer
James Shofner- Assistant Treasurer
Darrel Warren- Secretary
Treasurer Laura Anderson seconded the motion.
President Keith Couch- for

Vice President Mark Bell- for
Secretary Darrel Warren- absent
Assistant Treasurer James Shofner- for
Treasurer Laura Anderson – for
Motion carried.

Agenda Item # 5 - Public Comment on items not on the Posted Agenda.

Commissioner Valerie Covey updated the Board on various road projects impacting the district.

Agenda Item # 6- Public Comment on items on Posted Agenda.

No Public comment.

Agenda Item # 7- ESD # 7 Treasurer’s Report.

Treasurer Laura Anderson presented the Treasurer’s report for the month of December 2023.
Balance is \$ 3,583,094.18.

Agenda Item # 8- 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. Treasurer Laura Anderson requested that Ray reach out to property owner of approximately two hundred acres in the district for potential development.

Agenda Item # 9- Williamson County ESD 7 Professional Firefighter’s Association report.

Association President Derek Rogers stated the association has no update for this month.

Agenda Item # 10- 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 update for this month.

Agenda Item # 11- Update from land acquisition committee.

The Board, Kelli Carlton, and Fire Chief Ray Cummings adjourned into executive session at 6:27 pm under Sec. §551.071 of the Texas Government Code, for consultation with attorney.

The Board returned to open session at 7:25 pm. No action was taken in executive session.
Nolina property for the future site of Station No 3 is scheduled to close on or before February 27, 2024. No action.

Agenda Item # 12- Update from planning committee.

No update from planning committee.

Agenda Item # 13- Update from apparatus committee.

No update from apparatus committee.

Agenda Item # 14- Review and approval of budget amendments.

No action was taken on approval of budget amendments. No amendments were presented to the Board.

Agenda Item # 15- Reading and approval of the minutes from the meeting December 14, 2023.

No action was taken on the minutes from December 14, 2023.

Agenda Item # 16- Swearing in the following Williamson County ESD No 7 firefighters.

President Keith Couch instituted the recitation of a firefighter pledging to selflessly serve the community for the following firefighters:

Lt Edward Ryan

Agenda Item # 17- Discussion and possible action on establishing the regular scheduled meeting day and time.

Treasurer Laura Anderson made the motion to approve the 3rd Tuesday of every month at 6:00 pm as the regularly scheduled meeting. Vice President Mark Bell seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrel Warren- absent

Assistant Treasurer James Shofner- for

Treasurer Laura Anderson - for

Motion carried.

Agenda Item # 18- Action regarding obtaining or renewing the Treasurer's Bond.

No action was taken on renewing the Treasurer's Bond. Levitt Group is currently binding the policy for the Treasurer's Bond.

Agenda Item # 19- Review training requirements and compliance status for each commissioner.

The Commissioners are compliant on required hours and intend on attending the SAFE D conference.

Agenda Item # 20 Review and approve quarterly investment report for fourth quarter of previous year.

Treasurer Laura Anderson made the motion to approve the quarterly investment report for the fourth quarter, as presented. Vice President Mark Bell seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrel Warren- absent

Assistant Treasurer James Shofner- for

Treasurer Laura Anderson - for

Motion carried.

Agenda Item # 21- Publish notice of address of administrative office location.

The notice will be published January 17, 2024, in the Williamson County Sun per the annual requirement.

Agenda Item # 22- Discussion and possible action on the Resolution Designating Authorized Signatories.

Vice President Mark Bell made the motion to approve the Resolution Designating Authorized Signatories for Vera Bank. Treasurer Laura Anderson seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrel Warren- absent

Assistant Treasurer James Shofner- for
Treasurer Laura Anderson - for
Motion carried.

Agenda Item # 23- Discussion and possible action on updating POC for HDL Companies regarding sales tax data.

Vice President Mark Bell made the motion to update the POC for HDL Companies regarding sales tax adding Treasurer Laura Anderson and Fire Chief Ray Cummings. Assistant Treasurer James Shofner seconded the motion.

President Keith Couch- for
Vice President Mark Bell- for
Secretary Darrel Warren- absent
Assistant Treasurer James Shofner- for
Treasurer Laura Anderson - for
Motion carried.

Agenda Item # 24- Discussion and possible action on the following quotes-

- a.) Metro Fire-\$3,318.00
- b.) Temperature Pro- \$2,845.22

Vice President Mark Bell made the motion to approve the quotes from Metro Fire and Temperature Pro, as presented. Treasurer Laura Anderson seconded the motion.

President Keith Couch- for
Vice President Mark Bell- for
Secretary Darrel Warren- absent
Assistant Treasurer James Shofner- for
Treasurer Laura Anderson - for
Motion carried.

Agenda Item # 25- Discussion and possible action on aerial apparatus.

No action was taken on the aerial apparatus.

Agenda Item # 26- Discussion and possible action on approval of the updated employee handbook.

Vice President Mark Bell made the motion to approve the updated employee handbook (revision 2), as presented. Treasurer Laura Anderson seconded the motion.

President Keith Couch- for
Vice President Mark Bell- for
Secretary Darrel Warren- absent
Assistant Treasurer James Shofner- for
Treasurer Laura Anderson - for
Motion carried.

Agenda Item # 27 Discussion and possible action on Strategic Planning manual.

No action was taken on the Strategic Planning manual. Board requesting more time to review.

Agenda Item # 28- 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. Treasurer Laura Anderson seconded the motion.


President Keith Couch- for
Vice President Mark Bell- for
Secretary Darrel Warren- absent
Assistant Treasurer James Shofner- for
Treasurer Laura Anderson - for
Motion carried.

Agenda Item # 29- Set date, time, and location for the next meeting of the Williamson County ESD # 7.

The regular meeting is scheduled for February 20, 2024, at 6:00 pm.

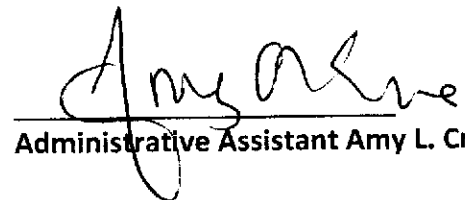
Agenda Item # 30- Adjournment.

President Keith Couch adjourned the meeting at 8:16 pm.


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

Passed and approved by the Williamson County ESD # 7 Board this 20 day of February,
2024.

ATTEST:


Administrative Assistant Amy L. Crane


President Keith Couch