

**Williamson County ESD # 7 Board Meeting Minutes**  
**March 19, 2024**

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

Also present at the meeting:

Fire Chief Ray Cummings  
Operations Captain Brian Burkhart  
Administrative Assistant Amy L Crane  
Lt Helmer  
FF Anderson  
FF Huggins  
Lt Rogers  
Dick Hanson  
James Medack

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

President Keith Couch called the meeting to order at 6:15 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- Discussion and possible action on approving the fiscal audit ending September 30, 2023- Medack & Oltmann.**

Vice President Mark Bell made the motion approving the fiscal audit ending September 30, 2023, presented by James Medack. Secretary Darrel Warren seconded the motion.

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

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

Treasurer Laura Anderson stated the February 2024 reconciliation for the ESD was not available until next month.

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

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

**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 was not available to present the FVFD monthly report.

**Agenda Item # 9- Update from land acquisition committee.**

Nolina property for the future site of Station No 3 closed and filed with Williamson County.

**Agenda Item # 10- Update from planning committee-**

Chief Cummings stated a meeting will be scheduled with the Financial Advisor Ed King in April 2024.

**Agenda Item # 11- Update from apparatus committee-**

No update from apparatus committee.

**Agenda Item # 12- Review and approval of budget amendments.**

Secretary Darrel Warren made the motion to approve the budget amendment for training, as presented. Vice President Mark Bell seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrel Warren- for

Assistant Treasurer James Shofner- absent

Treasurer Laura Anderson - for

Motion carried.

**Agenda Item # 13- Reading and approval of the minutes from the meeting February 20, 2024.**

Secretary Darrel Warren made the motion to approve the minutes from the meeting February 20, 2024, as presented. Treasurer Laura Anderson seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrel Warren- for

Assistant Treasurer James Shofner- absent

Treasurer Laura Anderson - for

Motion carried.

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

Secretary Darrel Warren made the motion to re-approve the minutes from the meeting December 14, 2023, as presented. President Keith Couch seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrel Warren- for

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

**Agenda Item # 15- Discussion and possible action on adopting the following SOPs for the Board-**

- a. E-01 Record Retention
- b. E-02 Commissioner Terms and Requirements
- c. E-03 Board Meetings
- d. E-04 Purchasing and Selling Property

No action was taken on adopting the SOPS presented to the Board. President Keith Couch recommended utilizing a consultant to review the Employee Handbook and SOP's to make sure they align. The Board has not adopted any SOP's.

**Agenda Item # 16- Discussion and possible action to postpone the ladder truck purchase and purchase of (2) new engines and (1) Squad instead of the ladder truck.**

Secretary Darrel Warren made the motion to approve the request from Chief Cummings to postpone the ladder truck purchase in the amount of \$2,314,746 and purchase (2) new engines and (1) squad. President Keith Couch stated that the procurement process applies to the purchases. Vice President Mark Bell seconded the motion.

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

**Agenda Item # 17- Discussion and possible action on a contract between WC ESD No 7 and KAH Architecture and Interior Design for professional services regarding capital improvement projects for Station 1 and Station 2.**

Vice President Mark Bell made the motion to authorize President Keith Couch to negotiate the contract between WC ESD No. 7 and KAH Architecture and Interior Design for professional services regarding capital improvement projects for Station 1 and Station 2 not to exceed \$80,000.00. The contract and email correspondence received had some discrepancies and civil engineering TBD notated. Treasurer Laura Anderson seconded the motion.

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

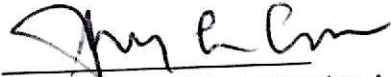
**Agenda Item # 18 Discussion and possible action on Strategic Planning manual.**

Vice President Mark Bell made the motion to approve the Strategic Planning manual 2023-2026 and place on the ESD's website. Secretary Darrel Warren seconded the motion.

President Keith Couch- for  
Vice President Mark Bell- for

**Agenda Item # 23- Set date, time, and location for the next meeting of the Williamson County ESD # 7.**  
The regular meeting is scheduled for April 16, 2024, at 6:00 pm.

**Agenda Item # 24- Adjournment.**  
President Keith Couch adjourned the meeting at 8:10 pm.



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

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Passed and approved by the Williamson County ESD # 7 Board this 16 day of April, 2024.

ATTEST:



Administrative Assistant Amy L. Crane



President Keith Couch