

Williamson County ESD # 7 Board Meeting Minutes
July 23, 2024

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

Also present at the meeting:

Administrative Assistant Amy L Crane
Administrative Assistant Felicia Longoria
LT Derek Rogers
LT Luke Helmer
FF Patterson
FF Pendleton
FF Grady
LT Perry
FF Walker
FF Anderson
Patty Couch
Mr. and Mrs. Johnston

Agenda Item # 1- Call to Order.

President Keith Couch 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 Laura Anderson stated a Treasurer's report was not available this month.

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

President Keith Couch presented the monthly report.

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

Association President Derek Rogers requested that the association be considered in the selection process for a Fire Chief.

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 had no update regarding the FVFD monthly report.

Agenda Item # 8- Update from land acquisition committee.

No update from the land acquisition committee. Treasurer Laura Anderson stated the land purchase for Station No 3 (Nolina) closed in February 2024.

Agenda Item # 9- Update from planning committee.

No update from the planning committee.

Agenda Item # 10- Update from apparatus committee.

No update from apparatus committee. The committee will be re-appointed at the next regular scheduled meeting.

Agenda Item # 11- Update from and possible action on update from IT Committee, including contracting with an IT provider or providers.

Vice President Mark Bell made the motion recommending to contract with Sexton Consulting and terminate the contract with Computek, which will require a 30-day notice. Secretary Darrel Warren seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrel Warren- for

Assistant Treasurer James Shofner- for

Treasurer Laura Anderson – for

Motion carried.

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

Secretary Darrel Warren made the motion to approve the following budget amendment requests:

Budget line item from 7360 to 7330- \$1,000.00

Budget line item from 6145 to 6111- \$1,000.00

Budget line item from 7170 to 6970- \$1,500.00

Budget line item from 6144 to 6151- \$1,000.00

Vice President seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrel Warren- for

Assistant Treasurer James Shofner- for

Treasurer Laura Anderson – for

Motion carried.

Agenda Item # 13- Reading and approval of the minutes from the meeting June 18, 2024.

Treasurer Laura Anderson made the motion to approve the minutes from the June 18, 2024, meeting as presented. Assistant Treasurer James Shofner seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrel Warren- for

Assistant Treasurer James Shofner- for

Treasurer Laura Anderson – for

Motion carried.

Agenda Item # 14- Reading and approval of the minutes from the meeting July 15, 2024.

Treasurer Laura Anderson made the motion to approve the minutes from the July 15, 2024, meeting as presented. Secretary Darrel Warren seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrel Warren- for

Assistant Treasurer James Shofner- for

Treasurer Laura Anderson - for

Motion carried.

Agenda Item # 15- Discussion and possible action on creating a job description and seeking applicants for the Fire Chief position and creating a committee to interview applicants.

Secretary Darrel Warren made the motion to approve the recommendation from President Keith Couch for consulting services with Travis County ESD No 1 Chief Donnie Norman to create a job description and seek/screen applicants for the Fire Chief position and creating a committee to interview applicants pro bono. Assistant Treasurer James Shofner seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrel Warren- for

Assistant Treasurer James Shofner- for

Treasurer Laura Anderson - for

Motion carried.

Agenda Item # 16- Discussion and possible action on hiring or recruiting an individual to serve as Interim Fire Chief.

No action was taken on hiring or recruiting an individual to serve as Interim Fire Chief.

Agenda Item # 17- Discussion and possible action on hiring or recruiting professional firefighters.

Vice President Mark Bell made the motion to create a QR code with the updated application to streamline recruiting and hiring professional firefighters. Assistant Treasurer James Shofner seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrel Warren- for

Assistant Treasurer James Shofner- for

Treasurer Laura Anderson - for

Motion carried.

Agenda Item # 18- Update from Complaints Committee, with discussion and possible action on complaints received regarding District operational leadership.

The Board adjourned into executive session at 6:19 pm to consult with their attorney under Section 555.071 of the Texas Government Code. The Board reconvened into open session at 7:03 pm. No action was taken in executive session. No action taken in open session.

Agenda Item # 19- Discussion and possible action on the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the Captain of Operations and/or three Lieutenants.

The Board noted Captain Brian Burkhart resigned. No action was taken.

Agenda Item # 20- Discussion and possible action on updates to the District's Employee Handbook, Standard Operating Procedures and Standard Operating Guidelines.

Treasurer Laura Anderson made the motion to remove references to SOG/SOPs in sections of the Employee Handbook, as the Standard Operating Procedures/Guidelines have not been adopted by the Williamson County ESD #7 Board of Commissioners. Vice President Mark Bell seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrel Warren- for

Assistant Treasurer James Shofner- for

Treasurer Laura Anderson – for

Motion carried.

Agenda Item # 21- Discussion and possible action to create a Board subcommittee to establish appropriate training to improve District operational leadership and personnel within the district.

Treasurer Laura Anderson made the motion to appoint Secretary Darrel Warren and Assistant Treasurer James Shofner to the subcommittee as liaisons for the Board and employees during the transition to new operational leadership. The Board stated unacceptable behavior will not be tolerated, diversity is encouraged, and the department needs to represent the District with integrity and pride. The Board also expressed that the staff is top priority. Vice President Mark Bell seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrel Warren- for

Assistant Treasurer James Shofner- for

Treasurer Laura Anderson – for

Motion carried.

Agenda Item # 22- Discussion and possible action on revised Promissory Note Agreement No. 10695 for the purchase of (2) pumpers and related equipment.

Treasurer Laura Anderson made the motion to approve the revised Promissory Note Agreement No. 10695 for the purchase of (2) pumpers and related equipment and to include fees for Government Capital.

Secretary Darrel Warren seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrel Warren- for

Assistant Treasurer James Shofner- for

Treasurer Laura Anderson – for

Motion carried.

Agenda Item # 23- Discussion and possible action on purchasing an ID Card Printer for ID badges- \$2,656.93.

No action was taken.

Agenda Item # 24-Review and approve quarterly investment report for 2nd quarter of year.

Vice President Mark Bell made the motion to approve the 2nd quarter investment report, as presented.

Assistant Treasurer Laura Anderson seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrel Warren- for

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

Agenda Item # 25-Discussion and possible action on a quote from Metro Fire in the amount of \$5,886.00.

Secretary Darrel Warren made the motion to approve the quote from Metro Fire in the amount of \$5,886.00 for hoses. Assistant Treasurer James Shofner seconded the motion.

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

Agenda Item # 26-Discussion and possible action on TITAN GPS statement and contract.

No action was taken on TITAN GPS statement and contract. Commissioners requested the statement and contract be forwarded to legal for further action.

Agenda Item # 27-Discussion and possible action on Texas Fire Resources Radio Repair Estimate #1311- \$ 3,539.63.

Assistant Treasurer James Shofner made the motion to approve the quote from Texas Fire Resources for apparatus repair- estimate #1311 - \$ 3,539.63. Secretary Darrel Warren seconded the motion.

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

Agenda Item # 28-Discussion and possible action on agreement approval for ADMINISTRATIVE SERVICES AGREEMENT with 1921 Consultants Health Benefits.

Treasurer Laura Anderson made the motion to approve the agreement for ADMINISTRATIVE SERVICES AGREEMENT with 1921 Consultants Health Benefits effective January 1, 2024. Secretary Darrel Warren seconded the motion.

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

Agenda Item # 29- Discussion and possible action on capital improvement projects for Station 1 and Station 2, including obtaining necessary permits.

Commissioners assigned Administrative Assistant Amy L Crane to special projects, including this capital improvement project, and authorized her to obtain permits for the temporary housing for Station No 1.

Agenda Item # 30- Review and approve payment of bills of the Williamson County ESD # 7.

Treasurer Laura Anderson made the motion to approve payment of bills of the Williamson County ESD No 7, as presented. Assistant Treasurer James Shofner seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrel Warren- for

Assistant Treasurer James Shofner- for

Treasurer Laura Anderson - for

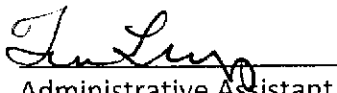
Motion carried.

Agenda Item # 31- Set date, time, and location for the next meeting of the Williamson County ESD # 7.

A called meeting is scheduled for August 6, 2024, at 6:00 pm.

Agenda Item # 32- Adjournment.

President Keith Couch adjourned the meeting at 7:37 pm.

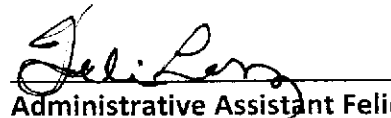


Administrative Assistant Felicia Longoria

Williamson County ESD # 7

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

ATTEST:



Administrative Assistant Felicia Longoria



President Keith Couch