

**Williamson County ESD # 7 Board Meeting Minutes**  
**August 20, 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:  
Interim Fire Chief Patrick Shipp,  
Travis County ESD No 1  
Administrative Assistant Amy L Crane  
Administrative Assistant Felicia Longoria  
LT Derek Rogers  
Patty Couch

**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 presented the monthly Treasurer's report for June and July 2024. The ending balance was \$4,742,224.26.

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

Interim Fire Chief Patrick Shipp presented the monthly report. Chief Shipp presented to the Board benchmarks for the District and the need for mental health services. He noted a need for additional staffing from Travis County ESD No. 1 to staff at full capacity for operations and adjust the number based on need. Currently in the process of drafting the hiring process policy. Treasurer Laura Anderson recognized FF M. Shultz for his handling of a situation with an employee that occurred on July 21, 2024, when returning an item to Admin. The letter of recognition will be placed in FF Schultz's personnel file. Chief Shipp discussed a road map to success for revenue, population trends, and call volume.

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

Association President Derek Rogers stated the association voted to donate \$500.00 to Florence PTA for the "Run for Fun" and the "Pumpkin Patch" events.

**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 has no update regarding the FVFD monthly report.

**Agenda Item # 8- Update from land acquisition committee.**

No update from the land acquisition committee.

**Agenda Item # 9- Update from planning committee.**

No update from the planning committee.

**Agenda Item # 10- Discussion and possible action on re-appointing the apparatus committee.**

No update from apparatus committee. The committee will be re-appointed consisting of James Shofner, Darrel Warren, Andre Marin, and Chief Shipp. Chief Shipp will choose up to three staff members from each rank. Vice President Mark Bell made the motion to approve the apparatus committee members, as discussed. 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 # 11- Review and approval of budget amendments.**

Vice President Mark Bell made the motion to approve the budget amendment, 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- for

Treasurer Laura Anderson – for

Motion carried.

**Agenda Item # 12- Reading and approval of the minutes from the meeting, July 23, 2024.**

Treasurer Laura Anderson made the motion to approve the minutes from the meeting July 23, 2024, 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 # 13- Reading and approval of the minutes from the meeting August 6, 2024.**

Treasurer Laura Anderson made the motion to approve the minutes from the meeting August 6, 2024, 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- Discussion and possible action on Sick Leave payment to resigning employees.**

No action was taken on sick leave payment to resigning employees. This was addressed in a prior meeting.

**Agenda Item # 15- Discussion and possible action on clarification of Sick Leave policy in Employee Handbook.**

No action was taken on clarification of sick leave policy in the employee handbook. This was addressed in a prior meeting.

**Agenda Item # 16- Discussion and possible action on new uniform and helmet purchases.**

Assistant Treasurer James Shofner made the motion to purchase gear not to exceed \$49,500.00 for sets of Nomex uniforms, boots, belts, and helmets. 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 # 17- Discussion and possible action on update of authorized account users for HDL Sales Tax Company.**

Treasurer Laura Anderson made the motion to remove Ray Cummings and add Felicia Longoria and Amy L. Crane as authorized account users for HDL Sales Tax. 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 # 18- Discussion and possible action on a resolution establishing fees of office for Commissioners.**

Treasurer Laura Anderson made the motion to approve a resolution establishing fees of office for 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 # 19- Discussion and possible action regarding TCDRS retirement policy.**

Assistant Treasurer James Shofner made the motion to change the years of service (vesting) for TCDRS retirement from 8 years to 5 years. 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 # 20- Discussion and possible action on Fleet repair budget.**

No action was taken on the Fleet repair budget.

**Agenda Item # 21- Discussion and possible action on policies regarding reimbursement of Training classes.**

No action was taken on policies regarding reimbursement of training. The policy will be placed on the next agenda.

**Agenda Item # 22- Discussion and possible action on Station 1 and 2 improvements.**

Treasurer Laura Anderson made the motion to approve the quote from Town Square Floors to replace the flooring at Station 2- Andice. The flooring in the bathrooms, weightroom, and laundry are not included. The District wants to explore other options due to the slope of the drains. The total cost of the project is \$31,928.25. 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 # 23- Discussion and possible action on letter of engagement for the September 2024 Audit – Medack & Oltmann, LLP.**

Treasurer Laura Anderson made the motion to approve the letter of engagement for the fiscal year ending September 30, 2024, audit – Medack & Oltmann, LLP. 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 # 24- 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 #25- Conduct a public hearing on the proposal to increase property taxes.**

The Board conducted a public hearing on the proposed \$0.10000/\$100 for the 2024 property tax rate.

**Agenda Item # 26- Take a record vote on the district's 2024 tax rate, adopt an Order Levying Taxes, authorize filing the Order with the County Tax Assessor/Collector.**

Treasurer Laura Anderson made the following motion statement *"I move that the property tax rate be increased by the adoption of a tax rate of \$0.100000, which is effectively a 37.95 percent increase in the tax rate."* 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 # 27- Acknowledge and approve posting of statement regarding adopted tax rate to home page of District website.**

Treasurer Laura Anderson made the motion to approve the posting of statement regarding adopted tax rate to home page of District website, 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 # 28- Set date, time, and location for the next meeting of the Williamson County ESD # 7.**

The regular meeting is scheduled for September 10, 2024, at 6:00 pm.

**Agenda Item # 29- Adjournment.**

President Keith Couch adjourned the meeting at 7:53 pm.



Administrative Assistant Felicia Longoria  
Williamson County ESD # 7

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Passed and approved by the Williamson County ESD # 7 Board this 11 day of September, 2024.

ATTEST:



Administrative Assistant Felicia Longoria

  
President Keith Couch