

**Williamson County ESD # 7 Board Meeting Minutes
September 10, 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
Dick Hanson
LT Perry
Architect Keith Hickman
Captain Marin
Government Capital Advisor Ed King
LT Priest
LT Walker
FF Patterson
FF Hamilton

Agenda Item # 1- Call to Order.

President Keith Couch called the meeting to order at 6:10 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 August 2024. The ending balance was \$5,770,944.75.

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 stated EMS is planning on moving to Station No. 2 on September 24, 2024, as the ESD prepares for the remodel at Station No. 1. The uniform order has been placed and awaiting vendor to measure staff. The holiday pay policy has discrepancies within the policy that has been followed and is currently under review. Interviews will be conducted the week of

September 9-12, 2024, for open positions. 11 applications were submitted. The 6 DPO positions are scheduled to be tested on September 12, 2024. Chief Shipp promoted FF M. Shultz to Lieutenant effective October 1, 2024.

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

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

Agenda Item # 7- Florence Volunteer Fire Department monthly report regarding emergency operations, apparatus, response times, call volume, training, management activities and membership.

FVFD President Andrew Marin stated Lt. Perry has offered to assist in revamping the Volunteer program.

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- Update from apparatus committee.

No update from apparatus committee.

Agenda Item # 11- Review and approval of budget amendments.

No budget amendments were presented to the Board for approval.

Agenda Item # 12- Reading and approval of the minutes from the meeting, August 20, 2024.

Treasurer Laura Anderson made the motion to approve the minutes from the meeting August 20, 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- Discussion and possible action on awarding Request for Proposals “RFP” for Banking Depository Services.

No action was taken on awarding the Request for Proposals “RFP” for Banking Depository Services received from Vera Bank and Horizon Bank. The item will be placed on the next agenda.

Agenda Item # 14- Discussion and possible action on awarding Request for Proposals “RFP” for the improvements for Station No. 1 and Station No. 2.

Secretary Darrel Warren made the motion to award the request for proposal to HCS with a base bid for Station No. 1 \$1,668,200.0 and a base bid for Station No. 2 \$328,000.00 totaling \$1,996,200.00. The project days of construction is 248 calendar days from notice to proceed. Keith Hickman stated the notice to proceed will be issued within 4 weeks for HCS to obtain their performance bond. 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 # 15- Discussion and possible action on a Resolution of the Board of Commissioners of Williamson County Emergency Services District No. 7 regarding a loan for a Fire Station construction and renovation project, and other matters related thereto.

Vice President Mark Bell made the motion to approve a resolution of the Board of Commissioners of Williamson County Emergency Services District No. 7 regarding a loan for a Fire Station construction and renovation project, and other matters related thereto in the amount of \$2,539,423.50. 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 # 16- Discussion and possible action on plan agreement adopting the 2025 TCDRS rate for retirement.

Secretary Darrel Warren made the motion to approve the plan agreement adopting the 2025 TCDRS for retirement. Assistant Treasurer Jame 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 # 17- Discussion and possible action on resolution authorizing disposal surplus or salvage property.

Secretary Darrel Warren made the motion to approve the resolution authorizing disposal surplus or salvage property and donating SCBA's to the Rogers Volunteer Fire Department listed in Exhibit "A". 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 # 18- Discussion and possible action on the following policies-

a. Certification pay-

Treasurer Laura Anderson made the motion approving the new Certification pay policy, effective October 1, 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.

b. Holiday pay-

No action taken was taken on policy.

c. Training reimbursement-

No action was taken on training reimbursement. The training policy is still in draft and training reimbursement will be addressed in the training policy.

d. Emergency Temporary pay-

Secretary Darrel Warren made the motion to approve the Emergency Pay policy, 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.

e. Purchasing –

No action was taken on policy.

Agenda Item # 19- Discussion and possible action on Station No. 1 and Station No. 2 improvements.

Treasurer Laura Anderson made the motion to approve the following proposals for Station No. 1 and Station No. 2 improvements-

Generator Station No. 2- \$39,169.25
Mattresses for Station No. 1 and No. 2- \$3,605.80
Cabinets and bed frames for Station No. 2- \$45,047.00
Masonry for Station No. 2- \$5,850.00

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 # 20- Discussion and possible action on creating 2 additional Captain's positions and PayScale.
Treasurer Laura Anderson made the motion to create 2 new Captain positions and PayScale for the positions. Each shift will have a Captain that oversees Station No. 1 and Station No. 2. 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 # 21- Discussion and possible action on purchasing a Conex for storage at Station No. 1.
Vice President Mark Bell made the motion to purchase a Conex for storage at Station No. 1 not to exceed \$3,500.00. 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 # 22- Discussion and possible action on voiding checks that have not cleared over (1) year.
Secretary Darrel Warren made the motion to approve voiding the checks that have not cleared over (1) year, 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 # 23- 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 # 24- Set date, time, and location for the next meeting of the Williamson County ESD # 7.
The regular meeting is scheduled for October 15, 2024, at 6:00 pm.

Agenda Item # 25- Adjournment.
President Keith Couch adjourned the meeting at 8:23 pm.



Administrative Assistant Felicia Longoria
Williamson County ESD # 7

Passed and approved by the Williamson County ESD # 7 Board this 15 day of October, 2024.

ATTEST:



Administrative Assistant Felicia Longoria


President Keith Couch