

**Williamson County ESD # 7 Board Meeting Minutes
December 10, 2024**

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

Also present at the meeting:
Interim Fire Chief Patrick Shipp
Travis County ESD No 1
Administrative Assistant Amy L Crane
LT D. Rogers
FF A. Ornelas
LT M. Priest
DPO S. Patterson
DPO A. Straka
Nathan Martin- PHI

Agenda Item # 1- Call to Order.

Vice President Mark Bell called the meeting to order at 6:06 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 September, October, and November 2024. The account balance is \$8,488,722.07.

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 a verbal monthly report. Testing for the (3) Captain positions is December 17, 2024. The district no longer qualifies for grants that the FVFD was eligible to submit applications. The department has exceeded the maximum number of employees. Community Outreach includes participating in the "Florence Christmas on Main Street" parade December 14, 2024, Trunk or Treat, FBC Halloween event, Fire Prevention week at the Florence ISD and Florence ISD career day.

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

Association President Derek Rogers requested the Board consider allowing the association be involved in the hiring process for the 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 Andrew Marin was not present for a monthly report.

Agenda Item # 8- Update from land acquisition committee.

No update on 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 action was taken on budget amendments. No amendments were presented.

Agenda Item # 12- Reading and approval of the minutes from the meeting, November 7, 2024.

Secretary Darrel Warren made the motion to approve the minutes from the meeting November 7, 2024, as presented. Treasurer Laura Anderson seconded the motion.

President Keith Couch- absent

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, November 12, 2024.

Secretary Darrel Warren made the motion to approve the minutes from the meeting November 12, 2024, as presented. Treasurer Laura Anderson seconded the motion.

President Keith Couch- absent

Vice President Mark Bell- for

Secretary Darrel Warren- for

Assistant Treasurer James Shofner- absent

Treasurer Laura Anderson – for

Motion carried.

Agenda Item # 14- Discussion and possible action on ADP for payroll services.

Treasurer Laura Anderson made the motion to approve the proposal from ADP for ADP Complete Payroll and HR Plus (Includes Zip Recruiter with two job slots). Secretary Darrel Warren seconded the motion.

President Keith Couch- absent

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 a contract extension with Travis County ESD No 1 for management services.

Secretary Darrel Warren made the motion to approve the contract extension to January 12, 2025, between Travis County ESD No 1 and Williamson County ESD No 7 for management services. Treasurer Laura Anderson

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

Agenda Item # 16- Discussion and possible action on fire chief applications.

The Board adjourned into executive session at 6:43 pm under Govt. Code Section 551.074 regarding personnel matters. The Board reconvened into open session at 7:12 pm. No action taken in executive session. Treasurer Laura Anderson made a motion to task Travis County ESD No 1 to complete a background check on one candidate for Fire Chief.

Secretary Darrel Warren seconded the motion.

President Keith Couch- absent
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 action on Station No1 & No 2 improvements.

Secretary Darrel Warren made the motion to approve the change order in the amount of \$2,266.60 for additional concrete work at Andice Fire Station No 2. Laura Anderson seconded the motion.

President Keith Couch- absent
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 action on Administrative Assistant Felicia Longoria salary.

No action was taken on Administrative Assistant Felicia Longoria's salary. The agenda item will be placed on the next agenda.

Agenda Item # 19- Discussion and possible action on changing payroll dates.

No action was taken on changing payroll dates.

Agenda Item # 20- Discussion and possible action on a contract with Architect Keith Hickman for designing Station No 3.

Treasurer Laura Anderson made the motion to appoint Secretary Darrel Warren and President Keith Couch to negotiate a contract with Architect Keith Hickman for Nolina Station No 3. Secretary Darrel Warren seconded the motion.

President Keith Couch- absent
Vice President Mark Bell- for
Secretary Darrel Warren- for
Assistant Treasurer James Shofner- absent

Treasurer Laura Anderson – for
Motion carried.

Agenda Item # 21- Discussion and possible action on a proposal from PHI cares for air ambulance membership.

No action was taken on a proposal from PHI cares for air ambulance membership. The Board requested all members be present prior to deciding on air ambulance membership.

Agenda Item # 22- Review and approve payment of bills of the Williamson County ESD # 7.

Secretary Darrel Warren 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- absent

Vice President Mark Bell- for

Secretary Darrel Warren- for

Assistant Treasurer James Shofner- absent

Treasurer Laura Anderson – for

Motion carried.

Agenda Item # 23- Discuss and possible action on submitting required annual report to the Division of Emergency Management.


Annual SAFE D report to TDEM is due no later than January 1, 2025. Administrative Assistant Amy L Crane will submit the report.

Agenda Item # 24- Set date, time, and location for the next meeting of the Williamson County ESD # 7.

The regular meeting is scheduled for January 21, 2025, at 6:00 pm.

Agenda Item # 25- Adjournment.

Vice President Mark Bell adjourned the meeting at 7:16 pm.


Administrative Assistant Amy L Crane
Williamson County ESD # 7

Passed and approved by the Williamson County ESD # 7 Board this 21 day of January, 2025.

ATTEST:


Administrative Assistant Amy L Crane


President Keith Couch