

Williamson County ESD # 7 Board Meeting Minutes
January 21, 2025

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

Also present at the meeting:
Fire Chief Patrick Shipp
LT J Anderson
Andrew Marin

Agenda Item # 1- Call to Order.

President Keith Couch called the meeting to order at 6:02 pm.

Agenda Item # 2- Williamson County Commissioner Valerie Covey swearing in Keith Couch, Laura Anderson, and Darrel Warren.

Commissioner Valerie Covey was not able to attend to swear in Commissioners Keith Couch, Laura Anderson, and Darrel Warren.

Agenda Item # 3- Approve and accept statements and oaths of office for appointed/reappointed commissioners.

No action was taken to accept statements and oaths of office for appointed/reappointed commissioners.

Agenda Item # 4- Public Comment on items not on the Posted Agenda.

No public comment.

Agenda Item # 5- Public Comment on items on Posted Agenda.

No public comment.

Agenda Item # 6- ESD # 7 Treasurer's Report.

Treasurer Laura Anderson stated no report for this month.

Agenda Item # 7- Fire Chief/Administrator monthly report regarding emergency operations, apparatus, response times, call volume, training, management activities, awards/accommodations, and membership.

Chief Shipp presented his monthly report.

Agenda Item # 8- Williamson County ESD 7 Professional Firefighter's Association report.

Association President Derel Rogers stated no report for this month.

Agenda Item # 9- Florence Volunteer Fire Department monthly report regarding emergency operations, apparatus, response times, call volume, training, management activities and membership.

FVFD Andrew Marin stated no report for this month.

Agenda Item # 10- Discussion and action on electing board positions for the 2025 term.

Vice President Mark Bell made the motion to appoint board positions as follows-

President Keith Couch

Vice President Mark Bell

Secretary Darrel Warren

Assistant Treasurer- vacant

Treasurer Laura Anderson

Secretary Darrel Warren seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrel Warren- for

Assistant Treasurer- vacant

Treasurer Laura Anderson – for

Motion carried.

Agenda Item # 11- Update from land acquisition committee.

No update on land acquisition committee.

Agenda Item # 12- Update from planning committee.

No update from the planning committee.

Agenda Item # 13- Update from apparatus committee.

No update from apparatus committee.

Agenda Item # 14- Review and approval of budget amendments.

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

Agenda Item # 15- Reading and approval of the minutes from the meetings, December 10, 2024, and January 14, 2025.

Secretary Darrel Warren made the motion to approve the minutes from the meeting December 10, 2024, as presented. Vice President Mark Bell seconded the motion.

Treasurer Laura Anderson made the motion to approve the minutes from the meeting January 14, 2025, as presented. Vice President Mark Bell seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrel Warren- for

Assistant Treasurer- vacant

Treasurer Laura Anderson – for

Motion carried.

Agenda Item # 16- Discussion and action on approving the contract between Fire Chief Patrick Shipp and Williamson County ESD No 7.

The Board adjourned into executive session at 8:45 pm under Sec. 551.074 (a) (1) and/or (2) of the Texas Government Code, for discussion of Personnel Matters, including, without limiting the generality of the foregoing, consideration of a contract with Interim Fire Chief. The Board reconvened into open session at 9:03 pm. No action was taken. The Board requested to send contract to legal for review.

Agenda Item # 17- Discussion and action on finish-out upstairs expansion.

No action was taken on the finish-out upstairs expansion.

Agenda Item # 18- Discussion and action on Temperature Pro Bi-Annual System Maintenance Agreement - \$396.00 yr.

Secretary Darrel Warren made the motion to approve Temperature Pro Bi-Annual System Maintenance Agreement - \$396.00 yr. Treasurer Laura Anderson seconded the motion.

President Keith Couch- absent

Vice President Mark Bell- for

Secretary Darrel Warren- for

Assistant Treasurer – vacant

Treasurer Laura Anderson – for

Motion carried.

Agenda Item # 19- Discussion and action on an amendment to First Due contract.

Treasurer Laura Anderson made the motion to approve the contract amendment for the First Due RMS program to include the following modules for an additional cost per year- \$6,100.00-

Community Content

Advanced Training records

Fire Content Package

EMS Content Package

Essentials Online Training Package

Implementation

Secretary Darrel Warren seconded the motion.

President Keith Couch- absent

Vice President Mark Bell- for

Secretary Darrel Warren- for

Assistant Treasurer – vacant

Treasurer Laura Anderson – for

Motion carried.

Agenda Item # 20- Discussion and action on a RESOLUTION ADOPTING PASSWORD MANAGEMENT SYSTEM.

Vice President Mark Bell made the motion to approve a RESOLUTION ADOPTING PASSWORD MANAGEMENT SYSTEM. Secretary Darrel Warren seconded the motion.

President Keith Couch- absent

Vice President Mark Bell- for

Secretary Darrel Warren- for

Assistant Treasurer – vacant

Treasurer Laura Anderson – for

Motion carried.

Agenda Item # 21- Review and approve quarterly investment report for 4th quarter of the previous year.
Treasurer Laura Anderson made the motion to approve the quarterly investment report for 4th quarter of the previous year. Vice President Mark Bell seconded the motion.
President Keith Couch- absent
Vice President Mark Bell- for
Secretary Darrel Warren- for
Assistant Treasurer – vacant
Treasurer Laura Anderson – for
Motion carried.
aura 1st mark

Agenda Item # 22- Discussion and action regarding [obtaining/renewing] Treasurer's bond.
No action was taken on obtaining/renewing Treasurer's bond. The bond is included in our premium with the Leavitt Group.

Agenda Item # 23- Discussion and action on Station No1 & No 2 improvements.
No action was taken on Station No 1 & No 2 improvements.

Agenda Item # 24- Discussion and 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.

Agenda Item # 25- Review and approve payment of bills of the Williamson County ESD # 7.
Vice President Mark Bell made the motion to approve the payments of bills of the Williamson County ESD No 7, as presented. Secretary Darrel Warren seconded the motion.
President Keith Couch- for
Vice President Mark Bell- for
Secretary Darrel Warren- for
Assistant Treasurer- vacant
Treasurer Laura Anderson – for
Motion carried.

Agenda Item # 26- Discussion and action on a quote from Dell Computers for new computers.
Vice President Mark Bell made the motion to approve the purchase of three dell computers in the amount of \$3,683.70, as presented. Secretary Darrel Warren seconded the motion.
President Keith Couch- for
Vice President Mark Bell- for
Secretary Darrel Warren- for
Assistant Treasurer- vacant
Treasurer Laura Anderson – for
Motion carried.

Agenda Item # 27- Discussion and action on publication of the notice of address of administrative office location.

Vice President Mark Bell made the motion to approve the publication of the notice of address of administrative office location. Secretary Darrel Warren seconded the motion.

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

Agenda Item # 28- Discussion and action on training requirements and compliance status for each Commissioner.

Commissioners will be attending the 2025 SAFE D Conference to obtain their required 6 hours of training.

Agenda Item # 29- Discussion and action on hosting an event for promotion ceremony (date, venue, budget).

Treasurer Laura Anderson made the motion to approve a promotion ceremony to be held at Reunion Ranch on February 22, 2025. The district will contact other districts for coverage during the event. Vice President Mark Bell seconded the motion.

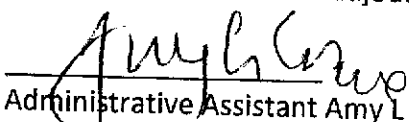
President Keith Couch- for
Vice President Mark Bell- for
Secretary Darrel Warren- for
Assistant Treasurer- vacant
Treasurer Laura Anderson – for
Motion carried.

Agenda Item # 30- Set date, time, and location for the next meeting of the Williamson County ESD # 7.

A called meeting is scheduled for January 28, 2025, at 6:30 pm.

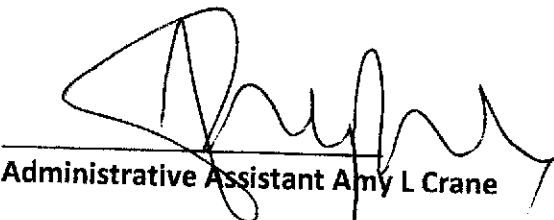
Agenda Item # 31- Adjournment.

Vice President Mark Bell adjourned the meeting at 9:30 pm.


Administrative Assistant Amy L Crane
Williamson County ESD # 7

Passed and approved by the Williamson County ESD # 7 Board this 13 day of February, 2025.

ATTEST:


Administrative Assistant Amy L Crane


President Keith Couch