

**Williamson County ESD # 7 Board Meeting Minutes  
February 18, 2025**

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

Also present at the meeting:

Fire Chief Patrick Shipp  
Operations Administrator Felicia Longoria  
Finance Administrator Amy I Crane  
LT L Helmer  
DPO D. Pendleton  
FF A. Ornelas  
LT J Anderson  
FF Belcher  
Dick Hanson  
LT C. Perry  
Capt. D. Rogers

**Agenda Item # 1- Call to Order.**

President Keith Couch called the meeting to order at 5:30 pm.

**Agenda Item # 2- Swearing in newly appointed Commissioner Andrew Marin.**

Commissioner Andrew Marin was sworn in by Operations Administrator, Felicia Longoria.

**Agenda Item # 3- Public Comment on items not on the Posted Agenda.**

No public comment.

**Agenda Item # 4- Public Comment on items on Posted Agenda.**

No public comment.

**Agenda Item # 5- Budget and planning workshop.**

Fire Chief Patrick Shipp presented a new format for the budget.

President Keith Couch adjourned into a break at 6:39 pm

President Keith Couch reconvened into open session at 6:55 pm

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

Treasurer Laura Anderson presented the monthly Treasurers report for January 2025.

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

Fire Chief Patrick Shipp presented the monthly report. The Pinning Ceremony will be held February 22, 2025, from 6:00 pm to 10:00 pm at Reunion Ranch.

**Agenda Item # 8- Update from the following committees-**

a.) **Land acquisition-** Station No 3- Nolina may not be a viable option for the new station. The roadways are being reconfigured, and response time could be diminished. The committee needs to assess feasibility for Station No 3 location.

b.) **Planning-** no update

c.) **Apparatus-** no update

**Agenda Item # 9- Review and approval of budget amendments.**

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

**Agenda Item # 10- Reading and approval of the minutes from the meeting, January 21, 2025.**

Treasurer Laura Anderson made the motion to approve the minutes from the meeting January 21, 2025, as presented. Secretary Darrel Warren seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrel Warren- for

Assistant Treasurer Andrew Marin- for

Treasurer Laura Anderson – for

Motion carried.

**Agenda Item # 11- Reading and approval of the minutes from the meeting, January 28, 2025.**

Treasurer Laura Anderson made the motion to approve the minutes from the meeting January 28, 2025, as presented. Secretary Darrel Warren seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrel Warren- for

Assistant Treasurer Andrew Marin- for

Treasurer Laura Anderson – for

Motion carried.

**Agenda Item # 12- Discussion and action with Gases 101 to lease two MSA IO4 gas detectors and service**

Treasurer Laura Anderson made the motion to approve the following agreements between Gases 101 to lease two MSA IO4 gas detectors and service and Williamson County ESD No 7-

a. **Device Supply and Maintenance Agreement**

b. **Schedule A-1 5-Year Freedom Agreement**

Secretary Darrel Warren seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrel Warren- for

Assistant Treasurer Andrew Marin– for

Treasurer Laura Anderson – for

Motion carried.

**Agenda Item # 13- Discussion and action on updating the district's organizational chart.**  
No action was taken on updating the district's organizational chart.

**Agenda Item # 14- Discussion and action on approving the contract between Fire Chief Patrick Shipp and Williamson County ESD No 7.**

No action was taken on approving the contract between Fire Chief Patrick Shipp and Williamson County ESD No. 7.

**Agenda Item # 15- Discussion and action on Station No1 & No 2 improvements.**

No action was taken on Station No 1 & No 2 improvements.

**Agenda Item # 16- Discussion and action on a meeting held with the City of Georgetown and Williamson County ESD No 8.**

Treasurer Laura Anderson made the motion to appoint Fire Chief Patrick Shipp to negotiate with the City of Georgetown and Williamson County ESD No 8 regarding commercial property surrounding Ronald Ragan and Ranch Road 2338/Williams Drive. Assistant Treasurer Andrew Marin seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrel Warren- for

Assistant Treasurer Andrew Marin- for

Treasurer Laura Anderson – for

Motion carried.

**Agenda Item # 17- Discussion and action on a proposal from PHI cares for air ambulance membership.**

No action was taken on a proposal from PHI concerning air ambulance membership. The Board requested PHI cares pass out literature or surveying the citizens of Williamson County ESD No 7 district for interest.

**Agenda Item # 18- Discussion and action on health insurance options for the district- 1921 Consultants.**

No action was taken on health insurance options for the district- 1921 Consultants.

**Agenda Item # 19- Discussion and action on the following policies and procedures-**

a. **Standard Operating Guides- SOG**

b. **Standard Operating Procedures- SOP**

c. **Lateral Pay policy on utilizing hire dates.**

Secretary Darrell Warren made the motion to approve the policies and procedures for Standard Operating Guides (SOG), Standard Operating Procedures (SOP), and utilizing hires dates for the lateral pay policy, not promotion dates. Secretary Darrel Warren amended his motion to include an effective date of January 1, 2025. Vice President Mark Bell seconded the motion.

President Keith Couch- for

Vice President Mark Bell- for

Secretary Darrel Warren- for

Assistant Treasurer Andrew Marin- for

Treasurer Laura Anderson – for

Motion carried.

**Agenda Item # 20- Complete and take action to approve the Texas Comptroller Special Purpose Financial and Tax Report**

Secretary Darrel Warren made the motion to approve the Texas Comptroller Special Purpose District Financial and Tax Report, as presented. Vice President Mark Bell seconded the motion.

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

**Agenda Item # 21- Review and approve payment of bills of the Williamson County ESD # 7.**

Secretary Darrel Warren made the motion to approve the payment of bills of the Williamson County ESD #7, as presented. Treasurer Laura Anderson seconded the motion.

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

**Agenda Item # 22- Set date, time, and location for the next meeting of the Williamson County ESD # 7.**

The next regularly scheduled meeting is set for March 11, 2025, at 6:00 pm.

**Agenda Item # 23- Adjournment.**

President Keith Couch adjourned the meeting at 7:55 pm.

*Amy L Crane*

Finance Administrator Amy L Crane  
Williamson County ESD # 7

Passed and approved by the Williamson County ESD # 7 Board this 11 day of March, 2025.

ATTEST:

  
Finance Administrator Amy L Crane

  
President Keith Couch