

**Williamson County ESD # 7 Board Meeting Minutes
April 15, 2025**

President Keith Couch- present
Vice President Mark Bell- present
Secretary Darrel Warren- present
Assistant Treasurer Andrew Marin- present
Treasurer Laura Anderson – present (arrived at 6:02 pm)

Also present at the meeting:
Fire Chief Patrick Shipp
Operations Administrator Felicia Longoria
Finance Administrator Amy I Crane.
G.M.A.T. Dick Hanson
Capt. D. Rogers
Government Capital Financial Advisor Ed King

Agenda Item # 1- Call to Order.

President Keith Couch called the meeting to order at 6:01 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.

Georgetown Medical assist Team Representative Dick Hanson praised the district on the positive changes seen over the last 6 months with new management.

Agenda Item # 4- ESD # 7 Treasurer's Report.

Treasurer Laura Anderson presented the monthly report for March 2025. March 2025 reconciliation will be presented next month.

Agenda Item # 5- Discussion and action on updating the signatories for the following accounts- A.C.

- a. **Vera Bank**
- b. **Horizon Bank**

Treasurer Laura Anderson made the motion to remove James Shofner and add Andrew Marin as a signatory for Vera Bank and Horizon Bank. 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 # 6- Discussion and action on financial planning- Ed King.

No action was taken on financial planning with Ed King.

Agenda Item # 7- Discussion and action on the Williamson County ESD No 7 organizational chart- A.C.

Vice president Mark Bell made the motion to approve the organizational chart, 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 # 8- Discussion and action on the following job descriptions- PS

a. Operations Administrator

b. Finance Administrator

Secretary Darrel Warren made the motion to approve the job descriptions for the Operations Administrator and Finance Administrator, 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 # 9- Discussion and action on submitting an eligibility application to the Federal Surplus Program- A.C.

Vice President Mark Bell made the motion to approve the submittal of an eligibility application to the Federal Surplus Program. 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 # 10- Discussion and action on an engagement letter from Smith, Murdaugh, Little & Bonham, LLP for special projects- L.A.

Treasurer Laura Anderson made the motion to approve the engagement letter from Smith, Murdaugh, Little, & Bonham LLP for special projects regarding land development and sales tax issues. 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 # 11- Reading and approval of the minutes from the meeting, March 11, 2025.

Vice president Mark Bell made the motion to approve the minutes from the meeting March 11, 2025, 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 # 12- 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. ESD No 7. Chief Shipp met with the Fire Marshal, and they expressed interest in an interlocal agreement to assist with Fire Investigations/Inspections/Permitting.

Agenda Item #13- Discussion and action on recruitment retention incentive policy- P.S.

No action was taken on recruitment retention incentive policy. Chief Shipp stated he will draft a policy for recruiting retention by providing a sign-on bonus of \$5,000.00 after 1 year.

Agenda Item # 14- Discussion and action on updates/recommendations from the following committees-

- a. **Land acquisition committee- Nolina** Station No 3 location no longer a possibility due to changes in access to property. No action taken.
- b. **Planning committee-** Station No 1 construction completion date is set for June 2025. No action taken.
- c. **Apparatus Committee-** Secretary Darrel Warren made the motion to exchange the (2) stock engines that are currently in production and under contract for (1) custom cab. Assistant Treasurer Andrew Marin seconded the motion to trade two engines to one custom cab two brush trucks, ladder.
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 # 15- Discussion and action on approving the contract between Fire Chief Patrick Shipp and Williamson County ESD No 7.

Secretary Darrel Warren made the motion to approve the contract between Fire Chief Patrick Shipp and Williamson County ESD No. 7 amending the hire date of 08/11/2024. 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 # 16- Discussion and action on donation to G.M.A.T.- Georgetown Medical Assist Team 501c non-profit-P.S.

Treasurer Laura Anderson made the motion to donate \$1,500.00 to Georgetown Medical Assist Team, a 501 (c) non-profit organization for mutual aid with priority, on calls. 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 # 17- Discussion and action on an update regarding the Station No 2 upstairs expansions.
No action was taken on an update regarding the Station No 2 upstairs expansions.

Agenda Item # 18- Discussion and action on improvements at Station 1 and 2-
a.) Awnings for parking- P.S.

No action was taken on a proposal for awnings at Station No. 2 to park apparatus.

Agenda Item # 19- Discussion and action on a proposal from Purvis Systems for an alerting system 1 and 2- Code 6600 Information Technology- P.S.

Treasurer Laura Anderson made the motion to approve the proposal from Purvis Systems not to exceed \$60,000.00 for Florence Station No. 1 for an alerting system HGAC Contract No. ECO7-23. 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 # 20- Review and approve payment of bills of the Williamson County ESD # 7.

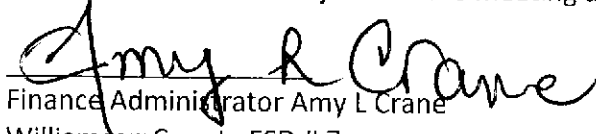
Treasurer Laura Anderson made the motion to approve the payment of bills of the Williamson County ESD #7, as presented. Secretary Darrell Warren seconded the motion.
President Keith Couch- for
Vice President Mark Bell- for
Secretary Darrel Warren- for
Assistant Treasurer Andrew Marin- for
Treasurer Laura Anderson – for
Motion carried.

Agenda Item # 21- Set date, time, and location for the next meeting of the Williamson County ESD # 7.

The next regularly scheduled meeting is set for May 13, 2025, at 6:00 pm.

Agenda Item # 22- Adjournment.

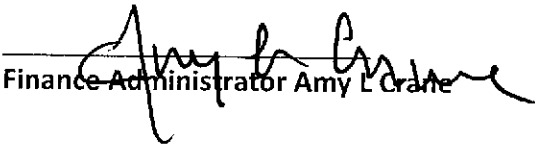
President Keith Couch adjourned the meeting at 9:11 pm.


Finance Administrator Amy L Crane

Williamson County ESD # 7

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

ATTEST:


Finance Administrator Amy L Crane


President Keith Couch