

# **Williamson County Emergency Services District #3**

P.O. Box 175, Hutto, TX 78634-0175  
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## **Minutes for Regular Meeting**

**Thursday, March 26th, 2020 at 12:00pm**

### **I. CALL MEETING TO ORDER**

Commissioner Brown called the meeting to order at 12:00 pm.

**Commissioners Present:** Bill Brown, Dan Hejl, and Anne Cano  
**Commissioners Present Online:** Butch Miller and Garry Guthrie

**Hutto Fire Rescue Staff Present:** Chief Kerwood, MaryAnn Buchanan, Drew Neal and Rob Bocanegra

**Guests present online:** John Carlton

### **II. PUBLIC COMMENT**

1. Public Comment – None

### **III. SPECIAL ITEMS**

1. Discuss and consider action for continuing declaration of disaster. Commissioner Cano made a motion with a second by Commissioner Hejl to approve the Order Continuing Declaration of Local Disaster related to Public Health Emergency. Passed 5-0.
2. Discuss District operation and management during COVID-19 outbreak, including conducting board meetings and authorizing payment of bills and invoices. No changes right now other than board meetings continuing via conference call/online for the time being.

### **IV. PRESENTATIONS**

1. Fire Chief Report regarding facilities, apparatus and equipment, emergency operations, training, management activities, personnel matters, property tax, sales tax, intergovernmental relations, including written report. Operationally all vacation and shift trades have been pulled for the time being to keep a full house. The new hire academy will move forward as planned. Chief has been in contact with the appraisal district, tax office and our sales tax consulting office to see what type of impact this could have on the district.
2. Fire Marshal Report – no report
3. Hutto Professional Firefighters Association Report – no report
4. Hutto Volunteers and Explorers Report – no report

**V. CONSENT AGENDA ITEMS**

*The below Consent Agenda items are considered for approval by one vote unless a Commissioner request that a particular item to be pulled and given further consideration as a Regular Agenda item.*

1. Discussion and possible approval of minutes from the regular meeting held February 27<sup>th</sup>, 2020.
2. Discussion and possible approval of accounts paid and accounts payable.

Commissioner Hejl made a motion with a second by Commissioner Cano that the consent agenda be approved. Passed 5-0.

**VI. REGULAR AGENDA ITEMS**

1. Discussion and possible action on fire station #3 construction. Title Company has the contract. Will move forward to close. No action.
2. Discussion and possible action on 2020 revised pay schedule. Tabled. No action.
3. Discussion and possible approval and acceptance of statements and oaths of office for reappointed commissioners. Tabled. No action.
4. Review training requirements and compliance status of each commissioner. Tabled.
5. Discussion and possible action on Fire Chief's evaluation. Commissioner Brown appointed Commissioner Hejl and Commissioner Guthrie to conduct the evaluation.

Commissioner Brown appointed Commissioner Miller and Commissioner Cano to the budget committee.

**VII. ADJOURNMENT**

The next regular meeting will held Thursday, April 23rd, 2020 at noon.  
Meeting adjourned at 12:13 p.m.

Submitted:   
Dan Hejl, Secretary

4-23-20  
Date

Approved:   
Bill Brown, President

4-23-20  
Date