

# Williamson County Emergency Services District #3

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

Thursday, May 25th, 2023, at 12:00pm

### I. CALL MEETING TO ORDER

Commissioner Guthrie called the meeting to order at 12:02 pm.

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

**Commissioners Absent:** Bill Brown

**Hutto Fire Rescue Staff Present:** Chief Kerwood, MaryAnn Buchanan, Eric Woods, Brian Matocha, Colt Richardson, Rick ZuaZua, Rob Bocanegra, Parks, Hines, Hazelett, Mertz, Carrasco, Telles, Asklund, Reiner, Jennings, Brandt, Cummings, Tingley, Petrmichl, George, Martin, Wiseman, Bocanegra, Wykes, Cardenas and Saunders via Zoom

**Guests:** Keith Hickman, Lackshay Sharma, Terry Hagood

### II. PUBLIC COMMENT

1. Public Comment – none

### III. 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.
2. Fire Marshal Report – written report – Just finished up the Citizen's Fire Academy this week. Next month we will have fire code amendments regarding electric vehicle charging stations on the agenda. Currently working on approximately 127 new/active projects and 16-17 apartment complexes.
3. Training Report – written report. IAFC propane class next week. NHA in July.
4. Hutto Professional Firefighters Association Report – Currently working on the annual golf tournament coming up June 5<sup>th</sup> at Star Ranch.
5. Hutto Explorers Report – No report

### IV. CONSENT AGENDA ITEMS

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

1. Discussion and possible approval of minutes from the regular meeting held April 27th, 2023.
2. Discussion and possible approval of accounts paid and accounts payable. Commissioner Miller made a motion with a second by Commissioner Cano to approve the consent agenda items as presented. Passed 4-0.

**V. REGULAR AGENDA ITEMS**

1. Discuss, consider, and take appropriate action on the construction of fire station #4. In the final process of value engineering. Found out the Klattenhoff's private sewer line runs through the middle of the property, and we are working with them to get that relocated. Finishing permits and moving to get contract signed.
2. Discuss, consider, and take appropriate action on the facility renovations at stations #1 and #2. Both stations should be complete by the end of June. Ahead of the contract schedule. No action.
3. Discuss, consider, and take appropriate action on the administration building site and structure. There is question as to whether our property has been annexed by the City of Hutto as a limited purpose annexation or regular annexation. Working with the city to get an official letter as to which type it is. The gas line that was running through our property has been moved to the current easement. Waiting on letter to verify this. No action.
4. Discuss, consider, and take appropriate action on the notice by Williamson County to charge for Dispatch Services beginning in FY 23-24. Tabled.
5. Discuss, consider, and take appropriate action on quotes for Station #1 HVAC units. Commissioner Hejl made a motion with a second by Commissioner Miller to move forward with the low bid from Expert Air for the HVAC units. Passed 4-0.
6. Discuss, consider, and take appropriate action on proposal for the relationship the Poland Fire Service through the IFE-USA request. Commissioner Hejl made a motion with a second by Commissioner Cano to participate in the IFE-USA exchange program request. Passed 4-0.
7. Discussion and possible action on report from The Carlton Law Firm on 88<sup>th</sup> Legislative Session items. Mr. Carlton gave an overview. No action. Information only.

**VI. EXECUTIVE SESSION ITEMS**

*The Williamson County Emergency Services District #3 Board of Commissioners will adjourn from its regular session and convene in closed/executive sessions pursuant to Texas Government Code Chapter 551:*

The Board retired into executive session at 12:47 p.m.

The Board discussed a personnel matter.

The Board ended executive session at 12:52 p.m.

Commissioner Guthrie called the regular open meeting back to order at 12:52 p.m.

**VII. ACTION ON EXECUTIVE SESSION ITEMS**

*The Williamson County Emergency Services District #3 Board of Commissioners will reconvene in open session to take any necessary action(s).*

No action.

**VIII. ADJOURNMENT**

Regular meeting will be held Thursday, June 22nd, 2023, at noon.

Meeting adjourned at 12:53 p.m.

Submitted:   
Dan Hejl, Secretary

6-22-23  
Date

Approved:   
Bill Brown, President

6-22-23  
Date