

# Williamson County Emergency Services District #3

P.O. Box 175, Hutto, TX 78634-0175  
Phone (512) 759-2616 FAX (512) 846-1946

## Minutes for Regular Meeting

Thursday, November 17<sup>th</sup>, 2022 at 12:00pm

### I. CALL MEETING TO ORDER

Commissioner Brown called the meeting to order at 12:03 pm.

**Commissioners Present:** Bill Brown, Anne Cano, Garry Guthrie, Butch Miller, and Dan Hejl arrived at 12:07 pm

**Hutto Fire Rescue Staff Present:** Chief Kerwood, MaryAnn Buchanan, Eric Woods, Brian Matocha, Rob Bocanegra, Cristina Cardenas (via Zoom), Mike Parks, Jason Oltman, Donald Hazelett, Jacob Pope, Kolby Asklund, Connor Cummings, Ben Jennings, Andrew Brandt, Donovan Carrasco (via Zoom).

**Guest:** Keith Hickman, Lackshay Sharma

### 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. December 14<sup>th</sup>, 2022 at 10:30am the dedication/hose uncoupling for station 3 will take place. City of Round Rock is annexing some property along University Blvd. Will be on next month's agenda.
2. Fire Marshal Report – written report – Currently working on approximately 127 new construction projects. HISD has several projects. Chuy's restaurant will be coming at Hwy 79 and Alliance Blvd.
3. Training Report – written report – We are hosting a three-week hazardous materials certification class.
4. Hutto Professional Firefighters Association Report – working with Chief on projects. Business as usual.
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 to be pulled and given further consideration as a Regular Agenda item.*

1. Discussion and possible approval of minutes from the regular meeting held October 27<sup>th</sup>, 2022.
2. Discussion and possible approval of accounts paid and accounts payable.

3. Discussion and possible approval of 4<sup>th</sup> quarter investment report.
4. Discussion and possible approval of FY 2021-/2022 line-item transfers and budget adjustments.

Commissioner Miller made a motion with a second by Commissioner Guthrie to approve the consent agenda items as presented. Passed 5-0.

**V. REGULAR AGENDA ITEMS**


1. Discussion and possible action on authorizing the construction of fire station #4 to begin. Board would like to view the site plan. Board also would like a construction estimate amount in writing from KAH Architects. Commissioner Cano made a motion with a second by Commissioner Brown to authorize moving forward with the construction process, including obtaining permits, but not yet hiring a contractor. Passed 5-0.
2. Discussion and possible action on awarding bids and beginning construction for the facility renovations at stations #1 and #2. Commissioner Hejl made a motion with a second by Commissioner Guthrie to award the bid and begin construction for the facility renovations at stations #1 and #2. Passed 5-0.
3. Discussion and possible action on ESD lobby agency. Commissioner Hejl made a motion with a second by Commissioner Cano to have two board members appointed to a committee to work with Chief and our attorney to come up with an estimated range for the price of services along with the scope to help us lobby at the legislature this year on behalf of the ESD. Passed 5-0. Commissioner Brown appointed Commissioners Brown and Cano to the committee.
4. Discussion on required training hours for Commissioners. Just a reminder to get your required training hours.
5. Consider attendance at Texas State Association of Fire and Emergency Services District (SAFE-D) Annual Conference in 1<sup>st</sup> Quarter of next year. The conference will be held February 2-4, 2023, at Kalahari in Round Rock. Let MaryAnn know before January 14<sup>th</sup> if you would like to attend so we can get you registered at the early bird price.

**VI. ADJOURNMENT**

Regular meeting will be held Thursday, December 22nd, 2022, at noon.  
Meeting adjourned at 12:49 p.m.

Submitted:   
 \_\_\_\_\_  
 Dan Hejl, Secretary

12-22-22  
 \_\_\_\_\_  
 Date

Approved:   
 \_\_\_\_\_  
 Bill Brown, President

12/22/22  
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 Date