

# Williamson County Emergency Services District #3

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## Minutes for Regular Meeting

Thursday, December 22nd, 2022 at 12:00pm

### I. CALL MEETING TO ORDER

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

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

**Hutto Fire Rescue Staff Present:** Chief Kerwood, MaryAnn Buchanan, Eric Woods, Brian Matocha, Colt Richardson, Rick ZuaZua, Drew Neal, Rob Bocanegra, Cristina Cardenas (via Zoom), Tyler Richter, Mike Parks, Chris Mank, Zach Hickman, Jason McKean, Chance Mansell, Brian Ruden, Pedro Acosta, Shane Acosta, Erin Bocanegra, Zach Rousett, Donovan Carrasco, Jacob McSpadden

**Guests:** Don Allman, John Carlton, Keith Hickman, Lackshay Sharma, Chris Conneally

### 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. We have hired an additional inspector, Rick ZuaZua, in our Prevention Department. We have not had any interest shown, per Roy Beard, in our Chris Kelley Blvd. property. We can look into building an administration building there and put this back on the agenda. Hutto Chamber Gala is coming up January 28<sup>th</sup>. The department will get a table again this year. We just completed our first TCFP hazmat technician course held here and taught by our instructors. We had a hundred percent success rate on the staff that took the state test. The department awards banquet will be held the first weekend of March.
2. Fire Marshal Report – written report – Currently working on approximately 126 new projects. Close to breaking ground on Titan #7. HISD plans to build another elementary school and one in the Lookout Subdivision area as well.
3. Training Report – written report – Had the successful completion of the hazmat technician course. Also had crews this week finishing up live fire training with Round Rock Fire Department.
4. Hutto Professional Firefighters Association Report – Jason Oltman is the new president and Erin Bocanegra is the new secretary. Had our Christmas party and announced firefighter of the year was Chad Chepulis, rookies of the year were Donald Hazelett and Erin Bocanegra.
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 November 17<sup>th</sup>, 2022.
2. Discussion and possible approval of accounts paid and accounts payable. Commissioner Cano made a motion with a second by Commissioner Guthrie to approve the consent agenda items as presented. Passed 3-0.

#### **V. REGULAR AGENDA ITEMS**

1. Discussion and possible action on the presentation and adoption of the 2021/2022 fiscal year audit, and authorize a copy be sent to the Precinct 4 Commissioner's office for filing with Williamson County. (Don Allman) Mr. Allman presented the audit. Commissioner Cano made a motion with a second by Commissioner Guthrie to approve and adopt the 2021/2022 fiscal year audit as presented and authorize the delivery of a copy to the Precinct 4 Commissioner's office for filing with Williamson County. Passed 3-0.
2. Discussion and possible action on authorizing the construction of fire station #4. The engineers expect two rounds of comments and hope for permits to be issued in April. Then we can go out for bids.
3. Discussion and possible action on facility renovations at stations #1 and #2. Continue to have weekly meetings with Trimbuilt on these projects.
4. Discussion and possible action on Order Disannexing Territory. Commissioner Guthrie made a motion with a second by Commissioner Cano to approve the Order Disannexing Territory. Passed 3-0.
5. Discussion and possible action on ESD lobby agency. Commissioner Cano made a motion with a second by Commissioner Guthrie to engage The Carlton Law Firm as the District's lobbying agency for the upcoming legislative session. Passed 3-0.
6. 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. Just a reminder to let us know if you would like to attend. No action.
7. Discussion and possible action on moving the January 2023 board meeting date from the 26<sup>th</sup> to the 19<sup>th</sup>. The January meeting will take place the 19<sup>th</sup> at noon.
8. Discussion and possible action on the open records request dated November 21<sup>st</sup>, 2022. Information only. No action.

#### **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 12:42 p.m.

Board consulted with the attorney on open records request (agenda item 8)

No action was taken while in executive session.

The Board ended executive session at 12:58 p.m.


Commissioner Brown called the regular open meeting back to order at 12:58 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, January 19th, 2023, at noon.  
Meeting adjourned at 12:59 p.m.

Submitted:  1-19-23  
Dan Hejl, Secretary Date

Approved:  1-19-23  
Bill Brown, President Date