

WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT NO. 4

Agenda

December 4, 2023

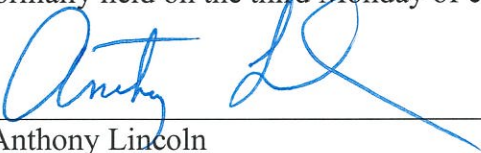
Notice is hereby given that a Regular Meeting of the Board of Commissioners of Williamson County Emergency Services District No. 4 will be held on **Monday, December 4, 2023, at 6:30 p.m.**, at the Liberty Hill Fire Station, 301 Main Street, Liberty Hill, Texas, for the following purposes:

1. Call Meeting to order and establish quorum.
2. U.S. Pledge of Allegiance followed by the Texas Pledge of Allegiance.
3. Citizen Comment (Any individual may make a presentation relevant to the proposed business of the District of not more than two (2) minutes to the Board of Emergency Services Commissioners).
4. Review and approve the meeting minutes for Regular Meeting October 23, 2023.
5. Hear Treasurer's Report and take appropriate action for the updated report for the 2022/2023 Budget Year.
6. Discussion and possible action authorizing our annual audit be completed by a Certified Public Accountant including the approval of an Engagement Letter outlining those services.
7. Discussion and possible action on end of fiscal year 2022/2023 budget amendments.
8. Discuss and consider submitting required annual report to the Division of Emergency Management.
9. Discussion and possible action on an Interlocal Agreement for the Allocation of Sales Tax Revenue between Williamson County Emergency Services District No.4 and the City of Liberty Hill, Texas.
10. Discussion and possible action on purchasing of property, status of design, architectural and engineering work, architectural and engineering consultants, and construction on Fire Stations #3 and #4, any future fire station sites and associated funding.
11. Receive monthly report from the Fire Chief regarding emergency operations, response times, call volume, training, management activities, and personnel and consider taking related action.
12. Announcements. Set the next meeting date.
13. Adjourn.

The Board may retire to Executive Session any time between the meeting's opening and adjournment for any purpose authorized by the Texas Open Meetings Act, including, but not limited to: consultation with legal counsel (Section 551.071 of the Texas Government Code); personnel matters (Section 551.074); discussion of real estate acquisition (Section 551.072); discussion regarding a prospective gift to the District (Section 551.073); and/or deliberation regarding security devices or security audits (Section 551.076). Action, if any, will be taken in an open session.

Williamson County Emergency Services District No. 4 is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call Dan Clark, President for Williamson County Emergency Services District No. 4 at (512) 515-5165 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may utilize the statewide Relay Texas Program by dialing 7-1-1 or 1-800-735-2988. More information about the Relay Texas Program may be found at relaytexas.com.

Regular Meetings of the District are normally held on the third Monday of each month.



Anthony Lincoln
Fire Chief, Williamson County ESD No. 4
Date Posted: 12-1-23

Williamson County Emergency Services District No.4

Meeting Date: December 4, 2023

Item No. 6

AGENDA ITEMS COVER SHEET

SUBJECT

Discussion and possible action authorizing our annual audit be completed by a Certified Public Accountant including the approval of an Engagement Letter outlining those services.

ITEM SUMMARY

We have used the services of Medack & Oltmann LLP Certified Public Accountants and Belt Harris Pechacek LLLP.

We have completed year five of utilizing the services of Donald Allman for our audit services. Several WCESD's are utilizing the services of Mr. Allman to conduct their audits.

We have contacted an additional Certified Public Accountant that indicated that they were taking on new clients and would be interested in providing services to WCESD No.4.

The practice of the board has been to rotate Auditing services to minimize complacency.

SUGGESTED MOTION LANGUAGE

I move (Approve/Decline/Postpone) the Audit Engagement Letter with _____ for Audit services for the 2022/ 2023 Budget Year.

FINANCIAL IMPACT COMMENTS/SPECIAL CONSIDERATIONS

Funding for this audit is included in our budget.

ATTACHMENTS:

Engagement Letters

Submitted By:

_____ Anthony Lincoln, Fire Chief

Williamson County Emergency Services District No.4

Meeting Date: December 4, 2023

Item No. 7

AGENDA ITEMS COVER SHEET

SUBJECT

Discussion and possible action on end of fiscal year 2022/2023 budget amendments.

ITEM SUMMARY

The ending fund balance for these accounts were allowed to run in the red to identify the actual budget costs associated with these line items. Most of these Expenditures include items associated with major repairs to apparatus and facilities and costs associated with special projects.

Checks that had not cleared the bank as of September included seven checks totaling \$00.00 that were included in the 2022/2023 budget.

SUGGESTED MOTION LANGUAGE

I move to approve the budget transfers as requested including the following:

Encumber \$30,641.60 in funds to cover checks that were written in the 2021 /2022 budget that did not clear the bank.

Move \$ 234,356.93 of loan proceeds from Revenue Other Income Acct # 10-4640 to Acct # 10-5596
Special Projects Equip Quint/Training Vehicle

Move \$ 17,550.00 from Acct # 10-5253 Insurance Workers Comp
To Acct # 20-5335 Fuel Diesel.

Move \$ 950.00 from Acct # 20-5379 SCBA
To Acct # 10-5405 Building Maintenance and Repair

Move \$ 340.00 from Acct # 20-5379 SCBA
To Acct # 20-5358 Fire Equipment Fire Hose

Move \$ 1,550.00 from Acct # 20-5379 SCBA
To Acct # 20-5306 EMS Medical Supplies

FINACIAL IMPACT/COMMENTS/SPECIAL CONSIDERATIONS

Process formalizes funding transfers and establishes a paper trail for auditors.

ATTACHMENTS:

Submitted By:

_____ Anthony Lincoln, Fire Chief