



Williamson County Emergency Services District No. 4 Liberty Hill Fire Department

Minutes of Regular Meeting held on Monday, May 22, 2023

Call to Order (Item 1)

The meeting was called to order by President Dan Clark at 6:30 p.m. Board members present were Commissioner James Crabtree, Commissioner Kim Sanders, Commissioner Jason Shaw, and Commissioner Chuck Walker. Also in attendance were Chief Anthony Lincoln and Ms. Alma Jellison.

Pledges (Item 2)

Pledges were led by Commissioner Crabtree.

Citizen Comment (Item 3)

None.

Review and approve meeting minutes for April 24, 2023 (Item 4)

Commissioner Walker moved for approval. Commissioner Sanders seconded the motion, and it was approved 5-0.

Hear treasurer's report and take appropriate action for the updated report for the 2022/2023 budget year (Item 5)

Report given by Chief Lincoln. No action taken.

Discussion and consider annual review of district's investment policy and adopt a resolution on the same (Item 6)

Commissioner Crabtree motioned to approve the district's investment policy and resolution on the same. Commissioner Walker seconded the motion, and it was approved 5-0.

Discuss and authorize submission of request with Williamson County for a 30-day extension to file the annual audit (Item 7)

A discussion was held. Commissioner Walker moved to authorize the submittal of a request to Williamson County for a 30-day extension to file the annual audit. Commissioner Crabtree seconded the motion, and it was approved 5-0.



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Discussion and possible action to adopt a resolution establishing a records management program, appointing a records management officer, and appointing a public information coordinator (Item 8)

Commissioner Walker moved to approve a resolution establishing a records management program and appointing Ms. Alma Jellison as records management officer and public information coordinator. Commissioner Crabtree seconded the motion, and it was approved 5-0.

Discussion and possible action authorizing the City of Liberty Hill to negotiate a sales tax sharing agreement with a future development on behalf of WCESD No. 4 (Item 9)

President Clark announced that the public meeting was closed at 6:41 p.m. and that the Board would enter executive session with Mr. Paul Brandenburg, City Administrator for the City of Liberty Hill pursuant to section 551.087 of the Texas Government Code. No action was taken during executive session and the Board reconvened in open session at 7:27 p.m.

Commissioner Sanders moved to approve a sales tax agreement with the City of Liberty Hill for the Henrietta development. WCESD No. 4 will rebate 50% of the collected sales tax to the City of Liberty Hill while WCESD No. 4 retains 50% of the 1.75 cents sales tax rate collected by WCESD No. 4. Commissioner Shaw seconded the motion, and it was approved 5-0.

Review resolution regarding public participation at open meetings and make changes as appropriate (Item 10)

Commissioner Crabtree moved to approve adopting the resolution regarding public participation at open meetings. Commissioner Walker seconded the motion, and it was approved 5-0.

Discussion and possible action approving a memorandum of understanding between the U.S. Fish and Wildlife Service Balcones Canyonlands National Wildlife Refuge, the district, and its Williamson County regional partners (Item 11)

Commissioner Crabtree moved to approve the memorandum of understanding between the U.S. Fish and Wildlife Services Balcones Canyonlands National Wildlife Refuge, the District, and its Williamson County regional partners. Commissioner Shaw seconded the motion, and it was approved 5-0.



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Discussion and possible action on purchasing of property, status of design, architectural and engineering work, architectural and engineering consultants, and construction of Fire Stations #3 and #4, and any future fire station sites and associated funding (Item 12)

President Clark announced that the meeting would enter executive session under section 551.072 of the Texas Government Code at 7:34 p.m.

The regular meeting resumed in open session at 7:56 p.m. No action was taken.

Monthly Fire Chief's report (Item 13)

A report of response times, types of calls, and training was given by Chief Lincoln. No action taken.

Announcements (Item 14)

Commissioner Crabtree was given a plaque for his ten years of service on the ESD board as this was his last meeting. The next regular meeting will be held at 6:30 p.m. on Monday, June 19, 2023.

Adjourn (Item 15)

Commissioner Sanders moved to adjourn the meeting. Commissioner Walker seconded the motion, and it was approved 5-0. The meeting adjourned at 8:08 p.m.

Respectfully Submitted:

James Crabtree, Secretary

Approved:

Dan Clark, President