



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

Minutes of Regular Meeting Held on Monday, June 22, 2020

Call to Order (Item 1)

The meeting was called to order by President Dan Clark at 6:32 p.m. Board members present were Commissioner James Baker, Commissioner Keith Bright, Commissioner James Crabtree and Commissioner Chuck Walker. Also in attendance were Chief Anthony Lincoln, Fire Marshal Keeling Neves, and Ms. Alma Jellison.

Pledges (Item 2)

Commissioner Crabtree led the pledges of allegiance to the United States and Texas flags.

Citizen Comment (Item 3)

None.

Review and Approve Minutes from February 17, 2020 Meeting (Item 4)

Commissioner Bright motioned to approve the minutes. Commissioner Baker seconded the motion and it was passed 5-0.

Hear Treasurer's Reports and Take Appropriate Action for October, November, and December 2019 and January, February, and March 2020 (Item 5)

Tabled until next hearing.

Presentation, Discussion, and Possible Action on the Acceptance of the 2018/2019 Annual Audit Conducted by Donald Allman Certified Public Accountants and Authorization to File with Williamson County (Item 6)

The audit report was given by Mr. Donald Allman. All was in order and the ESD is financially sound. Commissioner Bright made a motion to authorize the acceptance of the 2018/2019 Annual Audit completed by Donald Allman Certified Public Accountants and authorization to file with Williamson County. Commissioner Crabtree seconded the motion and it was approved 5-0.



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Discussion and Possible Action on Quarterly Investment Report for the Second Quarter of the 2019/2020 Budget Year (Item 7)

The report was given by Ms. Jellison. Commissioner Bright made a motion to approve the report. Commissioner Walker seconded the report and it was approved 5-0.

Discussion, Updates, and Possible Action Participating in the COVID 19 Wilco Forward Phase II Project (Item 8)

After a discussion, Commissioner Bright motioned to approve action participating in the COVID 19 Wilco Forward Phase II Project. Commissioner Baker seconded the motion and it was approved 5-0.

Discussion and Possible Action Approving a Consulting Services Agreement with HDL Companies to Provide Administration of WCESD #4 Sales and Use Tax (Item 9)

After a discussion, Commissioner Bright motioned to approve the consulting services agreement with HDL Companies to provide administration of sales and use tax with annual automatic renewal until termination. Commissioner Crabtree seconded the motion and it was approved 5-0.

Conduct Annual Review of District's Investment Policy and Consider Approval of a Resolution for Same (Item 10)

The review was led by Ms. Jellison. After a discussion, Commissioner Baker made a motion to approve the district's investment policy and the resolution for the same. President Clark read the resolution. Commissioner Bright seconded the motion and it was approved 5-0.

Discussion and Consider Adoption of the Tax and Budget Planning Calendar for 2020, and Take any Related Action, to include Scheduling of Budget Meeting/Workshop (Item 11)

Commissioner Bright motioned to have the Budget Planning Calendar dates set at July 20 for budget planning; budget presentation and vote on proposed tax rate on August 3; the regular meeting and public hearing on August 17; and final adoption meeting on September 14. Commissioner Crabtree seconded the motion and it was approved 5-0.

Discussion and Possible Action Authorizing an Engagement Letter with Silva Business Services to Provide Financial Record Keeping Support. (Item 12)

Commissioner Bright motioned to approve the letter of agreement with Silva Business Services to provide financial support services. Commissioner Walker seconded the motion and it was approved 5-0.



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Discussion and Possible Action on Purchasing a Ladder Truck to Improve Service Delivery Capabilities and Address the Community Growth Impacts (Item 13)

Commissioner Bright motioned to approve the continued staff work on bringing financial numbers and required documentation to the board for final approval. Commissioner Crabtree seconded the motion and it was approved 5-0.

Discussion and Possible Action on Status of Design, Architectural and Engineering Work, Architectural and Engineering Consultants and Construction of Fire Station #3 (Item 14)

An update was provided by Chief Lincoln. No action taken.

Discussion and Possible Action on Status of Design, Architectural and Engineering Work, Architectural and Engineering Consultants and Construction of Fire Station #2 (Item 15)

An update was provided by Chief Lincoln. No action taken.

Receive the Monthly Chief's Reports (Item 16)

Chief Lincoln gave the monthly reports since March regarding emergency operations, response times, call volume, training, management activities, and personnel. No related actions taken.

Announcements (Item 17)

The next regular meeting will be held at 6:30 p.m. on Monday, July 20, 2020.

Adjournment (Item 18)

Commissioner Bright made a motion to adjourn. Commissioner Walker seconded and the motion was passed 5-0. The meeting was adjourned at 7:41 p.m.

Respectfully Submitted:

James Crabtree, Secretary

Approved:

Dan Clark, President