



# Williamson County

## Emergency Services District No. 4

### Liberty Hill Fire Department

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#### **Minutes of Regular Meeting held on Monday, January 29, 2024**

##### **1. Call to Order**

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

##### **2. Pledges**

Pledges were led by Commissioner Walker.

##### **3. Citizen Comment**

None.

##### **4. Review and approve meeting minutes for December 4, 2023.**

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

##### **5. Hear Treasurer's Report and take appropriate action for the updated report for the 2023/2024 Budget Year Taxes.**

Report given by Chief Lincoln. No action taken.

##### **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.**

Report given by Chief Lincoln. Commissioner Walker moved to approve the Audit Engagement Letter with Maxwell Locke & Ritter, LLP for Audit services for the 2022/2023 Budget Year. Commissioner Sanders seconded the motion, and it was approved 5-0.

##### **7. Discussion and possible action on quarterly investment report for the First Quarter of the 2023/2024 budget year.**

Report given by Chief Lincoln. Commissioner Van Meeteren moved to approve the Quarterly Investment Report given January 29, 2024 for the First Quarter of the 2023/2024 Budget year. Commissioner Sanders seconded the motion, and it was approved 5-0.

##### **8. Publish notice of address of administrative office location.**

Report given by Chief Lincoln. No action taken.



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## **9. Discussion and Possible action on purchasing real property to be utilized as Fire Administration Facility.**

President Clark announced the public meeting was closed at 6:56 pm and the Board would enter executive session under Section 551.072 of the Texas Government Code. Commissioner Sanders recused herself from this discussion and left the room. President Clark announced the executive session was convened at 6:57 p.m. No action was taken during the executive session and was closed at 8:02 p.m. The Board reconvened in open session at 8:03 p.m. and Commissioner Sanders rejoined the open session. No action.

## **10. 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.**

President Clark announced the public meeting was closed at 6:56 pm and the Board would enter executive session under Section 551.087 of the Texas Government Code. President Clark announced the executive session was convened at 6:57 p.m. Commissioner Sanders joined the discussion. No action was taken during the executive session and was closed at 8:02 p.m. The Board reconvened in open session at 8:03 p.m. During open session Commissioner Shaw moved to approve the Interlocal Agreement for the Allocation of Sales Tax Revenue Amendment 1 and as red-lined between Williamson County Emergency Services District No. 4 and the City of Liberty Hill, Texas. Commissioner Sanders seconded the motion, and it was approved 5-0.

## **11. 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.**

Report given by Chief Lincoln. No action taken.

## **12. Receive monthly report from the Fire Chief regarding emergency operations, response times, call volume, training, management activities, and personnel and consider taking related action.**

Report of emergency operations, response times, call volume, training, management activities, and personnel was given by Chief Lincoln. No action taken.

## **13. Announcements. Set the next meeting date.**

Next meeting is February 19, 2024, at 6:30 pm.



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## 14. Adjourn

Commissioner Walker moved to adjourn the meeting. Commissioner Shaw seconded the motion, and it was approved 5-0. The meeting was adjourned at 8:09 p.m.

Respectfully Submitted:

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Carrie Van Meeteren, Secretary

Approved:

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Dan Clark, President