

Williamson County Emergency Services District #12
Board of Directors Meeting
Tuesday, February 12th, 2019
2114 Downing Lane
Leander, TX 78641
6:00 P.M.

Minutes of meeting for January 08, 2019

1. Call meeting to order – Meeting opened at 6:01pm. Present were Pokorny, Tanner and Martillotti.
2. Public Comment – There were no citizens present.
3. REPORTS - Receive monthly report from the Treasurer and consider:
 - (a) approval of payment of monthly bills and invoices: Four bills were presented for approval to be paid: NTD Interests \$350.00 for January space rental; Sheryl Morris \$326.77 for December contracted services & expenses; Erin Tanner \$526.20 reimbursement for SAFE-D conference registration & hotel room; USPS \$52.00 one year PO Box rental. All were approved to pay; motion by Tanner, seconded by Pokorny, approved 3-0
 - (b) approval of monthly financial report: Financial report for December 2018 could not be completed because the bank statement had not arrived. December report will be presented at the next monthly meeting.
4. Receive report from service provider representative, City of Cedar Park – No report was received.
5. Discuss and consider approval of minutes for the December 11th regular meeting – Minutes of the December 11th meeting were reviewed. Tanner motioned to approve the minutes as submitted, seconded by Pokorny, approved 3-0.
6. Discuss and consider action regarding potential capital improvements with special guest, civil engineer Steve Ihnen – This item was tabled until the next monthly meeting because Ihnen was called out of town.
7. Discuss and consider action regarding the reserve fund – Pokorny and Tanner updated Martillotti on the discussion last month with Attorney Carlton. There currently is no contracted reserve fund percentage; this needs to be determined, then added to the current fiscal year budget. Further discussion was tabled until the next meeting.
8. Discuss and consider action regarding revisions to the current 2018-2019 Fiscal Year Budget – Discussion of modifying the budget to include capital improvements and the reserve fund was tabled until the next monthly meeting so Clark and/or Prossner could be present.
9. Discuss and consider action regarding service provider contract for fire protection and first responder EMS services, including discussion of contract payments – Pokorny updated Martillotti on the meeting held between the City, Attorney Carlson and Prossner. She mentioned city manager Darin Butler requested an accounting of the true-up calculations, the City is amendable to capital improvements such as hydrants, and this will be an ongoing discussion.
10. Update on required annual report to the Texas Division of Emergency Management – Martillotti provided a list of required information; Sheryl will provide him with this info so he can file the report.
11. Review, discuss, and consider action regarding District website and citizen communications – Martillotti mentioned adding a bullet point to the push card copy that states all outdoor burning

- must meet Texas Commission on Environmental Quality guidelines, with the TCEQ website link added. Updated copy for board member review will be presented at the next monthly meeting.
12. Discuss and consider action regarding operating procedures and policies – No new items were discussed.
 13. Discuss reporting completed training for commissioners to County Commissioners Court and County Attorney – Sheryl presented copies of the email from Attorney Carlton, which says this reporting is not legally required but it is recommended as a best practice. His email said SAFE-D keeps records of all training completed by their membership. The attorney recommendation is to send a simple report to the County Commissioner and the County Judge, listing the board members and the amount of training they have completed over the past two years.
 14. Discuss upcoming SAFE-D training opportunities – It was suggested that members visit the SAFE-D website to view online training opportunities.
 15. Agenda Items and Scheduling of Next Meeting – The next ESD meeting will take place on Tuesday, February 12th at 6:00pm. Agenda items will include visit from civil engineer Steve Ihnen, action regarding the reserve fund, review of training hours, review of push card copy, Martillotti's report submitted to the state, updated contract payment report, as well as revising the current budget.
 16. Adjourn – Meeting was adjourned at 6:33pm.

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On _____ (date); at _____ (time);
By _____