

Williamson County Emergency Services District #12
Board of Directors Meeting
Tuesday, April 16th, 2019
2114 Downing Lane
Leander, TX 78641
6:00 P.M.

Minutes of meeting for March 12th, 2019

1. Call meeting to order – Meeting opened at 6:00pm. Present were Tanner, Prossner and Pokorny. Martillotti arrived at 6:02pm.
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 and two reimbursements were presented for approval to be paid: NTD Interests \$350.00 for March space rental; Sheryl Morris \$317.40 for February contracted services & expenses; Carlton Law Firm \$55.00 for March billing; WCAD \$280.75 for 2nd Quarter collections; as well as SAFE-D conference reimbursements to Judy Pokorny \$737.96 and Erin Tanner \$395.20. All were approved to pay; motion by Pokorny, seconded by Tanner, approved 3-0.
 - (b) approval of monthly financial report: Financial reports for February 2019 were reviewed and approved by all 4 board members.
4. Receive report from service provider representative, City of Cedar Park – No report was received.
5. Discuss and consider approval of minutes for the February 12th regular meeting – Minutes of the February 12th meeting were reviewed. Tanner pointed out a misspelling of Ihnen's name, which Sheryl will correct. Tanner motioned to approve the minutes, seconded by Prossner, and approved 4-0.
6. Review revised current 2018-2019 Fiscal Year Budget – Pokorny was confused about the Fiscal Year and thought the current budget should be labeled 2019. Prossner & Martillotti explained the ESD's fiscal year relating to the City of Austin provider contract calendar year; Sheryl said this has always been confusing. Sheryl was instructed to send Attorney John Carlton the revised budget. Going forward, Tanner said at the conference she heard a recommendation to have a 20% reserve fund; this will be addressed at a later date.
7. Discuss and consider action regarding service provider contract for fire protection and first responder EMS services, including discussion of contract payments – The contract payments report was reviewed. There were a couple of minor issues with the report, one being cell formatting and the other a typo; Sheryl was instructed to clean up the report. Commissioners discussed funds to capital improvements and the reserve fund no longer being limited by the contract. Questions came up, including who would own hydrants purchased and who would maintain hydrants installed. No action for now.
8. Update on required annual report to the Texas Division of Emergency Management – Martillotti said he hasn't reported yet but he will do so.
9. Review, discuss, and consider action regarding District website and citizen communications – Commissioners said an updated constituent roll from WCAD will be needed. It was decided that the push cards would be postponed until more details are ironed out regarding capital improvements. Martillotti will check to see if it was his credit card that was charged for the GoDaddy renewals.

10. Discuss and consider action regarding operating procedures and policies – No new items were discussed.
11. Discuss reporting completed training for commissioners to County Commissioners Court and County Attorney – Sheryl mentioned she has emailed SAFE-D twice asking for information; she was told to call them instead.
12. Discuss upcoming SAFE-D training opportunities – No upcoming training was discussed, but Prossner suggested checking their website for any training opportunities.
13. Agenda Items and Scheduling of Next Meeting – The next ESD meeting will tentatively take place on Tuesday, April 9th at 6:00pm and could be pushed to April 16th, the following Tuesday. Agenda items to be added are update from Steve Ihnen and moving funds to the reserve fund (savings account).
14. Adjourn – Meeting was adjourned at 7:06pm.

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