

**MINUTES OF REGULAR MEETING OF BOARD OF COMMISSIONERS
OF WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT NO. 1**

March 19, 2025

A Regular meeting of the Board of Commissioners of Williamson County Emergency Services District No. 1 (WILCO ESD 1), open to the public, was held on March 19, 2025 at the Jollyville Fire Station, 9218 Anderson Mill Road, Austin, Texas, pursuant to notice duly given in accordance with the law.

A roll was called of the members of the Board, to-wit:

Laurie Golding	President
Matt Zurek	Vice President
Steve Rundell	Acting Treasurer
Christine Newman	Acting Secretary
Joe Loughran	Commissioner

Also in attendance: ESD 1 Administrator Alan McNeil

1. **President Golding called the meeting to order at 10:02 am, and all five Commissioners were present, constituting a quorum.**

2. **Public Comments:** None

3. **Consideration and possible action to approve minutes for the February Meetings:**

February 19th Regular Meeting: Accepted as presented.

February 25th Special Meeting: Accepted as presented.

4. **Treasurer's Report:** Presented by Acting Treasurer Rundell. Invoices, paid bills, and investments were discussed. Acting Treasurer Rundell made a motion to approve all expenses reconciled with Frost Bank and presented to the board for the period, President Golding seconded. All approved.

5. **Discussion on board positions, process of appointments, and succession planning for same:** Commissioner Loughran made a motion that at least once per year the board will review and decide on the positions of each board member. Acting Treasurer Rundell seconded the motion. Action will be taken at the April meeting to decide positions for this year.
6. **Discussion and possible approval to seek legal assistance with updating the ESD/JVFD Service Provider Contract:** Acting Treasurer Rundell made the motion that at the conclusion of the 30 day notice given to the Carlton law firm, the board shall engage Ken Campbell to update the contract. Commissioner Loughran seconded. Commissioners are to review the proposed contract and bring forth suggestions at the April meeting.
7. **Review, discussion, and possible Resolutions to adopt:**
 - a. **Updated Per-Diem and Fee of Office policies for Commissioners:** Acting Secretary Newman made a motion to adopt as presented. Commissioner Loughran seconded. Four Commissioners approved; President Golding abstained.
 - b. **Policies for Public Comment at meetings:** Commissioner Loughran made a motion to adopt policy as presented; President Golding seconded. All approved.
 - c. **An Acceptable Use Policy for Board Owned Electronics:** Commissioner Loughran made a motion to adopt policy as presented. Acting Secretary Newman seconded. All Approved.

(A brief Recess was taken from 12:28pm until 12:33pm)

- d. **A Board Calendar to include Tax Rate Schedule, agenda submissions, etc.:** Acting Secretary Newman made a motion to adopt as a best practice working calendar, subject to additions and corrections. Commissioner Loughran seconded. All Approved.

- e. **Self-Reporting form for Publicly Funded Training:** Acting Secretary Newman made a motion to adopt form as presented. Commissioner Loughran seconded. All approved.
- f. **Records Retention Policy:** Acting Secretary Newman made a motion to accept the policy as amended. Commissioner Loughran seconded. All Approved.
8. **Discussion and possible approval of change in email platform:** Commissioner Loughran made a motion to allow ESD 1 Administrator McNeil to change the board email platform to another of his choosing. Acting Treasurer Rundell seconded. All Approved.
9. **Review of ESD website, comments and suggestions:** Commissioner Loughran made a motion to form a website sub-committee. Vice President Zurek seconded. All Approved. Sub-Committee will consist of President Golding and Commissioner Loughran.
10. **Discussion of agenda items, date, and time for next regular meeting:** Discussion Only. No Action taken. Next regular board meeting is scheduled for April 16, 2025 at 10am.
11. **Adjournment:** Meeting adjourned at 1:56pm

Christa Newman 4/16/25
Secretary
Williamson County
Emergency Services District #1

