



**BURNET COUNTY EMERGENCY SERVICES DISTRICT #2**  
**P.O. BOX 249**  
**BUCHANAN DAM, TEXAS 78609-0249**  
**NOTICE OF REGULAR MEETING**

In compliance with the provisions of Chapter 551, Texas Government Code, notice is hereby given of a Regular Meeting of the Board of Emergency Services Commissioners of Burnet County Emergency Services District #2, to be held on Thursday, October 19, 2023, at 10:00 a.m. at the Cassie VFD Station located at 3900 RR 690, Burnet, Texas, 78611. This agenda is posted in the Burnet County Courthouse and on the [cassievfd.com](http://cassievfd.com) website.

The following agenda items will be discussed, considered and action taken as appropriate:

**AGENDA**

1. Call meeting to order. (Barclay)
2. Establish a quorum. (Barclay)
3. Pledge of Allegiance. (Barclay)
4. Invocation. (Barclay)
5. Welcome guests. (Barclay)
6. Comments from the Board and Public not scheduled on the agenda may be made, however no action can be taken on these items and the Board will not debate the comments at this meeting. Comments regarding specific agenda items should occur when the item is called. There is a 2-minute speaking limit.
7. Discussion regarding search and recommendation to Burnet County Commissioner Luther for open Burnet County ESD #2 Commissioner. (Barclay)
8. Accept minutes from the September 21, 2023, meeting. (Barclay)
9. ESD #2 Treasurer Report. (Lee)
10. Discussion and/or action regarding the disbursement of funds. (Lee)
11. Report from the Cassie Volunteer Fire Department.
  - A. Report of VFD Chief Curtis
    1. Number of calls.
    2. Training, etc.
    3. Other department activity or concerns.
  - B. Cassie VFD Financial Report (L. Schneider)



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- C. Discussion and/or approval of Capital Expenditures for Cassie VFD, if applicable.  
(Curtis)
12. Receive signed copy of the FY 2023-2024 Service Provider Contract from Cassie VFD.  
Discussion and/or action if necessary. (Barclay)
13. Receive Property Inventory from CVFD; discussion and/or action if necessary. (Barclay)
14. Report from CVFD Board regarding election of the Fire Chief. (CVFD)
15. Discussion/action to appoint ESD Representatives to the Joint Task Force with CVFD  
(Barclay)
16. Update, discussion concerning the contract with Martinez Architects for the new  
Apparatus Bay Building. (Barclay)
17. Administrative update of the Sales Tax Program for ESD #2 including update on reports  
from Hdl. (Barclay)
18. Discussion and/or action concerning the Letters of Engagement from Oliver, Rainey, and  
Wojtek (formerly Tabor and Burnett) for FY 2023-2024 (Lee)
19. Report on the on scheduling Annual Audits for ESD 2 and CVFD with ORW CPA firm  
(Lee)
20. Report on 1295 Contact numbers for each ESD 2 Service Provider (Barclay)
21. Review of the Policies for Burnet County ESD 2
- A. Operational Reserves (Lee)
  - B. Investment (Lee)
  - C. Records Management (Barclay)
  - D. Exception to a Quorum (Cheatham)
  - E. Goods in Transit (Barclay)
- Discussion and/or action concerning any of these policies for FY 2022-2023.
22. Discussion/action for Resolution for First State Bank of Burnet Signatory Authority.  
(Lee)
22. Review Insurance coverage provided by VFIS-Liability and Texas Mutual-Workers  
Comp (Barclay)



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23. Discussion and/or action regarding establishing a position for a contract Administrative Assistant position. (Barclay)
  - Contract v. Hired by ESD
  - Duties
  - Hours
  - Pay
  - Budget Change
  - ESD Obligations to IRS reporting
  
24. Calendar of events for November 2023. (Barclay)
  - A. Approve Capital Expenditures, if applicable.
  - B. Discussion regarding upcoming Annual SAFE-D Meeting, February 22-24, 2024, Irving.
  - C. Discussion regarding upcoming Annual Audit.
  
25. Next meeting, at 10:00 AM on Thursday, November 16, 2023.
  
26. Adjourn

Sharon K. Barclay  
President  
Burnet County Emergency Service District No. 2  
Burnet County, Texas