



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, September 21, 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 website.

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

AGENDA

1. Call meeting to order. (Cheatham)
2. Establish a quorum. (Cheatham)
3. Pledge of Allegiance. (Cheatham)
4. Invocation. (Barclay)
5. Welcome guests. (Cheatham)
6. Comments from the Board and Public not scheduled on the agenda may speak, 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 and/or action on election of Burnet County Emergency Services District No. 2 Officers. (Cheatham)
8. Discussion regarding search and recommendation to Burnet County Commissioner Luther for open Burnet County ESD #2 Commissioner. (President)
9. Accept minutes from the August 17, 2023, meeting. (President)
10. ESD #2 Treasurer Report. (Lee)
11. Discussion and/or action regarding the disbursement of funds. (Lee)



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12. 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.
 - 4.
 - B. Cassie VFD Financial Report (L. Schneider)
 - C. Discussion and/or approval of Capital Expenditures for Cassie VFD, if applicable. (Curtis)
13. Review the Service Provider Contract for presentation to Cassie VFD. (President)
14. Report from the Joint Task Force concerning the 5-year plan. (Curtis)
15. Update, discussion concerning the contract with Martinez Architects for the new apparatus bay building. (Cheatham)
16. Administrative update of the Sales Tax Program for ESD #2 including update on reports from Hdl. (Barclay)
17. Discussion and/or action concerning the Letters of Engagement from Oliver, Rainey, and Wojtek (formerly Tabor and Burnett) for FY 2023-2024 (Lee)
18. Discussion and/or action on scheduling Annual Audits for ESD 2 and CVFD with selected CPA firm (Lee)
19. Assign and monitor 1295 Contact numbers for each ESD 2 Service Provider (Barclay)
20. Calendar of events for October 2023. (President)
 - A. Approve Capital Expenditures, if applicable.
 - B. Assign and monitor 1295 contract numbers to each ESD Service Provider Contract
 - C. Schedule the annual audit of the ESD and CVFD with the selected CPA firm
 - D. Cassie VFD prepare and present annual property inventory to the ESD #2 Board
 - E. Cassie Fire Board re-affirmation of Chief for the next Fiscal Year
 - F. Review all Policies at the beginning of the Fiscal Year.
 - a. Exception to a Quorum Policy (Cheatham)
 - b. Goods-In-Transit Policy (Barclay)
 - c. Investment Policy (Lee)
 - d. Operational Reserve Policy (Lee)
 - e. Records Management Policy (Barclay)



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21. Next meeting, at 10:00 AM on Thursday, October 19, 2023.
22. Adjourn

Robbie Cheatham, Vice President