



BURNET COUNTY EMERGENCY SERVICES DISTRICT #2
P.O. BOX 249
BUCHANAN DAM, TEXAS 78609-0249

Minutes (Official) – June 25, 2020

1. (AI)¹Call meeting to order. (Schneider)

(AD)²At 10:03 a.m., June 25, 2020, the Meeting of the Board of Emergency Service Commissioners of Burnet County Emergency Services District #2 was called to order in the Cassie Volunteer Fire Department Conference Room, 3900 RR 690, Burnet, Texas 78611. Notice of this meeting (Enclosure 1) had been previously posted at the Burnet County Courthouse and the Cassie Community Center in compliance with the provisions of Chapter 551, Texas Government Code. Additionally, due to a State of Emergency and/or Local Disaster caused by COVID-19 pandemic, the Board of Commissioners of Burnet County Emergency Service District #2 held its meeting in Accordance with Section 418.016 of the Texas Government Code; Governor Abbott suspended various provisions of the Texas Open Meeting Act requiring Officials and members of the public to be physically present at a specified meeting location (the “Proclamation”). In accordance with the Proclamation, the District implemented procedures to allow members of the public to participate and address the Board of Commissioners during the Telephone/Video Conference and via Facebook Live.

2. (AI) Establish a quorum. (Schneider)

(AD) Board member in attendance were:

Ben Schneider

Richard Bremer

Robbie Cheatham

Donna Kiley – late arrival; joined during Agenda Item #10 at 10:17

Sharon Barclay (via Teleconferencing)

Commissioner Schneider confirmed a quorum was present

¹ AI – Agenda Item

² AD – Action and/or Discussion by BCESD-2Commissioners

3. (AI) Pledge of Allegiance.

(AD) The quorum having been established, the Pledge of Allegiance to the United States was rendered with appropriate honors

4. (AI) Invocation.

(AD) The Invocation was offered by Commissioner Bremer

5. (AI) Welcome telephone/videoconferencing guests.

(AD) Commissioner Schneider welcomed attending guests who included:

CVFD Fire Chief Derrick Curtis

CVFD EMS Lieutenant Laura Schneider

No announced videoconferencing guests

6. (AI) 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.

(AD) Commissioner Schneider reported attending the May Burnet County Commissioner's Meeting and noting that CVFD had made a complete quarterly report to the Court. Chief Curtis stated that they are required to report quarterly.

7. (AI) Accept minutes from May 21, 2020 meeting.

(AD) Commissioner Schneider called for comments or corrections from the Board regarding the minutes from the May 21, 2020 BCESD#2 meeting. With no additional changes, Commissioner Schneider accepted the minutes as presented.

**8. (AI) Report from the Cassie VFD Chief
Number and types of calls
Training activity
Other department activities**

(AD) Chief Curtis reported a total of 22 calls for the month of May; 11 EMS and 11 Fire Calls; wildland fires are beginning to increase and mutual aid response is increasing.

Year-to-date 52 EMS and 25 Fire Calls. In-District average response time is 9 minutes, 4.5 minutes Monday-Friday working hours. Overall response for Fire calls increased to 29 minutes due to Out-of-District response in Oakalla and Naruna. Personnel per call average 4.4 for May and 4.2 year-to-date (Enclosure 2).

No major events or issues were reported for May.

9. (AI) Cassie VFD Financial Report

(AD) Lt. Schneider provided the Board a summary of the CVFD Financial Report (Enclosure 3). As of May 31, 2020, CVFD had a balance of \$88,978.67 in Checking. Total expenses for May was \$13,316.76 which included vehicle maintenance and battery replacement. Total expenses for October 2019 – May 2020 are \$133,040.98, total income October 2019 – May 2020 is \$177,501.17.

10. (AI) Cassie VFD present Operational Budget Projection FY 2021. (Curtis)

(AD) Chief Curtis presented the Cassie VFD Proposed FY 2021 Operational Budget (Enclosure 4). Chief Curtis explained that the major changes are highlighted in yellow. Some of the major increases are centered around Recruiting/Retention to retain Firefighters, supplies/equipment, subscriptions – website increases, professional dues, YMCA, repairs/maintenance, and insurance related to the requirement to provide cancer coverage. Under Capital Expenses, Chief Curtis explained each item which coincides with the 5-year plan. He also reported that he has applied for a grant for the UTV and pump. Commissioner Bremer noted that the funding for the engine will come from the ESD CD. Total proposed budget for FY'21 is \$368,016.50 with \$172,816.50 in Operations.

11. (AI) Approve budgeted Capital Expenditure, if appropriate.

(AD) Chief Curtis reported the pending purchase of the FLIR K2 Thermal Imaging Camera, total price \$1582; this was a previously approved Capital item. (Enclosure 5)

12. Treasurer Report for ESD #2

(AD) Commissioner Bremer reported \$308,090.11 current assets on May 31, 2020; \$152,712.83 in Checking and \$155,376.28 in CD which matures this month. Commissioner Bremer reported no outstanding debts. (Enclosure 6)

Commissioner Bremer and Lt. Schneider discussed the upgrade of QuickBooks platform.

Commissioner Schneider asked for any additional questions; the report was accepted as presented.

13. (AI) Discussion and/or action concerning the disbursement of ESD #2 funds

(AD) Commissioner Bremer stated that the ESD has a statement for \$40 for the Attorney, and upcoming expenses to the CVFD, Cassie Community Center, Capital Expense, and the Appraisal District fee. Additionally, he reported working on upcoming budget.

14. (AI) Discussion and/or action concerning Sales Tax proposition activities.

(AD) Commissioner Schneider presented the "Sales Tax Things to Do" worksheet, for discussion/action (Enclosure 7).

- 1. Advise Doug Ferguson of Cassie VFD's intention to "order an election" for November 3, 2020. Commissioner Schneider reported that as a result of this action that we have a consideration for approval of a Contract and an Agreement to be placed on the ballot.*
- 2. Submit ESD#2 Proposition "A" language to Doug Ferguson to include English and Spanish translation. Commissioner Schneider had a person fluent in Spanish translate the Proposition and additionally Chief Curtis ran the information through Google Translate; final wording pending. (Enclosure 8)*
- 3. Submit \$1,000.00 payment to Burnet County Election office in November 2020. The ESD#2 will be billed. Commissioner Schneider verified that the ESD falls into the \$1000 fee category.*
- 4. Organize and distribute our first mailer. There was discussion regarding feedback, there has been no active feedback and some mailers were returned.*
- 5. Do we want to send another letter? When mail out? Message. NO, REMOVE.*
- 6. Do we want to develop "get out the vote" post card mailers? Message? When mail out? State proposition, Election Date, Mail to registered voters, Support ESD#2, Mid-October Mailing. Commissioner Schneider asked for each Commissioner to come up with input on the postcard by the next meeting.*
- 7. Do we want any signs made up, what should they read, when should they be displayed and where? NO REMOVE*
- 8. Do we want a newspaper interview about ESD #2's election proposition? YES, FIRST OF AUGUST Who wants to respond? Commissioner Schneider asked if anyone wanted to perform a newspaper interview; he will pursue this.*
- 9. Do we want to request POA's/HOA's & next door.com post our mailer on their website? Commissioner Schneider reported sending letters to all the POA/HOA Presidents and has received one reply. Commissioner Kiley volunteered to post on Next Door.*
- 10. Do we want any signage for the 4TH of July parade? If so, how many and what do you want them to say? Locations? NO, REMOVE*

11. POA and Cassie Community Center Pot Luck Dinner presentation? Date?

Commissioner Schneider reported placing a sign on the Community Center billboard. The Potlucks are currently on hold, unknown when they will resume.

12. Vote signs located at each entrance week before election? Message? NO, REMOVE

Commissioner Schneider asked for any additional comments or activities that should be pursued; all were in agreement to continue to put out information.

15. (AI) Calendar of Events for July 2020.

A. Approve Capital expenditures if they apply.

B. Receive and review FY2021 Tax Rate Information from County Tax Appraisal Office.

C. Present revised Service Provider Contract to Cassie VFD for review and approval.

(AD) Commissioner Schneider reviewed upcoming activities for the July 2020 ESD Meeting.

16. (AI) Discussion and or action regarding acceptance of Joint Election Agreement 2020-2021. (Schneider)

(AD) Commissioner Schneider discussed the Joint Election Agreement and called for discussion (Enclosure 9). Commissioner Schneider made the motion to accept the Joint Election Agreement 2020-2021; the vote was unanimous to accept.

17. (AI) Discussion and or action concerning acceptance of Contract for Election Services 2020-2021. (Schneider)

(AD) Commissioner Schneider discussed the Contract for Election Services 2020-2021 (Enclosure 10). Commissioner Bremer made the motion to accept the Contract for Election Services 2020-2021; the vote was unanimous to accept.

18. (AI) Status update of ESD#2 Cyber Security Training H.B. 3834. (Schneider)

(AD) Commissioner Schneider ascertained the completion status on the required Cybersecurity Training by HB 3834; Commissioners Schneider, Bremer, and Barclay are complete for 2020 and Commissioners Cheatham and Kiley are pending completion.

19. (AI) Next meeting: 10:00 AM Thursday, July 30, 2020 at the Cassie VFD.

(AD) Commissioner Schneider announced that the next regular ESD Meeting will be on Thursday, July 30, 2020 at 10:00 a.m. at the Cassie Volunteer Fire Department.

20. (AI) Adjourn

(AD) With no additional business attending, the BCESD#2 June 25, 2020 meeting was adjourned at 11:05 a.m. by Commissioner Schneider.

Sharon K. Barclay
Secretary
Emergency Service District 2
Burnet County
June 25, 2020

Benjamin H. Schneider
President
Emergency Service District 2
Burnet County
June 25, 2020



BURNET COUNTY EMERGENCY SERVICES DISTRICT #2
P. O. BOX 249
BUCHANAN DAM, TEXAS 78609-0249

SPECIAL BROADCAST MEETING DATE: June 25, 2020
MEETING TIME: 10:00 AM
MEETING PLACE: Cassie Volunteer Fire Department 3900 RR 690,
Burnet, Texas

DUE TO THE STATE OF EMERGENCY AND/OR LOCAL DISASTER CAUSED BY COVID-19 PANDEMIC, THE BOARD OF COMMISSIONERS OF BURNET COUNTY EMERGENCY SERVICES DISTRICT NO. 2 MAY HOLD ITS MEETING VIA TELEPHONE CONFERENCE CALL BECAUSE OF THE DIFFICULTY AND RISK OF CONVENING A QUORUM IN ONE LOCATION. IF INITATED, THE CALL WILL BE BROADCAST AT THE MEETING LOCATION AND RECORDED AS REQUIRED BY THE TEXAS OPEN MEETINGS ACT.

ON MARCH 16, 2020, IN ACCORDANCE WITH SECTION 418.016 OF THE TEXAS GOVERNMENT CODE, GOVERNOR ABBOTT HAS SUSPENDED VARIOUS PROVISIONS OF THE TEXAS OPEN MEETING ACT THAT REQUIRE OFFICIALS AND MEMBERS OF THE PUBLIC TO BE PHYSICALLY PRESENT AT A SPECIFIED MEETING LOCATION (THE "PROCLAMATION"). IN ACCORDANCE WITH THE PROCLAMATION, THE DISTRICT HAS IMPLMENTED PROCEDURES TO ALLOW MEMBERS OF THE PUBLIC TO PARTICIPATE AND ADDRESS THE BOARD OF COMMISSIONERS DURING THE TELEPHOHE/VIDEO CONFERENCE MEETING. TO PARTICIPATE IN THE CONFERENCE MEETING:

1. Please call-1-470-210-0948 and use access code 197 864 755# to access the meeting and announce your name to the meeting host then place your phone on mute.
2. To view please either click the link or copy and paste into a view browser <https://meet.google.com/nsm-tkzx-vsh>
3. To view via face book live stream go to <https://www.facebook.com/cassievolfire/>
4. Agenda packets will be available on the Home page of <https://cassiebfd.com> or <https://cassiebfd.com/bcesd2>
5. The audio and video of the meeting will be recorded.



BURNET COUNTY EMERGENCY SERVICES DISTRICT #2
P.O. BOX 249
BUCHANAN DAM, TEXAS 78609-0249

AGENDA

1. Call meeting to order. (Schneider)
2. Establish a quorum. (Schneider)
3. Pledge of Allegiance. (Schneider)
4. Invocation. (Bremer)
5. Welcome telephone/videoconferencing guests. (Schneider)
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.
7. Accept minutes from May 21, 2020 meeting. (Schneider)
8. Report from the Cassie VFD Chief. (Curtis)
 - Number and types of calls
 - Training Activity
 - Other Department Activities
9. Cassie VFD Treasurers Report. (L. Schneider)
10. Cassie VFD present Operational Budget Projection FY 2020. (Curtis)
11. Approve budgeted Capital Expenditure, if appropriate. (Schneider)
12. Treasurers Report for ESD #2. (Bremer)
13. Discussion and/or action concerning the disbursement of ESD #2 funds. (Schneider)

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BURNET COUNTY EMERGENCY SERVICES DISTRICT #2
P.O. BOX 249
BUCHANAN DAM, TEXAS 78609-0249

14. Discussion and/or action concerning Sales Tax proposition activities. (H.O.) (Schneider)
15. Calendar of Events for July 2020.
 - A. Approve Capital expenditures if they apply.
 - B. Receive and review FY2021 Tax Rate Information from County Tax Appraisal Office.
 - C. Present revised Service Provider Contract to Cassie VFD for review and approval.
16. Discussion and or action regarding acceptance of Joint Election Agreement 2020-2021. (Schneider)
17. Discussion and or action concerning acceptance of Contract for Election Services 2020-2021. (Schneider)
18. Status update of ESD#2 Cyber Security Training H.B. 3834. (Schneider)
19. Next meeting: 10:00 AM Thursday, July 30, 2020 at the Cassie VFD.
20. Meeting adjourned.

Benjamin H. Schneider, President
Burnet County ESD #2

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June 16, 2020

Cassie VFD/ Burnet ESD 2
 Burnet, TX
 This report was generated on 6/20/2020 9:36:26 AM



Incident Statistics
 Start Date: 05/01/2020 | End Date: 05/31/2020

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		11	
FIRE		11	
TOTAL		22	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		11	
Aid Received		1	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
4		18.18	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Cassie VFD-Elms Station	0:10:04	0:29:54	
AVERAGE FOR ALL CALLS		0:18:27	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Cassie VFD-Elms Station	0:02:20	0:09:38	
AVERAGE FOR ALL CALLS		0:05:09	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Cassie VFD/ Burnet ESD 2		71:01	

Only Reviewed Incidents Included. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.

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Cassie VFD/ Burnet ESD 2

Burnet, TX

This report was generated on 6/20/2020 9:38:03 AM



Incident Statistics

Start Date: 01/01/2020 | End Date: 05/31/2020

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		52	
FIRE		25	
TOTAL		77	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			
PRE-INCIDENT VALUE		LOSSES	
\$368,153.00		\$55,000.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type	Total		
Aid Given	25		
Aid Received	18		
OVERLAPPING CALLS			
# OVERLAPPING	% OVERLAPPING		
12	15.58		
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Cassie VFD-Elms Station	0:10:48	0:21:04	
AVERAGE FOR ALL CALLS		0:13:14	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Cassie VFD-Elms Station	0:03:05	0:07:09	
AVERAGE FOR ALL CALLS		0:03:54	
AGENCY	AVERAGE TIME ON SCENE (MM:SS)		
Cassie VFD/ Burnet ESD 2	53:56		

Only Reviewed Incidents Included. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.

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Cassie VFD/ Burnet ESD 2

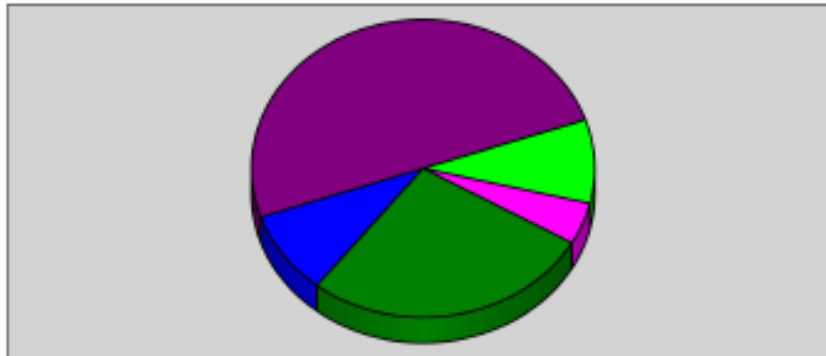
Burnet, TX

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Major Incident Types by Month for Date Range

Start Date: 05/01/2020 | End Date: 05/31/2020



■ Fire	■ Service Call
■ Good Intent Call	■ Severe Weather & Natural Disaster
■ Rescue & Emergency Medical Service Incident	

INCIDENT TYPE	MAY	TOTAL
Fire	6	6
Good Intent Call	2	2
Rescue & Emergency Medical Service Incident	11	11
Service Call	2	2
Severe Weather & Natural Disaster	1	1
Total	22	22

Only REVIEWED Incidents Included



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Cassie VFD/ Burnet ESD 2

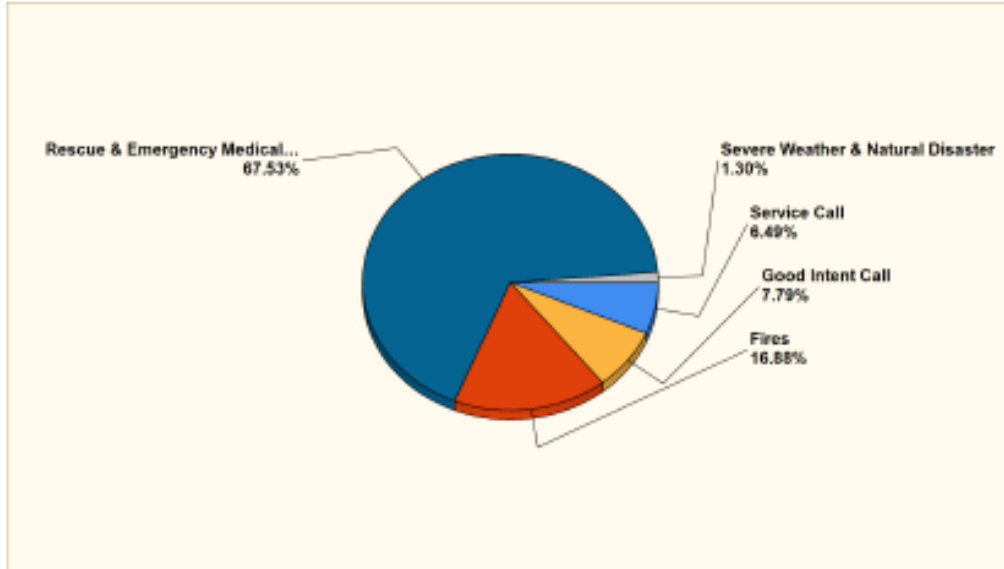
Burnet, TX

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2020 | End Date: 05/31/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	13	16.88%
Rescue & Emergency Medical Service	52	67.53%
Service Call	5	6.49%
Good Intent Call	6	7.79%
Severe Weather & Natural Disaster	1	1.30%
TOTAL	77	99.99%


Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



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Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	6	7.79%
122 - Fire in motor home, camper, recreational vehicle	1	1.30%
131 - Passenger vehicle fire	1	1.30%
132 - Road freight or transport vehicle fire	1	1.30%
141 - Forest, woods or wildland fire	1	1.30%
142 - Brush or brush-and-grass mixture fire	2	2.60%
143 - Grass fire	1	1.30%
311 - Medical assist, assist EMS crew	5	6.49%
321 - EMS call, excluding vehicle accident with injury	35	45.45%
322 - Motor vehicle accident with injuries	2	2.60%
324 - Motor vehicle accident with no injuries	3	3.90%
341 - Search for person on land	1	1.30%
350 - Extrication, rescue, other	3	3.90%
363 - Swift water rescue	1	1.30%
365 - Watercraft rescue	2	2.60%
511 - Lock-out	1	1.30%
541 - Animal problem	1	1.30%
553 - Public service	2	2.60%
561 - Unauthorized burning	1	1.30%
611 - Dispatched & cancelled en route	4	5.19%
622 - No incident found on arrival at dispatch address	1	1.30%
651 - Smoke scare, odor of smoke	1	1.30%
813 - Wind storm, tornado/hurricane assessment	1	1.30%
TOTAL INCIDENTS:	77	100.02%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

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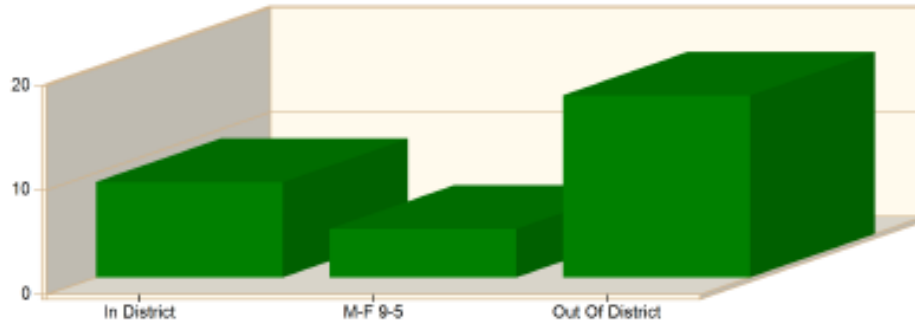
Cassie VFD/ Burnet ESD 2

Burnet, TX

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Incident Average Response Time per Shift for Date Range
 Start Date: 05/01/2020 | End Date: 05/31/2020



SHIFT	AVERAGE RESPONSE TIME (min) (Dispatch to Arrived)	CALLS
In District	9.11	8
M-F 9-5	4.64	3
Out Of District	17.41	11
		22

Incident Average Response Time per Shift for Date Range
 Start Date: 01/01/2020 | End Date: 05/31/2020

SHIFT	AVERAGE RESPONSE TIME (min) (Dispatch to Arrived)	CALLS
In District	7.55	34
M-F 9-5	4.02	19
Out Of District	14.58	24
	Total Number of Calls:	77

Incident Average Response Time calculated from Dispatch to first arriving unit apparatus Arrived time. Only Reviewed incidents are included. Incidents that are Canceled with no apparatus actually arriving are not part of the Incident count.

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Cassie VFD/ Burnet ESD 2

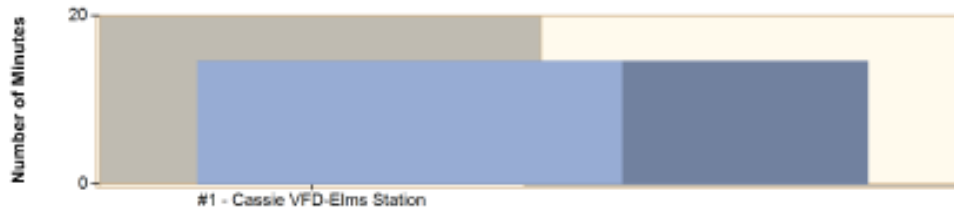
Burnet, TX

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Average Response Time per Station for Date Range

Start Date: 05/01/2020 | End Date: 05/31/2020



STATION	AVERAGE RESPONSE MM:SS (Dispatch to Arrived)
#1 - Cassie VFD-Elms Station	14:37

Average Response Time per Station for Date Range

Start Date: 01/01/2020 | End Date: 05/31/2020

STATION	AVERAGE RESPONSE MM:SS (Dispatch to Arrived)
#1 - Cassie VFD-Elms Station	10:01

AVERAGE RESPONSE TIME calculated from the average time difference between DISPATCH and ARRIVED times on Basic Info 4. Only REVIEWED incidents included.



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Cassie VFD/ Burnet ESD 2

Burnet, TX

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Personnel Count per Incident for Date Range

Start Date: 05/01/2020 | End Date: 05/31/2020

INCIDENT NUMBER	DATE	INCIDENT TYPE	FDID	NUMBER OF PEOPLE		
				ON APPARATUS	NOT ON APPARATUS	TOTAL
2020-2000056	5/1/2020 15:22:44	122 - Fire in motor home, camper, recreational vehicle	BP208	6	2	8
2020-2000057	5/3/2020 18:43:26	321 - EMS call, excluding vehicle accident with injury	BP208	5	0	5
2020-2000058	5/6/2020 14:31:06	311 - Medical assist, assist EMS crew	BP208	1	2	3
2020-2000059	5/6/2020 15:43:47	141 - Forest, woods or wildland fire	BP208	4	1	5
2020-2000060	5/6/2020 07:44:24	321 - EMS call, excluding vehicle accident with injury	BP208	3	0	3
2020-2000061	5/8/2020 09:37:17	321 - EMS call, excluding vehicle accident with injury	BP208	4	0	4
2020-2000062	5/8/2020 12:12:26	321 - EMS call, excluding vehicle accident with injury	BP208	3	0	3
2020-2000063	5/9/2020 10:15:46	143 - Grass fire	BP208	6	1	7
2020-2000064	5/9/2020 23:29:37	111 - Building fire	BP208	2	2	4
2020-2000065	5/10/2020 20:30:03	111 - Building fire	BP208	4	3	7
2020-2000066	5/11/2020 14:16:54	311 - Medical assist, assist EMS crew	BP208	2	0	2
2020-2000067	5/11/2020 14:31:14	611 - Dispatched & cancelled en route	BP208	4	2	6
2020-2000068	5/12/2020 12:55:26	311 - Medical assist, assist EMS crew	BP208	1	1	2
2020-2000069	5/16/2020 09:00:06	613 - Wind storm, tornado/hurricane assessment	BP208	4	2	6
2020-2000070	5/19/2020 13:50:53	324 - Motor vehicle accident with no injuries	BP208	4	0	4
2020-2000071	5/19/2020 20:24:36	321 - EMS call, excluding vehicle accident with injury	BP208	3	1	4
2020-2000072	5/20/2020 10:22:36	321 - EMS call, excluding vehicle accident with injury	BP208	1	0	1
2020-2000073	5/21/2020 08:30:00	541 - Animal problem	BP208	1	0	1
2020-2000074	5/23/2020 11:17:10	111 - Building fire	BP208	4	3	7
2020-2000075	5/23/2020 11:36:21	561 - Unauthorized burning	BP208	2	5	7
2020-2000076	5/30/2020 13:58:10	611 - Dispatched & cancelled en route	BP208	1	3	4
2020-2000077	5/30/2020 15:19:55	321 - EMS call, excluding vehicle accident with injury	BP208	4	0	4

AVERAGES: 3.1 1.3 4.4

Personnel Count per Incident for Date Range

Start Date: 01/01/2020 | End Date: 05/31/2020

AVERAGES: 3.2 0.9 4.2

Only REVIEWED incidents included

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5:07 PM
06/16/20
Cash Basis

Cassie Volunteer Fire Department
Balance Sheet
As of May 31, 2020

	<u>May 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 - CASSIE VFD-ESD2	88,978.67
Total Checking/Savings	<u>88,978.67</u>
Total Current Assets	88,978.67
Fixed Assets	
1410 - Land	13,620.69
1420 - Furniture & Fixtures	7,967.10
1430 - Vehicles & Equipment	1,048,210.40
1440 - EMS Equipment	5,037.56
1450 - Communication Equipment	98,987.65
1460 - Buildings	113,750.42
1510 - Accumulated Depreciation	<u>-738,920.38</u>
Total Fixed Assets	548,653.44
Other Assets	
1100 - Grant Receivable	<u>3,770.25</u>
Total Other Assets	<u>3,770.25</u>
TOTAL ASSETS	<u><u>641,602.36</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2010 - Employer & Emp. Payroll Tax	<u>949.00</u>
Total Other Current Liabilities	<u>949.00</u>
Total Current Liabilities	<u>949.00</u>
Total Liabilities	949.00
Equity	
3010 - Unrestricted Net Assets-Rel.Em	596,192.18
Net Income	<u>44,460.19</u>
Total Equity	<u>640,652.37</u>
TOTAL LIABILITIES & EQUITY	<u><u>641,602.36</u></u>

5:29 PM
06/16/20
Cash Basis

**Cassie Volunteer Fire Department
Profit & Loss Budget vs. Actual
October 2019 through May 2020**

	Oct '19 - May 20	Budget	\$ Over Budget
Income			
4000 - Income			
4005 - ESD payments	120,207.00	160,279.50	-40,072.50
4010 - Individual Donations	2,600.00		
4015 - Memorial Donations	150.00		
4020 - Group & Company Donations	400.00		
4030 - County Funds	9,400.55	7,541.00	1,868.55
4035 - FD Equipment Sale	100.10		
4040 - FD Reimbursement	1,104.81		
4065 - Training Reimbursement	2,909.00		
4070 - ESD Reimbursement	1,023.80		
4075 - Grant Reimbursement-nontraining	13,500.00		
4095 - ESD Pyrms-Capital Expenditures	26,097.11	42,500.00	-16,402.89
Total 4000 - Income	177,501.17	210,320.50	-32,819.33
Total Income	177,501.17	210,320.50	-32,819.33
Expense			
5000 - ADMINISTRATIVE			
5005 - Accounting	1,000.00	1,300.00	-300.00
5010 - Legal Services	0.00	100.00	-100.00
5015 - Meetings	282.95	225.00	57.95
5020 - Office Equipments/Maint.	493.38	258.00	235.38
5025 - Office Supplies	841.47	750.00	91.47
5030 - Printer Supplies	215.91	300.00	-84.09
5035 - Shipping/Postage/PO Box Rental	12.80	150.00	-137.20
5040 - Subscrpts/Dues/Membsrshp/RecMgmt	6,221.23	10,716.00	-4,494.77
5045 - Travel Allowance	0.00	100.00	-100.00
5050 - Uniforms (Caps and Shirts)	1,016.59	4,000.00	-2,983.41
5055 - Printing Services	0.00	100.00	-100.00
5060 - Banking/SftyDepBox/Chks/BkqdChks	20.00	100.00	-80.00
5065 - Finance Chgs/Late Fees/Sales Tx	232.45	0.00	232.45
5070 - Replen Petty Cash/Toll Charges	0.00	350.00	-350.00
Total 5000 - ADMINISTRATIVE	10,316.18	18,449.00	-8,132.82
5200 - PAID POSITION			
5205 - Base Salary	32,038.54	49,000.00	-16,961.46
5215 - CVFD SS & Medicare Tax Match	2,451.06	3,748.50	-1,297.44
Total 5200 - PAID POSITION	34,489.60	52,748.50	-18,258.90
5300 - BUILDING AND GROUNDS			
5305 - Botanical Supplies	0.00	50.00	-50.00
5310 - Janitorial Supplies	29.26	200.00	-170.74
5320 - Repairs and Maintenance	3,502.47	3,500.00	2.47
5325 - Furn&YardEquip Repl/RepNew	139.99	520.00	-380.01
5330 - Electrical Service	1,660.18	3,750.00	-2,089.82
5335 - Telephone Service	2,471.89	2,527.00	-55.11
Total 5300 - BUILDING AND GROUNDS	7,803.79	10,547.00	-2,743.21
5600 - COMMUNICATIONS			
5605 - Batteries, Clips, Acc.	882.18	250.00	632.18
5615 - Non-Warranty Repair	0.00	150.00	-150.00
5620 - Digital Radio and Pagers	0.00	500.00	-500.00
Total 5600 - COMMUNICATIONS	882.18	900.00	-17.82
6600 - INSURANCE			
6605 - Building and Property	2,658.00	3,613.00	-955.00
6610 - Vehicle	5,449.00	8,786.00	-3,337.00
6615 - Personnel Coverage	8,972.00	8,901.00	71.00
Total 6600 - INSURANCE	17,079.00	21,300.00	-4,221.00
7000 - OPERATIONS			
7010 - Fuel-Vehicle and Equipment	404.24	500.00	-95.76

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Cash Basis

**Cassie Volunteer Fire Department
Profit & Loss Budget vs. Actual
October 2019 through May 2020**

	Oct '19 - May 20	Budget	\$ Over Budget
7012 - Fuelman-Vehicles & Equipment	2,114.29	4,530.00	-2,415.71
7015 - Equipment Maint/Repr-Vendor	0.00	500.00	-500.00
7020 - Fire Extinguisher Test/Repr	232.80	250.00	-17.20
7025 - Fire Suppressant Supplies	0.00	5,000.00	-5,000.00
7030 - First Responder Supplies	3,541.09	4,000.00	-458.91
7035 - Ladder, Pump & Hose Testing	2,587.20	3,000.00	-432.80
7040 - Minor Tools	20.00	150.00	-130.00
7045 - Veh/Epmt Lights-Decals-Safety	0.00	100.00	-100.00
7050 - Personal Protect Equip-PPE	11,278.66	4,000.00	7,278.66
7055 - PPE Testing/Cleaning/Repair	0.00	500.00	-500.00
7060 - Rehabilitation Supplies	437.35	500.00	-62.65
7065 - Rescue Equipment Maint/Repr	172.67	100.00	72.67
7070 - SCBA Testing/HydrofFaceMsk/Pack	821.00	1,200.00	-379.00
7072 - SCBA MAINTENANCE & REPAIR	250.60	500.00	-249.40
7075 - State Veh Safety Inspe&Regist	0.00	151.00	-151.00
7080 - Vehicle Maintenance/Repair	1,179.82	550.00	629.82
7085 - Vehicle Maint/Repr(Vendor)	4,490.57	5,000.00	-509.43
7090 - Equipmt Reprmt(Fire Fightg)	99.95	1,750.00	-1,650.05
7095 - Fire Fighting Equipmt - NEW	0.00	2,500.00	-2,500.00
7100 - Rescue Equipment - NEW	1,011.92	1,000.00	11.92
7105 - Rescue Equipment - REPLMNT	0.00	200.00	-200.00
Total 7000 - OPERATIONS	28,622.16	35,981.00	-7,358.84
8000 - TRAINING			
8005 - AED, CPR, First Aid	0.00	454.00	-454.00
8020 - Training -VENDOR	6,173.47	12,500.00	-6,326.53
8025 - Per Diem Travel/Lodging	1,511.69	5,000.00	-3,488.31
8030 - Wildland	0.00	500.00	-500.00
8035 - Educational Supplies	0.00	600.00	-600.00
Total 8000 - TRAINING	7,685.16	19,054.00	-11,368.84
9000 - PUBLIC RELATIONS			
9005 - Educational Supplies	0.00	100.00	-100.00
9010 - Public Educatv/Relatv/Aprtn	0.00	500.00	-500.00
9015 - Shipping and Postage	0.00	100.00	-100.00
9020 - Printing	0.00	100.00	-100.00
9025 - Recognition/Thank You	500.00	500.00	0.00
Total 9000 - PUBLIC RELATIONS	500.00	1,300.00	-800.00
9500 - CAPITAL EXPENDITURES			
9512 - Pagers-20 New	8,930.00	9,500.00	-570.00
9515 - Fire Equipment-Folding Water Tk	0.00	2,500.00	-2,500.00
9518 - Fire Monitor Nozzle for T1#4440	0.00	2,000.00	-2,000.00
9521 - Tires-6 New Tires for T1-#4440	0.00	5,000.00	-5,000.00
9525 - Lawn/Ground Equipment	8,007.51	8,000.00	7.51
9528 - Ice Maker	3,085.47	5,000.00	-1,914.53
9530 - Medical Equipment	3,288.00	5,000.00	-1,712.00
9545 - Remodel & Repairs-Flag Pole	0.00	1,500.00	-1,500.00
9570 - Rescue Equip-Thermal Imaging Un	0.00	1,500.00	-1,500.00
9580 - Computer Equipment-Laptop	2,351.93	2,500.00	-148.07
Total 9500 - CAPITAL EXPENDITURES	25,662.91	42,500.00	-16,837.09
Total Expense	133,040.98	202,779.50	-69,738.52
Net Income	44,460.19	7,541.00	36,919.19

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Cash Basis

Cassie Volunteer Fire Department
Profit & Loss by Class
October 2018 through May 2020

	ESD	ESDC	FD	FDE	FDMA	TOTAL
Income						
4000 - Income						
4005 - ESD payments	80,506.00	0.00	0.00	39,896.40	0.00	120,202.00
4010 - Individual Donations	0.00	0.00	2,600.00	0.00	0.00	2,600.00
4015 - Memorial Donations	0.00	0.00	150.00	0.00	0.00	150.00
4020 - Group & Company Donations	0.00	0.00	400.00	0.00	0.00	400.00
4030 - County Funds	0.00	0.00	960.00	0.00	8,449.55	9,409.55
4035 - FD Equipment Sale	100.10	0.00	0.00	0.00	0.00	100.10
4040 - FD Reimbursement	1,104.61	0.00	0.00	0.00	0.00	1,104.61
4065 - Training Reimbursement	2,909.00	0.00	0.00	0.00	0.00	2,909.00
4070 - ESD Reimbursement	1,023.80	0.00	0.00	0.00	0.00	1,023.80
4075 - Grant Reimbursement-nontraining	13,500.00	0.00	0.00	0.00	0.00	13,500.00
4095 - ESD Pymts-Capital Expenditures	0.00	20,097.11	0.00	0.00	0.00	20,097.11
Total 4000 - Income	99,146.11	20,097.11	4,110.00	39,896.40	8,449.55	177,501.17
Total Income	99,146.11	20,097.11	4,110.00	39,896.40	8,449.55	177,501.17
Expense						
5000 - ADMINISTRATIVE						
5005 - Accounting	250.00	0.00	0.00	750.00	0.00	1,000.00
5015 - Meetings	0.00	0.00	262.35	0.00	0.00	262.35
5020 - Office Equipment/Maint.	193.39	0.00	299.99	0.00	0.00	493.38
5025 - Office Supplies	841.47	0.00	0.00	0.00	0.00	841.47
5030 - Printer Supplies	215.91	0.00	0.00	0.00	0.00	215.91
5035 - Shipping/Postage/PO Box Rental	12.80	0.00	0.00	0.00	0.00	12.80
5040 - Subscrip/Dues/Membership/Rec/Mgmt	6,221.23	0.00	0.00	0.00	0.00	6,221.23
5050 - Uniforms (Caps and Shirts)	1,018.59	0.00	0.00	0.00	0.00	1,018.59
5060 - Banking/Gr/Dep/Bus/Chks/Bkgs/Clks	20.00	0.00	0.00	0.00	0.00	20.00
5065 - Finance Chgs/Late Fees/Sales Tx	232.45	0.00	0.00	0.00	0.00	232.45
Total 5000 - ADMINISTRATIVE	9,003.54	0.00	562.34	750.00	0.00	10,315.18
6000 - PAID POSITION						
6005 - Base Salary	0.00	0.00	0.00	32,038.54	0.00	32,038.54
6015 - CVFD SS & Medicare Tax Match	0.00	0.00	0.00	2,451.06	0.00	2,451.06
Total 6000 - PAID POSITION	0.00	0.00	0.00	34,489.60	0.00	34,489.60
6300 - BUILDING AND GROUNDS						
6310 - Janitorial Supplies	29.26	0.00	0.00	0.00	0.00	29.26
6320 - Repairs and Maintenance	3,502.47	0.00	0.00	0.00	0.00	3,502.47
6325 - Furn/Yard/Equip Rep/Rep/New	139.99	0.00	0.00	0.00	0.00	139.99
6330 - Electrical Service	1,660.18	0.00	0.00	0.00	0.00	1,660.18
6335 - Telephone Service	2,471.89	0.00	0.00	0.00	0.00	2,471.89
Total 6300 - BUILDING AND GROUNDS	7,803.79	0.00	0.00	0.00	0.00	7,803.79
6600 - COMMUNICATIONS						
6605 - Batteries, Clips, Acc.	882.18	0.00	0.00	0.00	0.00	882.18
Total 6600 - COMMUNICATIONS	882.18	0.00	0.00	0.00	0.00	882.18
6900 - INSURANCE						
6905 - Building and Property	1,329.00	0.00	0.00	0.00	1,329.00	2,658.00
6910 - Vehicle	2,724.50	0.00	0.00	0.00	2,724.50	5,449.00
6915 - Personnel Coverage	5,119.50	0.00	0.00	0.00	3,853.50	8,972.00
Total 6900 - INSURANCE	9,172.00	0.00	0.00	0.00	7,907.00	17,079.00
7000 - OPERATIONS						
7010 - Fuel-Vehicle and Equipment	234.93	0.00	0.00	0.00	169.31	404.24
7012 - Fuelman-Vehicles & Equipment	1,801.63	0.00	0.00	0.00	312.66	2,114.29
7020 - Fire Extinguisher Test/Repr	232.80	0.00	0.00	0.00	0.00	232.80
7030 - First Responder Supplies	3,541.09	0.00	0.00	0.00	0.00	3,541.09
7035 - Ladder, Pump & Hose Testing	2,567.20	0.00	0.00	0.00	0.00	2,567.20
7040 - Minor Tools	20.00	0.00	0.00	0.00	0.00	20.00
7050 - Personal Protect Equip-PPE	11,279.66	0.00	0.00	0.00	0.00	11,279.66
7060 - Rehabilitation Supplies	373.97	0.00	82.84	0.00	10.54	437.35
7065 - Rescue Equipment Maint/Repr	172.67	0.00	0.00	0.00	0.00	172.67
7070 - SCBA Testing/Hydro/FaceMask/Pack	821.00	0.00	0.00	0.00	0.00	821.00
7072 - SCBA MAINTENANCE & REPAIR	250.60	0.00	0.00	0.00	0.00	250.60
7080 - Vehicle Maintenance/Repair	1,179.82	0.00	0.00	0.00	0.00	1,179.82
7085 - Vehicle Maint/Rep(Vendor)	4,490.57	0.00	0.00	0.00	0.00	4,490.57
7090 - Equipment Reprts(Fire Fightg)	99.25	0.00	0.00	0.00	0.00	99.25
7100 - Rescue Equipment - NEW	1,011.92	0.00	0.00	0.00	0.00	1,011.92
Total 7000 - OPERATIONS	20,076.81	0.00	82.84	0.00	482.51	20,622.16
8000 - TRAINING						

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Casale Volunteer Fire Department
Profit & Loss by Class
October 2018 through May 2020

	ESD	ESDC	FD	FDE	FDMA	TOTAL
9020 - Training -VENDOR	6,173.47	0.00	0.00	0.00	0.00	6,173.47
9025 - Per Diem Travel/Lodging	1,511.69	0.00	0.00	0.00	0.00	1,511.69
Total 9000 - TRAINING	7,685.16	0.00	0.00	0.00	0.00	7,685.16
9000 - PUBLIC RELATIONS						
9025 - Recognition/Thank You	0.00	0.00	500.00	0.00	0.00	500.00
Total 9000 - PUBLIC RELATIONS	0.00	0.00	500.00	0.00	0.00	500.00
9600 - CAPITAL EXPENDITURES						
9612 - Papers-20 New	0.00	8,930.00	0.00	0.00	0.00	8,930.00
9625 - Lawn/Ground Equipment	0.00	8,007.51	0.00	0.00	0.00	8,007.51
9626 - Ice Maker	0.00	3,085.47	0.00	0.00	0.00	3,085.47
9630 - Medical Equipment	0.00	3,258.00	0.00	0.00	0.00	3,258.00
9690 - Computer Equipment-Laptop	0.00	2,351.93	0.00	0.00	0.00	2,351.93
Total 9600 - CAPITAL EXPENDITURES	0.00	25,662.91	0.00	0.00	0.00	25,662.91
Total Expense	62,623.78	25,662.91	1,115.10	35,239.00	8,399.51	133,040.29
Net Income	36,522.33	434.20	2,994.82	4,468.80	50.04	44,469.19

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Accrual Basis

Cassie Volunteer Fire Department
Profit & Loss Detail
May 2020

Date	Name	Memo	Class	Amount
Income				
4000 - Income				
4010 - Individual Donations				
05/08/2020	Individual Do...	In memory of John Davis from Diane Davis	FD	500.00
Total 4010 - Individual Donations				500.00
4030 - County Funds				
05/19/2020	Burnet Court...	refund for overcharge of radio fees	FD	980.00
Total 4030 - County Funds				980.00
4035 - FD Equipment Sale				
05/08/2020	Sale of Equi...	Sale of old lawn mower to B. Pennington-was open for bid	ESD	100.10
Total 4035 - FD Equipment Sale				100.10
4070 - ESD Reimbursement				
05/08/2020	ESD Reimbu...	From East Lake VFD for purchase of some covid-19 PPE ordered by CV...	ESD	115.00
Total 4070 - ESD Reimbursement				115.00
Total 4000 - Income				1,675.10
Total Income				1,675.10
Expense				
5000 - ADMINISTRATIVE				
5005 - Accounting				
05/13/2020	Chase Card ...	Tabor & Burnett - Preparation of payroll for the months of April, May, June...	FDE	250.00
Total 5005 - Accounting				250.00
5020 - Office Equipment/Maint.				
05/13/2020	Chase Card ...	AMZN - microphone for fire chief's laptop	ESD	98.82
05/13/2020	Chase Card ...	AMZN - chair for fire chief to replace broken one	ESD	108.98
Total 5020 - Office Equipment/Maint.				188.80
5025 - Office Supplies				
05/13/2020	Chase Card ...	Norton - Antivirus for three devices at the fire department-one year subscri...	ESD	148.74
05/13/2020	Chase Card ...	National Pen - 350 Cassie VFD pens	ESD	330.40
Total 5025 - Office Supplies				479.14
5040 - Subscrip/Dues/Membership/RecMgmt				
05/13/2020	Chase Card ...	YMCA - May membership for R. Warford - family	ESD	58.00
05/13/2020	Chase Card ...	Your First Due - web hosting for May 2020	ESD	30.00
05/13/2020	Chase Card ...	YMCA - May membership for D. Shields-senior single	ESD	30.00
05/13/2020	Chase Card ...	YMCA - May membership for G. Sanchez-senior couple	ESD	49.00
05/13/2020	Chase Card ...	YMCA - May membership for C. Kelley-family	ESD	58.00
05/13/2020	Chase Card ...	YMCA - May membership for D. Curtis-family	ESD	58.00
05/13/2020	Chase Card ...	Emergency Reporting - web reporting for April 2020	ESD	184.91
Total 5040 - Subscrip/Dues/Membership/RecMgmt				487.91
5050 - Uniforms (Caps and Shirts)				
05/13/2020	Chase Card ...	ID Creator - Cassie VFD ID badge for Dustin Morgan	ESD	12.99
05/17/2020	G.T. Distrib...	Inv# INV766115 - Dress Class A Uniform for Fire Chief-suit coat, shirt, s...	ESD	653.03
05/26/2020	G.T. Distrib...	Inv# INV767554 - for pants and cap for D. Curtis, class A uniform that wer...	ESD	99.49
Total 5050 - Uniforms (Caps and Shirts)				765.51
5065 - Finance Chgs/Late Fees/Sales Tx				
05/13/2020	Chase Card ...	PCH - Fraudulent charge-5-12-20-Spoke with Kimberly in Fraud Dept at C...	ESD	-31.45
05/13/2020	Chase Card ...	ATT-TV - Fraudulent charge-5-12-20-Spoke with Kimberly in Fraud Dept ...	ESD	216.75
05/13/2020	Chase Card ...	PCH - Fraudulent charge-5-12-20-Spoke with Kimberly in Fraud Dept at C...	ESD	31.45
05/13/2020	Chase Card ...	PCH - Fraudulent charge-5-12-20-Spoke with Kimberly in Fraud Dept at C...	ESD	15.70
Total 5065 - Finance Chgs/Late Fees/Sales Tx				232.45

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Accrual Basis

Cassie Volunteer Fire Department
Profit & Loss Detail
May 2020

Date	Name	Memo	Class	Amount
Total 5000 - ADMINISTRATIVE				2,358.81
5200 - PAID POSITION				
5205 - Base Salary				
05/06/2020	Derrick R. Cu...	Salary	FDE	1,884.82
05/21/2020	Derrick R. Cu...	Salary	FDE	1,884.82
Total 5205 - Base Salary				3,769.64
5215 - CVFD SS & Medicare Tax Match				
05/06/2020	Derrick R. Cu...	payroll for period beginning 4-27-20 and ending 5-8-20	FDE	144.18
05/21/2020	Derrick R. Cu...	Payroll for period beginning 5-11-20 and ending 5-22-20	FDE	144.18
Total 5215 - CVFD SS & Medicare Tax Match				288.36
Total 5200 - PAID POSITION				4,057.80
5300 - BUILDING AND GROUNDS				
5325 - Furn&YardEquip Repl/Rep/New				
05/13/2020	Chase Card ...	AMZN - utility sink to use for decon cleaning gloves, helmets, boots, etc.	ESD	139.99
Total 5325 - Furn&YardEquip Repl/Rep/New				139.99
5330 - Electrical Service				
05/15/2020	PEC	Acct# 3000098825 - monthly stent for the period 3-21-20 -- 4-21-20	ESD	142.93
Total 5330 - Electrical Service				142.93
5335 - Telephone Service				
05/13/2020	Chase Card ...	VZWRLSS - phone and internet service for the period 3-11-20 -- 4-10-20	ESD	307.78
Total 5335 - Telephone Service				307.78
Total 5300 - BUILDING AND GROUNDS				590.70
5600 - COMMUNICATIONS				
5605 - Batteries, Clips, Acc.				
05/26/2020	Beercom Wlr...	Inv # 5028097- 1- cable and 4 extended life batteries for handheld radios 1...	ESD	882.18
Total 5605 - Batteries, Clips, Acc.				882.18
Total 5600 - COMMUNICATIONS				882.18
7000 - OPERATIONS				
7012 - Fuelman-Vehicles & Equipment				
05/07/2020	Fuelman	Circle K-4480 regular and calls (approx savings this month using Fuelma...	ESD	17.08
05/07/2020	Fuelman	Circle K-4480 regular and calls	ESD	19.15
05/07/2020	Fuelman	Kwik Chek-4480 regular and 4 calls	ESD	19.30
05/07/2020	Fuelman	Kwik Chek-4480 regular and 2 calls	ESD	18.80
05/07/2020	Fuelman	Kwik Chek-jerry can fill up used fuel for lawn mower	ESD	3.84
05/07/2020	Fuelman	Kwik Chek-jerry can fill up used fuel for lawn mower and lawn equipment	ESD	4.38
05/07/2020	Fuelman	Kwik Chek-4420 regular fill up	ESD	20.02
05/07/2020	Fuelman	Kwik Chek-4421 regular fill up	ESD	20.14
05/07/2020	Fuelman	Kwik Chek-4421 regular fill up	ESD	19.24
05/07/2020	Fuelman	Kwik Chek-4440 regular fill up	ESD	13.51
05/07/2020	Fuelman	Kwik Chek-4451 regular and two EMS calls	ESD	18.82
05/07/2020	Fuelman	Kwik Chek-4430 two water rescue calls and training	ESD	7.10
Total 7012 - Fuelman-Vehicles & Equipment				181.18
7030 - First Responder Supplies				
05/17/2020	Bound Tree ...	Inv# 83823597 - suction canisters, tips, and tubing for large suction unit-3...	ESD	54.84
Total 7030 - First Responder Supplies				54.84
7070 - SCBA Testing/Hydro/FaceMsk/Pack				
05/13/2020	Municipal E...	Inv#N1455598-SCBA Flow Test for 8 packs and repair on 4 for battery as...	ESD	821.00
Total 7070 - SCBA Testing/Hydro/FaceMsk/Pack				821.00
7080 - Vehicle Maintenance/Repair				

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 Accrual Basis

**Cassie Volunteer Fire Department
 Profit & Loss Detail
 May 2020**

Date	Name	Memo	Class	Amount
05/13/2020	Chase Card ...	Rock Auto - two turbo charger/intercooler hoses for B3 - #4451	ESD	92.98
Total 7080 - Vehicle Maintenance/Repair				92.98
7085 - Vehicle Maint/Repr(Vendor)				
05/13/2020	Chase Card ...	Discount Tire - B3-#4451 - replace damaged tire	ESD	37.75
05/26/2020	Lance's Fire ...	Inv# 4778 - T1-#4440 - PM annual service, change regular and gear oil, c...	ESD	1,428.75
05/26/2020	Lance's Fire ...	Inv# 4779 - E2-#4421 - PM annual service, change regular and gear oil, c...	ESD	1,564.21
05/26/2020	Lance's Fire ...	Inv# 4780 - E1-#4420 - PM annual service, change regular and gear oil, c...	ESD	831.13
Total 7085 - Vehicle Maint/Repr(Vendor)				3,861.84
7100 - Rescue Equipment - NEW				
05/17/2020	Municipal E...	Inv# IN1456673-ropc rescue harness to attach to body harness	ESD	415.95
Total 7100 - Rescue Equipment - NEW				415.95
Total 7000 - OPERATIONS				5,427.47
Total Expense				13,316.78
Net Income				-11,841.66

	A	B	C	D	E
1	CASSIE VFD/EMS, INC. BUDGET BUILD FOR FY 2020-2021				
2	Page 1 of 3				
3	GROUP ACCT NO	DETAIL ACCT NO	CATEGORY NAME	BUDGET BUILD FOR FY 2020-2021 BY LINE ITEM	BUDGET BUILD FOR FY 2020-2021 TOTAL BY GROUP
4	4000		INCOME		
5		4005	ESD PAYMENTS FOR OPERATIONS	\$172,816.50	
6		4010	INDIVIDUAL DONATIONS	\$0.00	
7		4015	MEMORIAL DONATIONS	\$0.00	
8		4020	GROUP & COMPANY DONATIONS	\$0.00	
9		4025	GRANTS/COST SHARE	\$0.00	
10		4030	COUNTY FUNDS (dollar amount is an approximate)	\$7,541.00	
11		4035	FD EQUIPMENT SALE	\$0.00	
12		4040	FD REIMBURSEMENT	\$0.00	
13		4045	FD INSURANCE RECOVERY	\$0.00	
14		4050	FUND RAISERS	\$0.00	
15		4055	LOANS	\$0.00	
16		4060	INTEREST INCOME	\$0.00	
17		4065	TRAINING REIMBURSEMENT	\$0.00	
18		4070	ESD REIMBURSEMENT	\$0.00	
19		4075	GRANT REIMBURSEMENT - NON-TRAINING	\$0.00	
20		4095	ESD PAYMENTS - CAPITAL EXPENDITURES	\$195,200.00	
21			TOTAL INCOME		\$375,557.50
22	5000		ADMINISTRATIVE		
23		5005	ACCOUNTING	\$1,300.00	
24		5010	LEGAL SERVICES	\$100.00	
25		5015	MEETINGS	\$300.00	
26		5020	OFFICE EQUIPMENT/ MAINTENANCE	\$258.00	
27		5025	OFFICE SUPPLIES	\$1,000.00	
28		5030	PRINTER SUPPLIES	\$300.00	
29		5035	SHIPPING/POSTAGE/PO BOX RENTAL	\$150.00	
30		5040	SUBSCRIPTIONS/DUES/MEMBERSHIPS/RECORD MGMT SYSTEM	\$11,500.00	
31		5045	TRAVEL ALLOWANCE	\$100.00	
32		5050	UNIFORMS (CAPS AND SHIRTS)	\$4,000.00	
33		5055	PRINTING SERVICES	\$100.00	
34		5060	SIFTY DEP BOX/CHK&PETTY CASH/BKGD CHKS	\$100.00	
35		5065	FINANCE CHARGES/LATE FEES/SALES TAX	\$0.00	
36		5070	PETTY CASH/TOLL CHARGES	\$350.00	
37	new	5076	RECRUITMENT AND RETENTION	\$3,500.00	
38			TOTAL ADMINISTRATIVE		\$23,058.00
39	5200		PAID POSITION		
40		5205	BASE SALARY (INCLUDES EMP TAX & INSURANCE)	\$49,000.00	
41		5215	CVFD SS & MEDICARE TAX MATCH	\$3,748.50	
42			TOTAL PAID POSITION		\$52,748.50
43	5300		BUILDING AND GROUNDS		
44		5305	BOTANICAL SUPPLIES	\$50.00	
45		5310	JANITORIAL SUPPLIES	\$200.00	
46		5315	REFUSE COLLECTION	\$0.00	
47		5320	REPAIRS AND MAINTENANCE	\$4,500.00	
48		5325	FURNITURE REPLURE/NEW	\$520.00	
49		5330	ELECTRICAL SERVICE	\$3,750.00	
50		5335	TELEPHONE SERVICE	\$3,600.00	
51			TOTAL BLDG &GRDS		\$12,620.00
52					
53					

	A	B	C	D	E
54					
55	CASSIE VFD/EMS, INC. BUDGET BUILD FOR FY 2020-2021				
56	Page 2 of 3				
57	GROUP ACCT NO	DETAIL ACCT NO	CATEGORY NAME		BUDGET BUILD FOR FY 2020-2021 TOTAL BY GROUP
58					
59	5600		COMMUNICATIONS		
60		5605	BATTERIES, CLIPS, ACCESSORIES	\$500.00	
61		5610	INSTALLATION AND CHANGES	\$0.00	
62		5615	NON-WARRANTY REPAIR	\$300.00	
63		5620	DIGITAL RADIOS, PAGERS, CELL PHONES	\$500.00	
64			TOTAL COMMUNICATIONS		\$1,300.00
65	6600		INSURANCE		
66		6605	BUILDING AND PROPERTY	\$3,819.00	
67		6610	VEHICLE	\$8,786.00	
68		6615	PERSONNEL COVERAGE(Accident-Disability-Bonding)(Air Evac)	\$11,200.00	
69			TOTAL INSURANCE		\$23,805.00
70	7000		OPERATIONS		
71		7005	CHEMICAL SUPPLIES (VEHICLE WATER TANKS)	\$0.00	
72		7010	FUEL - VEHICLE AND EQUIPMENT	\$500.00	
73		7012	FUELMAN - VEHICLE AND EQUIPMENT	\$4,530.00	
74		7015	EQUIPMENT MAINTENANCE/REPAIR (VENDOR)	\$500.00	
75		7020	FIRE EXTINGUISHER TESTING/REPAIR	\$300.00	
76		7025	FIRE SUPPRESSANT SUPPLIES-FOAM	\$5,000.00	
77		7030	FIRST RESPONDER SUPPLIES	\$5,000.00	
78		7035	LADDER TESTING/PUMP TESTING/HOSE TESTING	\$3,000.00	
79		7040	MINOR TOOLS	\$150.00	
80		7045	VEHICLE/EQUIPMENT LIGHTS-DECALS-SAFETY ITEMS	\$100.00	
81		7050	PERSONAL PROTECTIVE EQUIPMENT (PPE)	\$4,000.00	
82		7055	PPE TESTING/CLEANING/REPAIR	\$500.00	
83		7060	REHABILITATION SUPPLIES (ICE/WATER/GATORADE)	\$500.00	
84		7065	RESCUE EQUIPMENT MAINTENANCE/REPAIR	\$250.00	
85		7070	SCBA TESTING/HYDRO/FACEMASK/PAK	\$2,000.00	
86		7072	SCBA MAINTENANCE & REPAIR-CASCADE SYSTEM	\$500.00	
87		7075	STATE VEHICLE SAFETY INSPECTION & REGISTRATION	\$151.00	
88		7080	VEHICLE MAINTENANCE/REPAIR	\$1,500.00	
89		7085	VEHICLE MAINTENANCE/REPAIR (VENDOR)	\$5,000.00	
90		7090	EQUIPMENT REPLACEMENT (FIRE FIGHTING)	\$1,750.00	
91		7095	FIRE FIGHTING EQUIPMENT - NEW	\$2,500.00	
92		7100	RESCUE EQUIPMENT - NEW	\$1,000.00	
93		7105	RESCUE EQUIPMENT - REPLACEMENT	\$200.00	
94			TOTAL OPERATIONS		\$38,931.00
95	8000		TRAINING		
96		8005	AED, CPR, FIRST AID	\$454.00	
97		8010	EMS/TEEX	\$0.00	
98		8015	IBO	\$0.00	
99		8020	TRAINING - VENDOR	\$12,500.00	
100		8025	PER DIEM TRAVEL/LODGING/FOOD	\$5,000.00	
101		8030	WILDLAND	\$500.00	
102		8035	EDUCATIONAL SUPPLIES(CD'S-TAPES-BOOKS-ETC)	\$500.00	
103			TOTAL TRAINING		\$19,054.00
104					
105					
106					

	A	B	C	D	E
107					
108					
109	CASSIE VFD/EMS, INC. BUDGET BUILD FOR FY 2020-2021				
110	Page 3 of 3				
111	GROUP ACCT NO	DETAIL ACCT NO	CATEGORY NAME		BUDGET BUILD FOR FY 2020-2021 TOTAL BY GROUP
112					
113	9000		PUBLIC RELATIONS		
114		9005	EDUCATIONAL SUPPLIES	\$100.00	
115		9010	PUBLIC EDUCATION/RELATION/APPRECIATION	\$500.00	
116		9015	SHIPPING AND POSTAGE	\$100.00	
117		9020	PRINTING	\$100.00	
118		9025	RECOGNITION/THANK YOU	\$500.00	
119			TOTAL PUB REL		\$1,300.00
120	9500		CAPITAL EXPENDITURES (IND. ITEM OVER \$1000)		
121		9519	Ground Monitors (E1 & E2)	\$8,000.00	
122		9527	5" LDH	\$5,200.00	
123		9528	Turbo Draft	\$5,000.00	
124		9529	5" intake valve	\$5,000.00	
125		9531	Sell Engine 1 at 10 years & replace with mini pumper	\$125,000.00	
126		9532	update station 1 HVAC system	\$15,000.00	
127		9533	UTV pump, tank and trailer	\$32,000.00	
128					
129					
130					
131					
132					
133			TOTAL CAPITAL EXP		\$195,200.00
134					
135			TOTAL E&D BUDGET with Capital Expenditures	\$368,016.50	\$368,016.50
136			TOTAL E&D BUDGET without Capital Expenditures	\$172,816.50	\$172,816.50
137			BURNET COUNTY MUTUAL AID FUNDS	\$7,541.00	\$7,541.00
138					
139			TOTAL OF E&D W/ CAP EXP & BURNET CTY FUNDS		\$375,557.50



Request for Approval and Funding of Capital Expenditures

Cassie Volunteer Fire Department and EMS INC.

Burnet County, TX

Service Provider for Burnet County ESD #2

Staffed by Professional Volunteers Since 1977

"Guardians of Our Communities"



Cassie VFD is seeking approval and funding for the following Capital Expenditures.

Items	Description	QTY	Amount
TIC	FLIR K2 Thermal Thermal Imaging Camera package	1	\$1,582.00

Total amount requested for funding is \$1,582.00



Quote

Date	Estimate #
Jun-15-2020	DM061520B

Name / Address
Cassie Vol. FD/Bumet County ESD 2 Derrick Curtis 3900 FM690 Bumet, TX 79611

				Project
Part Number	Description	Qty	Cost	Total
Flir:73701-0101	K2 160x120 Thermal Camera Kit Includes: Soft Case, Thermal Imaging Camera (TIC), (2) Li-Ion Batteries, Lanyard Strap, Neckstrap, Tabletop Charger w/ Power Supply, USB Cable	1	\$1,255.50	\$1,255.50 Non
Flir:T199414AC C	Truck Charger (K2 Only)	1	\$291.50	\$291.50 Non
FREIGHT- To Invoice	Shipping & Handling Cost Pre Pay & Add	1	\$35.00	\$35.00 Non
			0.00%	\$0.00
Thank you for your business.			TOTAL	\$1,582.00

11:19 AM
 June 18, 20
 Cash Basis

Burnet County Emergency Services District #2
Balance Sheet
 As of May 31, 2020

	<u>May 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Certificate of Deposit 33086	155,376.28
First State Bank of Burnet	<u>152,713.83</u>
Total Checking/Savings	<u>308,090.11</u>
Total Current Assets	<u>308,090.11</u>
TOTAL ASSETS	<u>308,090.11</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	236,905.67
Net Income	<u>71,184.44</u>
Total Equity	<u>308,090.11</u>
TOTAL LIABILITIES & EQUITY	<u>308,090.11</u>

Respectfully submitted, Richard Bremer, Treasurer ESD #2

Page 1

11:23 AM
06/16/20
Cash Basis

Burnet County Emergency Services District #2
Profit & Loss Budget vs. Actual
October 2019 through May 2020

				TOTAL	
	May 20	Budget	Oct '19 - May 20	Budget	\$ Over Budget
Income					
Cash Reserves	0.00		0.00	0.00	0.00
Government Contracts					
Local Government Contracts	0.00	2,500.00	220,244.34	228,500.00	-8,255.66
Government Contracts - Other	1,042.27		7,911.52		
Total Government Contracts	1,042.27	2,500.00	228,155.86	228,500.00	-344.14
Interest Earned	6.48	4.45	1,223.37	50.28	1,173.11
Investments					
Interest-Savings, Short-term CD	0.00	0.00	0.00	772.00	-772.00
Total Investments	0.00	0.00	0.00	772.00	-772.00
Refund	170.33	0.00	170.33	0.00	170.33
Reimburse Expenses	0.00	0.00	0.00	0.00	0.00
Total Income	1,219.08	2,504.45	229,549.56	229,322.28	227.30
Expense					
Contract Services					
Accounting Fees	0.00	0.00	6,200.00	6,700.00	-500.00
Cassie Volunteer Fire Dept	0.00	0.00	120,207.00	120,210.00	-3.00
CVFD-Capital Expenditures	0.00	0.00	26,067.11	42,500.00	-16,402.89
Insurance-Liability & D.O.	0.00	0.00	1,508.00	1,572.00	-64.00
Insurance-Workers Compensation	0.00	0.00	323.00	358.00	-35.00
Legal Fees	0.00	0.74	214.78	450.50	-235.74
Outside Contract Services	0.00	0.00	1,955.80	2,780.00	-824.40
Total Contract Services	0.00	0.74	158,505.47	174,570.50	-18,065.03
Operations					
Meeting space fees	0.00	0.00	450.00	450.00	0.00
Newspaper Advertisement	0.00	0.00	0.00	0.00	0.00
Postage, Mail Service	0.00	0.00	0.00	0.00	0.00
Total Operations	0.00	0.00	450.00	450.00	0.00
Other Types of Expenses					
Memberships and Dues	275.00	275.00	275.00	275.00	0.00
Other Costs	0.00	0.00	0.00	0.00	0.00
Total Other Types of Expenses	275.00	275.00	275.00	275.00	0.00
Travel and Meetings					
Conference, Convention, Meeting	0.00	0.00	1,134.85	1,500.00	-365.35
Travel	0.00	0.00	0.00	600.00	-600.00
Total Travel and Meetings	0.00	0.00	1,134.85	2,100.00	-965.35
Voided Checks	0.00		0.00		
Total Expense	275.00	275.74	158,985.12	177,395.50	-19,030.38
Net Income	944.08	2,228.71	71,154.44	51,926.78	19,257.68

ESD #2 SALES TAX ELECTION

"THINGS TO DO"

- 1. Advise Doug Ferguson of Cassie VFD's intention to "order an election" for November 3, 2020. Due in May 2020. (L.Schneider)
COMPLETE

- 2. Submit ESD#2 Proposition "A" language to Doug Ferguson around August 20, 2020. Need to firm this date up. (L. Schneider)
COMPLETE

- 3. Submit \$1,000.00 payment to Burnet County Election office in November 2020. (ESD#2 will be billed) (Bremer)

- 4. Organize and distribute our first mailer. Date to send out- Assemble & mail out. **COMPLETE**

- 5. Do we want to send another letter? When mail out?
Message. **NO, REMOVE.**

- 6. Do we want to develop "get out the vote" post card mailers? Message? When mail out? State proposition, Election Date, Mail to registered voters, Support ESD#2, Mid-October Mailing

- 7. Do we want any signs made up, what should they read, when should they be displayed and where? **NO REMOVE**

- 8. Do we want a newspaper interview about ESD #2's election proposition? **YES, FIRST OF AUGUST** Who wants to respond?
OPEN

9. Do we want to request POA's/HOA's & next door.com post our mailer on their website? **YES, BEN, APPEAR FOR ONE MONTH STARTING JULY.**
10. Do we want any signage for the 4TH of July parade? If so how many and what do you want them to say?
Locations? **NO, REMOVE**
11. POA and Cassie Community Center Pot Luck Dinner presentation?
Date? **YES, SECOND THURSDAY JULY & AUG. BEN, DICK, LAURA**
12. Vote signs located at each entrance week before election?
Message? **NO, REMOVE**

June 11, 2020

Proposition A

"The authorization of Burnet County Emergency Services District No. 2 to collect two percent of the unclaimed local sales and use tax in any location of the fire district. This is not a sales tax increase."

Proposición A

"La autorización del Distrito No. 2 de Servicios de Emergencia del Condado de Burnet para recaudar el dos por ciento del impuesto local sobre ventas no reclamados en cualquier ubicación del distrito de bomberos. Esto no es un aumento del impuesto a las ventas."

6-24-20|

JOINT ELECTION AGREEMENT 2020-2021

FOR BURNET COUNTY LOCAL POLITICAL SUBDIVISIONS

Whereas, the undersigned local political subdivisions, collectively referred to hereafter as the "LPSs", each anticipate holding election(s) from August 2020 to July 2021; and

Whereas, each of the LPSs is located partially or entirely within Burnet County, Texas (the "County"); and

Whereas, the County has contracted or is contracting with each LPS to conduct and provide election services for such LPS's election(s) from August 2020 to July 2021; and

Whereas, the LPSs all desire to enter into a joint election agreement for the purpose of sharing election equipment, costs, services of election officials, and sharing precinct polling locations and election ballots where appropriate.

NOW THEREFORE, the LPSs agree as follows:

- I. **Scope of Joint Election Agreement.** The LPSs enter this Joint Election Agreement ("Agreement") for the conduct of the elections to be held from August 2020 through July 2021.
- II. **Appoint Election Officer.** The LPSs appoint the Burnet County Elections Administrator to serve as the Election Officer for each LPS in order to perform and supervise the duties and responsibilities of the Election Officer for any election from August 2020 through July 2021.
- III. **Early Voting Polling Locations.** The Early Voting locations for the elections will be at the main Burnet Courthouse, 220 S. Pierce, Burnet, TX 78611 and the Courthouse South Annex in Marble Falls, 810 Steve Hawkins Pkwy., Marble Falls, TX 78654. The costs incurred in connection with the Burnet Courthouse Early Voting location will be shared only by the Burnet Consolidated Independent School District, the City of Burnet, the City of Bertram, the Central Texas Groundwater Conservation District (CTGCD) and Burnet County. The costs incurred in connection with the Courthouse South Annex Early Voting location will be shared only by the Marble Falls Independent School District, the City of Marble Falls, the City of Granite Shoals, the City of Cottonwood Shores, the City of Meadowlakes, the City of Highland Haven, the City of Horseshoe Bay, the City of Double Horn, CTGCD and Burnet County.
- IV. **Election Day Polling Locations.** Election Day voting shall be held in common precincts where appropriate at the dates, times, and locations recommended by the Election Officer and authorized and ordered by the governing body of each LPS. Those will be decided within one week after the last day to order an election.
- V. **Cost Sharing.** The LPSs agree to the cost sharing provisions below. This includes Burnet County, the school districts of the county, the cities of the county, and the Central Texas Groundwater Conservation District. Other entities pay a lump sum of \$1,000 for their election.
- VI. **Effective Date.** This Agreement becomes effective upon execution by the participating LPSs.
- VII. **Amendments.** This Agreement may not be amended or modified except in writing and executed by each LPS.

COST SHARING – NOVEMBER UNIFORM ELECTION DATE

- I. The following expenses will be shared equally by all LPSs holding an election including Burnet County: the newspaper notice for the Logic and Accuracy Test of the ballots, consumable election supplies, and ballot programming.
- II. The user fees for the voting equipment, election worker payroll, and mileage payments to poll workers will follow these cost sharing arrangements:
 - a. The county will bear at least 70% of these election costs at each voting location. The remaining 30% will be shared so that 20% is paid by the Independent School District (ISD) or CTGCD associated with the polling place and the remaining 10% is paid by any/all cities equally sharing the costs. If both the ISD and CTGCD are holding elections, they each pay 10%, with any/all cities equally sharing the remaining 10%.
 - b. If there is no city election, the ISD or CTGCD associated with the polling place pays 20% or 10% each and the county the remaining 80%. Subsequently, if there is no ISD or CTGCD election, any/all cities pay 10% of the costs associated with the polling place and the county pays 90%.
 - c. If there is no city, no ISD and no CTGCD election, the county pays 100% of the costs.
- III. It is acknowledged that cost sharing expenses will fluctuate depending upon the number of required polling locations and poll workers required as General Elections, held on even-numbered years, typically require more resources than Constitutional Amendment elections, held on odd-numbered years.

COST SHARING – MAY UNIFORM ELECTION DATE

- I. The following expenses will be shared equally by all LPSs holding an election including Burnet County: the newspaper notice for the Logic and Accuracy Test of the ballots, consumable election supplies, and ballot programming.
- II. The user fees for the voting equipment, election worker payroll, and mileage payments to poll workers will follow these cost sharing arrangements:
 - a. For polling locations conducting elections of the county: the county will bear 50% of the election costs at each voting location. The remaining 50% will be shared so that 40% is paid by the Independent School District (ISD) associated with the polling place and the remaining 10% is paid by any/all cities equally sharing the costs.
 - b. If there is no city election, the ISD associated with the polling place pays 50%. Subsequently, if there is no ISD election, any/all cities pay 50% of the costs equally.
 - c. If there is no city or ISD election the county pays 100%.
 - d. For polling locations NOT conducting elections of the county: the ISD pays 80% and any/all cities pay 20% equally.
 - e. If there is no city election, the ISD pays 100%.
 - f. If there is no ISD election, any/all cities pay 100% equally.

A cost estimate for the LPS election will be submitted upon request.

APPROVED BY THE GOVERNING BODY OF _____ in its meeting held the
____ day of _____, 202_, and executed by its authorized representative.

By: _____
Name: _____
Title: _____

ACKNOWLEDGED BY:

Doug Ferguson
Elections Administrator, Burnet County, Texas

Date

CONTRACT FOR ELECTION SERVICES

THIS CONTRACT FOR ELECTION SERVICES (this "Contract") is made and entered into by and between the ELECTIONS ADMINISTRATOR OF BURNET COUNTY, TEXAS ("Contracting Officer") and the Local Political Subdivision set forth on the signature page of this Contract (the "LPS") pursuant to the authority under Section 31.092(a) of the Texas Election Code.

RECITALS

WHEREAS, the LPS expects to order an election during the term of this Contract and during any renewal term of this Contract (the "Election");

WHEREAS, the LPS desires that certain election services for the Election be provided by the Contracting Officer pursuant to Chapter 31, Subchapter D of the Texas Election Code and;

WHEREAS, the Contracting Officer and the LPS desire to enter into a contract setting out the respective responsibilities of the parties;

NOW, THEREFORE, the parties to this Contract agree as follows with respect to the coordination, supervision, and conduct of the Election.

I. GENERAL PROVISIONS.

- A. The purpose of this Contract is to maintain consistency and accessibility in voting practices, polling places, and election procedures to best assist the voters of the LPS. For purposes of this Contract the term "Election" will include any resulting recount or election contest. It will also apply to any election to resolve a tie.
- B. The Contracting Officer is hereby appointed to serve as the LPS's Election Officer and Early Voting Clerk to conduct the Election for those areas of the LPS located in Burnet County. As Election Officer and Early Voting Clerk, the Contracting Officer will coordinate, supervise and conduct all aspects of administering voting in connection with the Election in compliance with all applicable law except as otherwise provided in this Contract.
- C. The LPS agrees to commit the funds necessary to pay for election-related expenses for the LPS's election.
- D. The Contracting Officer has the right to enter into agreements with other entities at any time and may require that authorities of LPSs holding elections on the same day in all or part of the same territory to enter into a joint election agreement as authorized in Chapter 271 of the Texas Election Code. The LPS agrees to enter into a joint election agreement required by Burnet County.

II. RESPONSIBILITIES OF CONTRACTING OFFICER. The Contracting Officer shall be responsible for performing the following services and furnishing the following materials and equipment in connection with the election:

- A. *Nomination of Presiding Judges and Alternate Judges.* The Contracting Officer shall recruit and appoint Election Day presiding and alternate judges, central accumulation station

judges, and the Early Voting Ballot Board (EVBB) presiding judge, all of which shall meet the eligibility requirements in Subchapter C of Chapter 32 of the Texas Election Code.

B. Notification to LPS. The Contracting Officer shall provide the LPS with the most up-to-date list of presiding and alternate judges three weeks before the statutory deadline to order the election and again three weeks before Election Day. LPS acknowledges that the information provided may not be final or complete.

C. Notification to Presiding and Alternate Judges; Appointment of Clerks.

1. The Contracting Officer shall notify each presiding and alternate judge of his or her appointment. The notification will also include the assigned polling location, the date of the election training(s), the date and time of the election, the rate of compensation, the number of clerks the judge may appoint, the eligibility requirements for election workers, and the name of the presiding or alternate judge as appropriate.

2. The election judge will make the clerk appointments in consultation with the Contracting Officer. If a presiding judge or the alternate judge does not speak both English and Spanish, and the election precinct is one subject to Sections 272.002 and 272.009 of the Texas Election Code, the Contracting Officer shall ensure that a bilingual election clerk is appointed. The Contracting Officer shall notify the clerks of the same information that the judges receive under this section.

D. Election Training. The Contracting Officer shall be responsible for conducting election training for the presiding judges, alternate judges, clerks, and Early Voting deputies in the operation and troubleshooting of the direct record electronic (DRE) voting system and the conduct of elections, including qualifying voters, issuing ballot style codes, maintaining order at the polling location, conducting provisional voting and counting votes.

E. Logic and Accuracy Testing. In advance of Early Voting (including the sending out of any mail ballots), the Contracting Officer, the tabulation supervisor, and other members the Contracting Officer designates for the testing board shall conduct all logic and accuracy testing in accordance with the procedures set forth by the Texas Election Code and under guidelines provided by the Secretary of State's office. The Contracting Officer shall also be responsible for the publication of the required notice of such testing.

F. Election Supplies. The Contracting Officer shall procure, prepare, and distribute to the presiding judges for use at the polling locations on Election Day (and to the Early Voting clerks during Early Voting) the following election supplies: election and early voting kits (including the appropriate envelopes, lists, forms, name tags, posters, and signage described in Chapters 51, 61, and 62, and Subchapter B of Chapter 66 of the Texas Election Code) seals, sample ballots, thermal paper rolls for use in the Judge's Booth Controllers (JBCs), batteries for use in the JBCs and eStates, labels for the electronic poll books, and all consumable-type office supplies necessary to hold an election.

G. Registered Voter List. The Contracting Officer shall provide lists of registered voters required by law for use on Election Day and for the Early Voting period.

H. **Notice of Previous Polling Place.** The Contracting Officer shall post notices of a change in a polling place at the entrance to the previous polling location. Section 43.062 of the Texas Election Code provides that the notice shall state the location has changed and give the location of the new polling place.

I. **Election Equipment.** The Contracting Officer shall prepare and distribute the Direct Record Electronic (DRE) voting system components from Hart InterCivic, Inc. ("Hart") for the election. This voting system includes the equipment referred to as "eSlates" and "Judge's Booth Controllers" (JBCs). Each polling location will have at least one voting machine that is accessible to disabled voters and provides a practical and effective means for voters with disabilities to cast a secret ballot.

J. **Ballots.** The Contracting Officer or designee shall be responsible for the preparation, printing, programming and distribution of English and Spanish ballots and sample ballots, including the mail ballots, based on the information provided by the LPS, including names of the candidates, names of the offices sought, order of names on the ballot, propositions on the ballot, and the Spanish translation of the offices and any propositions. The ballot will be prepared in these formats: DRE, paper and auditory.

K. **Early Voting.** In accordance with Sections 31.096 and 32.097(b) of the Texas Election Code, the Contracting Officer shall serve as Early Voting Clerk for the election.

1. The Contracting Officer shall supervise and conduct early voting by mail and by personal appearance and shall secure personnel to serve as Early Voting Deputies.
2. Early Voting by personal appearance for the election shall be conducted during the hours and time period and at the locations as determined by the Contracting Officer.
3. The Contracting Officer shall receive mail ballot applications on behalf of the LPS. All applications for mail ballots shall be processed in accordance with Title 7 of the Texas Election Code by the Contracting Officer or deputies at the Elections Office, located at 106 W. Washington St., Burnet, TX. Applications for mail ballots erroneously sent to the LPS shall be faxed promptly to the Contracting Officer for timely processing then the original application shall be forwarded to the Contracting Officer for proper retention.
4. Early voting ballots shall be secured and maintained at the Elections Office, located at 106 W. Washington St., Burnet, TX and in accordance with Chapter 87 of the Texas Election Code. The Early Voting Ballot Board shall meet at the same location unless posted differently.

L. **Election Day Polling Locations.** The Election Day polling locations are determined by the Contracting Officer in consultation with the LPS and in accordance with the Texas Election Code. The Contracting Officer shall arrange for the use of all Election Day polling places and shall arrange for the setting up of the polling location including tables, chairs and voting booths.

M. **Election Day Activities.**

1. The Contracting Officer and staff shall be available from 6:00 am until the completion of vote counting on Election Day to render technical support and assistance to voters and

election workers.

2. The Contracting Officer and staff shall prepare and conduct Election Night intake of election equipment, supplies and records.
3. The Contracting Officer and designee shall serve as central counting station manager and tabulation supervisor, counting the votes in conjunction with the Early Voting Ballot Board and the Central Counting Station judges.

N. **Election Night Reports.** The Contracting Officer shall prepare the unofficial and official tabulation of precinct results under Section 66.056(a) of the Texas Election Code. The unofficial tabulation of Early Voting precinct results and Election Day precinct results shall be made available to the LPS via e-mail as soon as they are prepared and may be released under law, but no earlier than 7:05 pm on Election Day. The tabulation reports may also be provided to other counties as necessary for the election.

O. **Provisional Votes/Determination of Mail Ballots Timely Received under Section 86.007(d) of the Texas Election Code.** The Contracting Officer, serving as voter registrar, shall retain the provisional voting affidavits and shall provide factual information on each of the provisional voters' status. The Contracting Officer shall reconvene the EVBB after the election within the time set forth in Section 65.031 of the Texas Election Code for the purpose of determining the disposition of the provisional votes. At the same time, the EVBB will review mail ballots timely received under Section 86.007(d) of the Texas Election Code to determine whether such will be counted and to resolve any issues with such ballots.

P. **Canvass Material Preparation.** Promptly after determination of the provisional votes and resolution of any mail ballots, the Contracting Officer shall work with the EVBB to tally the accepted provisional votes and resolved mail ballots, amend the unofficial tabulations, and submit new unofficial tabulations to the LPS. The reports will serve as the canvass materials for the LPS.

Q. **Custodian of Election Records.** The election records will be submitted to the LPS except for those records that must be maintained by the Contracting Officer as Voter Registrar in accordance with Section 66.031 of the Texas Election Code. The Contracting Officer is hereby appointed the custodian of voted ballots (which in the case of the ballots cast on the DRE voting system consists of the DVD backup) and shall preserve them in accordance with Chapter 66 of the Texas Election Code and other applicable law. The Contracting Officer shall also maintain custody of the records pertaining to the operation of the JBCs and eSlates.

R. **Recount.**

1. If required by law, the Contracting Officer shall perform a partial manual count of electronic voting system ballots in accordance with section 127.201 of the Texas Election Code. A recount may also be requested in accordance with Chapter 212 of the Texas Election Code.
2. The LPS shall advise the Contracting Officer if a recount is required by law or requested and the Contracting Officer and the LPS shall discuss how such recount is

to be conducted. The LPS shall reimburse the Contracting Officer for the cost of such count which is not included in the original invoice.

S. *Schedule for Performance of Services.* The Contracting Officer shall perform all election services in accordance and compliance with the time requirements set out in the Texas Election Code.

T. *Contracting with Third Parties.* In accordance with Section 31.098 of the Texas Election Code, the Contracting Officer is authorized to contract with third parties for election services and supplies. The cost of such third-party services and supplies will be paid by the Contracting Officer and reimbursed by the LPS.

U. *Department of Justice Preclearance for General Elections.* If required by law, any changes to the general conduct of voting in Burnet County will be pre-cleared through the United States Department of Justice by the Contracting Officer with copies of the submission and response e-mailed to the LPS.

III. **RESPONSIBILITIES OF THE LPS.** The LPS shall perform the following responsibilities:

A. *Applications for Mail Ballots.* The LPS shall date stamp and then as promptly as possible fax to the Contracting Officer all applications for mail ballots that it receives. Promptly thereafter, the LPS shall deliver or send by mail the original mail ballot applications to the Contracting Officer.

B. *Election Orders, Election Notices, and Canvass.* The LPS shall be responsible for preparing, adopting, publishing, and posting all required election orders, resolutions, notices and other documents, including bilingual materials, evidencing action by the governing authority of the LPS necessary to the conduct of the election. The LPS shall be responsible for conducting the official canvass of the election.

C. *Map/ Annexations.* The LPS shall provide the Contracting Officer with an updated map and street index of its jurisdiction in an electronic or printed format and shall advise the Contracting Officer of any annexations or de-annexations.

D. *Department of Justice Preclearance for Special Elections.* If required by law, the LPS shall be individually responsible for obtaining appropriate preclearance from the United States Department of Justice for any special elections.

E. *Ballot Information.* The LPS shall prepare the text for the LPS's official ballot in English and Spanish and provide to the Contracting Officer as soon as possible at the end of the period for ordering the election or filing for candidacy. The ballot information shall include a list of propositions showing the order and the exact manner in which the candidates' names and the propositions are to appear on the ballot. The LPS shall promptly review for correctness the ballot when requested by the Contracting Officer to do so prior to finalization and shall approve by e-mail or by signature in person.

F. *Precinct Reports to the Texas Secretary of State.* Based on information provided by the Contracting Officer, the LPS shall prepare and file all required precinct reports with the Texas Secretary of State.

G. *Annual Voting Report.* The LPS shall be responsible for filing its annual voting system report to the Texas Secretary of State as required under Chapter 123 et seq. of the Texas Election Code.

IV. SPECIAL PROVISIONS RELATING TO ELECTION WORKERS

A. *Number of Election Workers at Election Day Polling Locations.* It is agreed by the Contracting Officer and the LPS that there will be at least three election workers at each Election Day polling location: the presiding judge, an alternate judge, and at least one election clerk appointed by the presiding judge. The number of necessary clerks is derived from the number of elections at the poll and the number of registered voters for that poll.

B. *Compensation for Election Workers.* The Contracting Officer shall compensate all election workers in accordance with the Contracting Officer's established compensation policies, in accordance with the Texas Election Code and using the rates set by Burnet County Commissioners Court for county elections. The Contracting Officer shall pay the workers and be reimbursed by the entities sharing the polling location unless a polling place is open for only one LPS holding an election. In this case, the LPS shall pay the election workers directly.

V. PAYMENT

A. *Charges and Distribution of Costs.* In consideration of the joint election services provided by the Contracting Officer, the LPS will be charged a share of election costs and an administrative fee. The costs distribution is set forth in the Joint Election Agreement. A cost estimate shall be provided upon request only after all entities participating in the election are identified.

B. *Administrative Fee.* The Contracting Officer shall charge a fee equal to 10% of the LPS's share of the cost of the election or a minimum of \$75.00.

C. *Equipment Rental Fee.* Per Section 123.032(d) of the Texas Election Code, the Burnet County Commissioners Court has set the equipment rental fee at \$150 per JBC and per eSlate. There is no charge for Early Voting rental of equipment. If the County acquires additional equipment, different voting equipment, or upgrades existing equipment during the term of this Contract, the charge for the use of the equipment may be reset by the Burnet County Commissioners Court.

D. *Fixed Lump Sum Price for Districts other than Cities, School Districts and Central Texas Groundwater Conservation District.* A LPS that is not a city, school district or the Central Texas Groundwater Conservation District shall pay the Contracting Officer a fixed lump sum price to administer its election. The only item not included in the lump sum price is the cost of any recount.

E. *Payment.* The Contracting Officer's invoice shall be due and payable to the address set forth in the invoice within 30 days from the date of receipt by the LPS.

VI. TERM AND TERMINATION

- A. *Initial Term.* The initial term of this Contract shall commence upon the last party's execution hereof and shall continue thereafter in full force and effect for one year, subject to the termination rights set forth herein.
- B. *Renewal.* Subject to the termination rights set forth herein, this Contract shall automatically renew for a one-year term.
- C. *Termination.* If either party wishes to terminate this Contract for convenience or for cause the party must provide thirty (30) business days' written notice to the other party and allow for discussion of the desired outcome and options to reach the desired outcome. In the event of termination, it is understood and agreed that only the amounts due to the Contracting Officer for services provided and expenses incurred will be due and payable.

VII. MISCELLANEOUS PROVISIONS

- A. *Nontransferable Functions.* In accordance with Section 31.096 of the Texas Election Code, nothing in this Contract shall authorize or permit a change in:
1. The authority with whom or the place at which any document or record relating to the election is to be filed;
 2. The officers who conduct the official canvass of the election returns;
 3. The authority to serve as custodian of voted ballots or other election records; or
 4. Any other nontransferable function specified under Section 31.096 or other provisions of Texas law.
- B. *Cancellation of Election.* If the LPS cancels its election pursuant to Section 2.053 of the Texas Election Code, the Contracting Officer shall be entitled to receive an administrative fee of \$75. The Contracting Officer shall submit an invoice for the administrative fee as soon as reasonably possible after the cancellation, and the LPS shall make payment therefore in a manner similar to that set forth in V. PAYMENT above.
- C. *Contract Copies to Treasurer and Auditor.* In accordance with Section 31.099 of the Texas Election Code, the Contracting Officer agrees to file copies of this Contract with the County Treasurer and the County Auditor of Burnet County, Texas.
- D. *Election to Resolve a Tie.* In the event that an election is necessary to resolve a tie vote, the terms of this Contract shall extend to the second election, except:
1. The LPS and the Contracting Officer will agree upon the date of the election and the early voting schedule subject to provisions of the Election Code and with regard to other elections conducted by the Contracting Officer.
 2. The LPS will be responsible for any Department of Justice preclearance submission under Section 3 of the Federal Voting Rights Act.

3. An attempt will be made to use election workers that worked in the first election; those poll workers will not have additional training provided by the Contracting Officer.
4. The cost of the election will be borne by the LPS; the Contracting Officer will work with the LPS on cost management.

E. Amendment/ Modification. Except as otherwise provided, this Contract may not be amended, modified, or changed in any respect except in writing, duly executed by the parties hereto. Both the Contracting Officer and the LPS may propose necessary amendments or modifications to this Contract in writing in order to conduct the election smoothly and efficiently, except that any such proposals must be approved by the Contracting Officer and the governing body of the LPS or its authorized agent, respectively.

F. Severability. If any provision of this Contract is found to be invalid, illegal, or unenforceable a court of competent jurisdiction, such invalidity, illegality, or unenforceability shall not affect the remaining provisions of this Contract and parties to this Contract shall perform their obligations under this Contract in accordance with the intent of the parties to this Contract as expressed in the terms and provisions.

G. Representatives. For purposes of implementing this Contract and coordinating activities, the Contracting Officer and the LPS designate the following individuals for submission of information, documents and notice:

For the Contracting Officer:

Doug Ferguson
 Elections Administrator, Burnet County
 220 S. Pierce
 Burnet, TX 78611
 Tel: (512) 715-3288
 Fax: (512) 715-3287
 Email: electadmin@burnetcountytexas.org

For the LPS:

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 20____.

CONTRACTING OFFICER:

Doug Ferguson, Elections Administrator
Burnet County, Texas

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 20____.

THE LOCAL POLITICAL SUBDIVISION:

Name of Entity: _____

By: _____

Printed Name: _____

Official Capacity: _____

ATTEST: _____