



BURNET COUNTY EMERGENCY SERVICES DISTRICT NO. 2
P.O. Box 249
Buchanan Dam, Texas 78609-0249

Minutes (Official) – January 19, 2023

1. (AI)¹ Call meeting to order

(AD)²At 10:00 a.m., January 19, 2023, the Regular Meeting for the Board of Emergency Service Commissioners of Burnet County Emergency Services District No. 2 was called to order by President Richard Bremer at the Cassie Volunteer Fire Department, 3900 RR 690, Burnet, Texas 78611. Notice of this meeting (Enclosure 1) had been previously posted at the Burnet County Courthouse and the Cassie VFD website (www.cassievfd.com), in compliance with the provisions of Chapter 551, Texas Government Code.

2. (AI) Establish a quorum

(AD) Board member in attendance were:

Richard Bremer

Robbie Cheatham

John Call

Sharon Barclay

Jodeen Lee - absent

Commissioner Bremer confirmed a quorum was present.

3. (AI) Pledge of Allegiance

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

¹ AI – Agenda Item

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

4. (AI) Invocation

(AD) The Invocation was offered by Commissioner Bremer.

5. (AI) Welcome guests

(AD) Commissioner Bremer welcomed to the meeting:

CVFD Chief Derrick Curtis

Mrs. Laura Schneider, CVFD

Commissioner Jim Luther

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. There is a 2-minute speaking limit.

(AD) Commissioner Bremer opened the floor for comments. Commissioner Cheatham expressed thanks to Chief Curtis and the CVFD for the Christmas Party; all Commissioners expressed the similar sentiment for a well-presented dinner.

Commissioner Luther stated that a BOPATE was tentatively scheduled for April 29 at the Marble Falls High School. Details are currently being worked on for a Hazardous Waste collection day. He stated that the County is working on a Recycle/Reuse Facility and the infrastructure that surrounds this. He reported that Central Texas Groundwater District has decreased by 15% consumption on permitted wells in response to drought conditions. Inflows to Lake Buchanan are at historical lows.

7. (AI) Oath of Office for Jodeen Lee and Robbie Cheatham

(AD) Commissioner Bremer reported that Commissioner Lee took the Oath of Office on January 12, 2023, and that Commissioner Cheatham took the Oath of Office immediately prior to today's meeting. (Enclosure 2)

8. (AI) Accept minutes from the December 15, 2022 meeting

(AD) Commissioner Bremer called for corrections to the December 15, 2022 Meeting Minutes; with no additional changes the Minutes were accepted as presented.

9. (AI) ESD #2 Treasurer Report

(AD) Commissioner Call gave the ESD Treasurer's Report for Commissioner Lee for December 2022.

*Balances – Checking: \$168,117.77
CD: \$157,491.81
Total Assets: \$325,609.58*

*Income: \$112,459.05
Expenses: \$66,167.40
Net: \$46,291.65
(Enclosure 3)*

Report for Sales Tax December 2022

*Balance: \$120,920.23
Income: \$7158.04
Expenses: 0
(Enclosure 4)*

Commissioner Bremer called for questions or comments for the Treasurer's Report; with no further questions, the report was accepted as presented.

10. (AI) Discussion and/or action regarding the disbursement of funds

(AD) Commissioner Bremer asked for any anticipated items regarding upcoming expenses. No anticipated expenses were presented.

11. (AI) Discussion and/or action concerning the investment of excess funds for future capital expenditures

(AD) Commissioner Bremer brought forth discussion related to investment of excess funds (Sales Tax and Capital Reserves) for future capital expenditures. Commissioner Cheatham suggested ongoing evaluation of a percentage of Sales Tax that would be directly earmarked toward investments. Commissioner Barclay read the suggestion from Commissioner Lee to invest in short-term CD's from the Sales Tax account. Commissioner Barclay suggested opening a 3-month, 6- month, and 9-month CD and reevaluating every 3 months to reinvest. There was discussion regarding moving the current FSB CD after it matures to an account that will yield a high rate.

Commissioner Barclay made the motion to take \$75,000 from the Sales Tax Account and invest \$25,000 with Edward Jones in a 3-month CD, \$25,000 with Edward Jones in a 6-

month CD, and \$25,000 with Edward Jones in a 9-month CD; and that Jodeen Lee, Richard Bremer, and John Call be signatories. Commissioner Cheatham seconded; the vote was unanimous 4-0.

12. (AI) 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)

C. Discussion and/or approval of Capital Expenditures for Cassie VFD, if applicable

(AD) A. Chief Curtis gave the report for CVFD activity for the month of December. CVFD responded to 12 calls –12 EMS/0 Fire. Mutual Aid –1 given, 0 received. There were 2 overlapping calls. Average response time for December was 4.34; In-District calls 5.23, M-F 2.74, Out-of-District is 12.33. Average personnel per call for December was 5.4.

Chief Curtis also reported for the 2022 Calendar Year, CVFD responded to 163 calls – 99 EMS/64 Fire and Other. Mutual Aid - 44 given, 10 received. There were 10 overlapping calls. Average response time 9.47; In-District calls 5.19, M-F 4.01, Out-of-District is 19.76. Average personnel per call was 4.9. (Enclosure 5)

B. Mrs. Schneider gave the CVFD Treasurers Report for December 2022. There was a balance of \$8765.55 in checking. Expenses for December were \$13,457.57, which included Operational Costs, Insurance, and a new air compressor. (Enclosure 6).

Mrs. Schneider reported on the CVFD Account – current balance is \$97,156.12. (Enclosure 7).

C. No new items.

13. (AI) Report from the Joint Task Force concerning the 5-year plan

(AD) Commissioner Bremer reported that there had been no meetings in December.

14. (AI) Discussion and/or action concerning Request for Qualifications (RFQ) for Architectural / Engineering Services for the new apparatus bay building

(AD) Commissioner Bremer gave the floor to Chief Curtis to present the RFQ as preliminary steps in considering a new building. Chief Curtis presented the RFQ explaining that items in red will need to be considered for dates. He explained that he had two prospective Architects to send the RFQ to and would post it on the website if approved. Chief Curtis presented the RFQ item by item with explanations. He explained that dates can be changed according to the ESD timetable. (Enclosure 8)

Commissioner Barclay first commended Chief Curtis for excellent work on preparing the RFQ. She explained that she had several questions not only related to the RFQ but the total scope of the project and mission.

Commissioner Barclay asked, if there was need for an architectural firm for a building of this scope or would a general contractor with ample experience suffice? Chief Curtis responded that he felt to protect taxpayer money that the building be constructed to be structurally sound and provide adequate ventilation necessary for a building that houses emergency vehicles. Commissioner Bremer stated that when considering this cost, we need to consider the project to be reasonable and done well and the money spent wisely.

Commissioner Barclay asked what CVFD considers the vision for the District in 10-20 years related to population? Is the current location the best spot with our population growth forecasted near PR4? Chief Curtis responded that currently the growth is at the Peninsula and that the current location is centered at the 5-mile geocentric location. Commissioner Luther also stated that he occasionally gets questions about a sub-station going in a different location. Chief Curtis stated that they had investigated property on Hwy 29 and felt that the price of the property along with building would be prohibitive.

Commissioner Barclay asked what the vision for CVFD in relation to employees? She stated that statistics show that there are fewer volunteers and VFD's are suffering with adequate responders. With fewer volunteers, will we get into a situation where we will need staff quarters, and should that enter into a plan? Chief Curtis responded that when space is available to move vehicles from one portion of the building that the existing area could be redesigned to accommodate living quarters. He stated that BEMS long-term goal would be to place an ambulance in the western portion of the County.

Mrs. Schneider brought forth the question of adequate money especially when paying personnel. Commissioner Barclay stated that Mrs. Schneider's question is in line with the next question; could ESD #2 collaborate with other ESD's to "share" equipment, such as one department committing to, as an example an Engine and another department committing to other little used equipment for decreasing costs. Commissioner Barclay stated that presently ESD #2 could not financially support new equipment, personnel, and property even with financing. Would it be in our best interest to collaborate with other ESD's regarding these items? There was extensive discussion related to legal, insurance, and monetary considerations. Commissioner Luther used the analogy of current practice within the County of sharing equipment and personnel to accomplish a task and how in the future that ESD collaboration, considering legal issues may be necessary.

Commissioner Barclay asked that though currently the JTF is not planning for plumbing, should it be a consideration on the plans? Chief Curtis stated that there wasn't enough space for septic fields and that water was across the street. Commissioner Luther made the suggestions to consider running the fields and the water from across the street; Chief Curtis stated that he would add that to the RFQ.

Commissioner Barclay asked if there has been consideration to redesign the current building? Chief Curtis stated that it had been considered but with the costs involved in raising the roof and the current foundation issues it wasn't a good possibility.

Commissioner Barclay asked if there was a consideration of including in the proposal a fence in between the proposed location and the property to the west side for their privacy? Chief Curtis stated that he has spoken to the Richter's, and they are in favor of a station at that location without further amendments.

Commissioner Barclay made the motion to accept the RFQ as is written with one verbiage addition to investigate the possibility of a septic system and water supply to be added to the project; the date of closing to be March 10, 2023 and the project projection times to be determined. Commissioner Call seconded; the vote was unanimous, 4-0.

15. (AI) Discussion and/or action concerning giving approval for the expenditure of funds from the Sales Tax Account for reimbursing the Cassie VFD for the survey of the property for the site of the new building completed in December 2022, at a cost of \$1650.00

(AD) Commissioner Bremer reported that the Cassie VFD had obtained a survey of the property proposed by the JTF for the new building site; the cost was \$1650.00. Commissioner Barclay requested that the file be sent to her for Records Management.

Commissioner Barclay made the motion to reimburse Cassie VFD for the expenditure of \$1650.00 from the Sales Tax Account for the cost of the completed property survey. Commissioner Cheatham seconded; vote 4-0.

16. (AI) Discussion and/or action concerning the amended budget to include Sales Tax income and expenditures, and any other adjustments that may be needed

(AD) Commissioner Bremer presented an amended Budget that included the Sales Tax revenues/expenditures as recommended by the Auditor. Commissioner Bremer stated that he set the preliminary income from an estimated amount from last year's proceeds. He also stated that he has removed the expenditure of Meeting Space and moved it into other costs. (Enclosure 9). Commissioner Barclay mentioned that if we continue the contract with HdL that they have Sales Tax Forecasting and Budget tools that are available for our use.

Commissioner Barclay made the motion to approve the Amended Budget as presented that includes the Sales Tax income and expenditures and the adjustments for the meeting space. Commissioner Call seconded; vote 4-0.

17. (AI) Administrative update of the Sales Tax Program for ESD #2 including update on reports from HdL

(AD) Commissioner Barclay presented information obtained by HdL on Sales Tax statistics. Commissioner Barclay reported that January Sales Tax Income was \$8190; this reflected a 29.3% increase from January 2022. The major Sales Tax contributors remain in the Retail Trade sector however, there are companies that were contacted by the ESD using data from HdL that are now being reflected in the Top 5. (Enclosure 10) Commissioner Barclay also stated that with HdL's assistance that a major potential Sales Tax source is being audited by the Texas Comptroller's Office.

18. (AI) Discussion and/or action concerning the continuation of the contract with HdL for another year, cost \$2,500.00

(AD) Commissioner Bremer brought forth discussion regarding continuing the contract with HdL which is due to be renewed on March 1. In light of their active work on the ESD's

behalf and the information that we garner from the reports, he stated that he felt positive to continue. Commissioner Barclay stated that she had contacted HdL, and the price and terms were to remain unchanged.

Commissioner Cheatham made the motion to renew the contract with HdL beginning March 1, 2023. Commissioner Call seconded the motion; vote 4-0.

**Commissioner Cheatham left the meeting at 1128.*

19. (AI) SAFE-D Conference is February 2-4, 2023, at the Kalahari Convention Center in Round Rock. Commissioners Lee, Cheatham and Call to attend

(AD) Commissioner Bremer confirmed that Commissioner's Lee and Cheatham would be attending the SAFE-D Conference on February 2-4; Commissioner Call stated that he could not attend.

20. (AI) Annual report for Special Purpose Districts to the Texas Comptroller has been completed

(AD) Commissioner Bremer stated that he had completed the required Annual ESD Report on December 7, 2022 and it was filed with SAFE-D for submission to the State and the Special Purpose District report was filed with the Texas State Comptroller on January 9, 2023. He also stated that he has completed a Census Bureau Report.

21. (AI) Calendar of events for February 2023. (Bremer)

A. Approve Capital Expenditures, if applicable.

B. NOTE: To be completed by June 15, 2023 – Cybersecurity Training;

<https://dircommunity.force.com/securitytrainingverification/s/cybersecuritytrainingcertification>. When completed, send a copy of certification to me and to Sharon.

(AD) Commissioner Bremer discussed upcoming items for the February 2023 Agenda. Commissioner Bremer stated that he included the direct website to complete the Cybersecurity training.

Commissioner Bremer also discussed that a potential agenda item would be to officially place in the minutes the allocation of Sales Tax and Capital Reserves for Capital Expenses.

22. (AI) Next meeting, at 10:00 AM on Thursday, February 16, 2023, at the Cassie VFD Station

(AD) Commissioner Bremer announced that the next meeting will be on Thursday, February 16, 2023, at 10:00 a.m. at the Cassie Volunteer Fire Department.

23. (AI) Adjourn

(AD) With no additional business, the Burnet County Emergency Services District No. 2 January 19, 2023. Meeting was adjourned at 11:39 a.m.

Sharon K. Barclay

Sharon K. Barclay
Secretary
Emergency Services District No. 2
Burnet County
January 19, 2023

Richard Bremer
President
Emergency Services District No. 2
Burnet County
January 19, 2023



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, January 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 website.

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

AGENDA

1. Call meeting to order. (Bremer)
2. Establish a quorum. (Bremer)
3. Pledge of Allegiance. (Bremer)
4. Invocation. (Bremer)
5. Welcome guests. (Bremer)
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. Oath of Office for Jodeen Lee and Robbie Cheatham.
8. Accept minutes from the December 15, 2022 meeting. (Bremer)
9. ESD #2 Treasurer Report. (Lee)
10. Discussion and/or action regarding the disbursement of funds. (Lee)
11. Discussion and/or action concerning the investment of excess funds for future capital expenditures. (Bremer)
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.
 - B. Cassie VFD Financial Report (L. Schneider)



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

- C. Discussion and/or approval of Capital Expenditures for Cassie VFD, if applicable.
(Curtis)
13. Report from the Joint Task Force concerning the 5-year plan. (Bremer/Curtis)
14. Discussion and/or action concerning Request for Qualifications (RRQ) for Architectural / Engineering Services for the new apparatus bay building. (Bremer/Curtis)
15. Discussion and/or action concerning giving approval for the expenditure of funds from the Sales Tax Account for reimbursing the Cassie VFD for the survey of the property for the site of the new building completed in December, 2022, at a cost of \$1650.00.
(Bremer)
16. Discussion and/or action concerning the amended budget to include Sales Tax income and expenditures, and any other adjustments that may be needed. (Bremer)
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 continuation of the contract with Hdl for another year, cost \$2,500.00 (?). (Barclay)
19. SAFE-D Conference is February 2-4, 2023, at the Kalahari Convention Center in Round Rock. Commissioners Lee, Cheatham and Call to attend.
20. Annual report for Special Purpose Districts to the Texas Comptroller has been completed.
21. Calendar of events for February 2023. (Bremer)
- A. Approve Capital Expenditures, if applicable.
- B. NOTE: To be completed by June 15, 2023 – Cybersecurity Training;
<https://dircommunity.force.com/securitytrainingverification/s/cybersecuritytrainingcertification>. When completed, send a copy of certification to me and to Sharon.
22. Next meeting, at 10:00 AM on Thursday, February 16, 2023, at the Cassie VFD Station.
23. Adjourn

Richard Bremer, President

In the Name and by the Authority of
The County of Burnet
Burnet, Texas

OATH OF OFFICE

I, **Jodeen Lee**, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of:

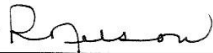
Emergency Services District No. 2 Commissioner

of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.



Jodeen Lee

SWORN TO and subscribed before me by affiant on this 12th day of January, 2023.



Roxanne Nelson
Justice of the Peace, Pct. 1
Burnet County, Texas



**STATEMENT OF
ELECTED/APPOINTED OFFICER**

I, **Jodeen Lee**, do solemnly swear (or affirm), that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

*UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE
FOREGOING STATEMENT AND THAT THE FACTS STATED THEREIN ARE TRUE.*

Signed this the 12th day of January, 2023.



Jodeen Lee
Appointed to the position of
Emergency Services District No. 2 Commissioner
Burnet County, Texas

In the Name and by the Authority of


The County of Burnet
Burnet, Texas

OATH OF OFFICE

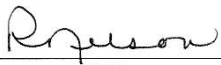
I, **Robbie Cheatham**, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of:

Emergency Services District No. 2 Commissioner

of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.


Robbie Cheatham

SWORN TO and subscribed before me by affiant on this 19th day of January, 2023.



Roxanne Nelson
Justice of the Peace, Pct. 1
Burnet County, Texas



In the Name and by the Authority of


The County of Burnet
Burnet, Texas

OATH OF OFFICE

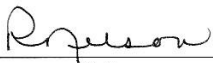
I, **Robbie Cheatham**, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of:

Emergency Services District No. 2 Commissioner

of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.


Robbie Cheatham

SWORN TO and subscribed before me by affiant on this 19th day of January, 2023.


Roxanne Nelson
Justice of the Peace, Pct. 1
Burnet County, Texas



11:47 AM
01/10/23
Cash Basis

Burnet County Emergency Services District #2
Balance Sheet
As of December 31, 2022

	Dec 31, 22
ASSETS	
Current Assets	
Checking/Savings	
Certificate of Deposit 33086	157,491.81
First State Bank of Burnet	168,117.77
Total Checking/Savings	325,609.58
Total Current Assets	325,609.58
TOTAL ASSETS	325,609.58
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	279,317.93
Net Income	46,291.65
Total Equity	325,609.58
TOTAL LIABILITIES & EQUITY	325,609.58

12:13 PM
01/10/23
Cash Basis

Burnet County Emergency Services District #2
Profit & Loss Budget vs. Actual
October through December 2022

	Oct - Dec 22	Budget	\$ Over Budget
Income			
Government Contracts			
Local Government Contracts	112,314.56	359,410.00	-247,095.44
Total Government Contracts	112,314.56	359,410.00	-247,095.44
Interest Earned	7.18	90.00	-82.82
Investments			
Interest-Savings, Short-term CD	137.31	800.00	-662.69
Total Investments	137.31	800.00	-662.69
Refund	0.00	170.00	-170.00
Total Income	112,459.05	360,470.00	-248,010.95
Expense			
Capital Reserve	0.00	105,015.00	-105,015.00
Contract Services			
Accounting Fees	7,700.00	7,700.00	0.00
Cassie Volunteer Fire Dept	56,375.25	225,501.00	-169,125.75
Insurance-Liability & D.O.	0.00	1,730.00	-1,730.00
Insurance-Workers Compensation	0.00	395.00	-395.00
Legal Fees	19.43	2,500.00	-2,480.57
Outside Contract Services			
Burnet Co. Appraisal Dist.			
Tax Collection Legal Fees	15.10		
Taxes Refunded-Property Owners	14.39		
Burnet Co. Appraisal Dist. - Other	1,329.09	4,810.00	-3,480.91
Total Burnet Co. Appraisal Dist.	1,358.58	4,810.00	-3,451.42
Total Outside Contract Services	1,358.58	4,810.00	-3,451.42
Total Contract Services	65,453.26	242,636.00	-177,182.74
Operations			
Meeting space fees	0.00	600.00	-600.00
Newspaper Advertisement	0.00	100.00	-100.00
Postage, Mail Service	0.00	244.00	-244.00
Supplies	54.54		
Total Operations	54.54	944.00	-889.46
Other Types of Expenses			
Memberships and Dues	0.00	275.00	-275.00
Other Costs	0.00	6,000.00	-6,000.00
Total Other Types of Expenses	0.00	6,275.00	-6,275.00
Travel and Meetings			
Conference, Convention, Meeting	590.00	5,000.00	-4,410.00
Travel	69.60	600.00	-530.40
Total Travel and Meetings	659.60	5,600.00	-4,940.40
Total Expense	66,167.40	360,470.00	-294,302.60
Net Income	46,291.65	0.00	46,291.65

11:49 AM
 01/10/23
 Cash Basis

Burnet County Emergency Services District #2
Profit & Loss Detail
 December 2022

Type	Date	Num	Name	Memo	Paid Amount
Income					
Government Contracts					
Local Government Contracts					
Deposit	12/06/2022	auto	Burnet County Appr...	tax distribution 11/15 - 11/30/22	8,833.75
Deposit	12/20/2022	auto	Burnet County Appr...	tax distribution 12/1 - 12/15/22	73,336.72
Total Local Government Contracts					<u>82,170.47</u>
Total Government Contracts					82,170.47
Interest Earned					
Deposit	12/31/2022			Interest	3.22
Total Interest Earned					<u>3.22</u>
Investments					
Interest-Savings, Short-term CD					
Deposit	12/25/2022	auto	First State Bank of B...	interest payment	137.31
Total Interest-Savings, Short-term CD					<u>137.31</u>
Total Investments					<u>137.31</u>
Total Income					<u>82,311.00</u>
Expense					
Contract Services					
Accounting Fees					
Check	12/15/2022	1496	Taber & Burnett, PC.	audit pmt	1,850.00
Check	12/15/2022	1497	Taber & Burnett, PC.	FD audit bal due	2,000.00
Total Accounting Fees					<u>3,850.00</u>
Outside Contract Services					
Burnet Co. Appraisal Dist.					
Tax Collection Legal Fees					
Deposit	12/06/2022	auto	Burnet Central Appr...	tax distribution 11/15 - 11/30/22	7.80
Deposit	12/20/2022	auto	Burnet County Appr...	tax distribution 12/1 - 12/15/22	2.65
Total Tax Collection Legal Fees					<u>10.45</u>
Burnet Co. Appraisal Dist. - Other					
Check	12/15/2022	1495	Burnet County Appr...	1st qtr pmt	1,329.09
Total Burnet Co. Appraisal Dist. - Other					<u>1,329.09</u>
Total Burnet Co. Appraisal Dist.					<u>1,339.54</u>
Total Outside Contract Services					<u>1,339.54</u>
Total Contract Services					5,189.54
Travel and Meetings					
Conference, Convention, Meeting					
Check	12/20/2022	1494	Jodeen Lee	Safe-D conference	295.00
Total Conference, Convention, Meeting					<u>295.00</u>
Total Travel and Meetings					<u>295.00</u>
Total Expense					<u>5,484.54</u>
Net Income					<u><u>76,826.46</u></u>

12:03 PM
01/10/23
Cash Basis

Burnet Cty. ESD#2 Sales Tax
Balance Sheet
As of December 31, 2022

	<u>Dec 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
FSB of Burnet - Sales Tax	120,920.23
Total Checking/Savings	<u>120,920.23</u>
Total Current Assets	<u>120,920.23</u>
TOTAL ASSETS	<u>120,920.23</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	2,500.00
Unrestricted Net Assets	93,336.25
Net Income	25,083.98
Total Equity	<u>120,920.23</u>
TOTAL LIABILITIES & EQUITY	<u>120,920.23</u>

12:04 PM
01/10/23
Cash Basis

**Burnet Cty. ESD#2 Sales Tax
Profit & Loss Detail
December 2022**

Type	Date	Num	Name	Memo	Paid Amount
Income					
Interest Income					
Deposit	12/31/2022			Interest	3.03
Total Interest Income					3.03
Sales Tax Revenue					
Deposit	12/09/2022	auto	Texas State Compr...	ending 12/6/22	7,155.01
Total Sales Tax Revenue					7,155.01
Total Income					7,158.04
Expense					
Net Income					7,158.04

Cassie VFD/ Burnet ESD 2

Burnet, TX

This report was generated on 1/10/2023 12:44:58 PM



Incident Statistics

Zone(s): All Zones | Start Date: 12/01/2022 | End Date: 12/31/2022

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		12	
TOTAL		12	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
C-60	0	0	4
UTV31	0	0	1
TOTAL	0	0	5
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		1	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
2		16.67	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Cassie VFD-Elms Station	0:04:14		
AVERAGE FOR ALL CALLS		0:04:43	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Cassie VFD-Elms Station	0:00:42		
AVERAGE FOR ALL CALLS		0:00:54	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Cassie VFD/ Burnet ESD 2		24:44	

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. 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 NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.

 **EMERGENCY REPORTING**
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Cassie VFD/ Burnet ESD 2

Burnet, TX

This report was generated on 1/10/2023 12:45:28 PM



Incident Statistics

Zone(s): All Zones | Start Date: 01/01/2022 | End Date: 12/31/2022

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		99	
FIRE		64	
TOTAL		163	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
4490	0	0	4
C-60	0	0	46
UTV31	0	0	1
TOTAL	0	0	51
PRE-INCIDENT VALUE		LOSSES	
\$5,626,133.00		\$5,000,000.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		44	
Aid Received		10	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
10		6.13	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Cassie VFD-Elms Station	0:07:49	0:17:19	
AVERAGE FOR ALL CALLS		0:10:41	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Cassie VFD-Elms Station	0:01:20	0:00:50	
AVERAGE FOR ALL CALLS		0:01:06	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Cassie VFD/ Burnet ESD 2		61:32	

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. 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 NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.



Cassie VFD/ Burnet ESD 2

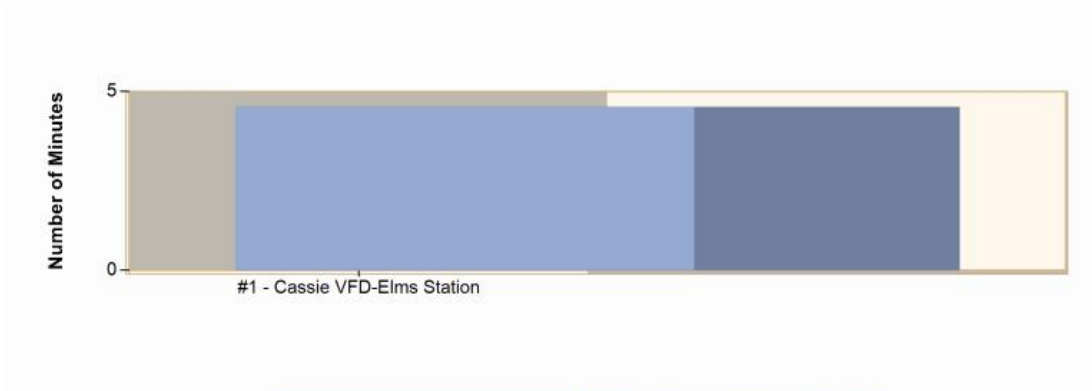
Burnet, TX

This report was generated on 1/10/2023 12:46:21 PM



Average Response Time per Station for Date Range

Start Date: 12/01/2022 | End Date: 12/31/2022



STATION	AVERAGE RESPONSE MM:SS (Dispatch to Arrived)
#1 - Cassie VFD-Elms Station	4:34

Average Response Time per Station for Date Range

Start Date: 01/01/2022 | End Date: 12/31/2022

STATION	AVERAGE RESPONSE MM:SS (Dispatch to Arrived)
#1 - Cassie VFD-Elms Station	9:47

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

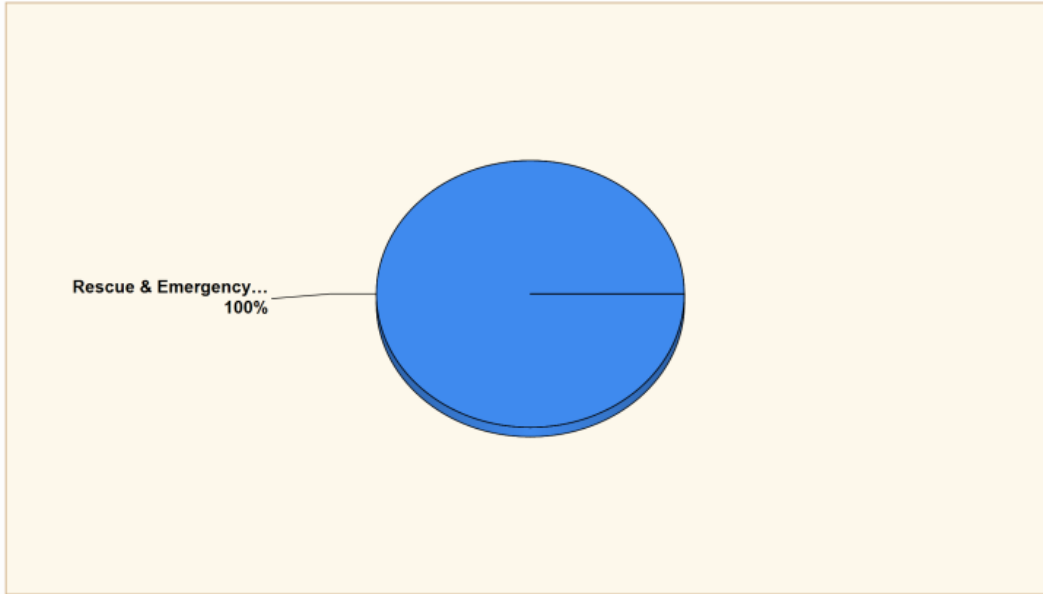
Burnet, TX

This report was generated on 1/10/2023 12:45:49 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2022 | End Date: 12/31/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	12	100%
TOTAL	12	100%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
311 - Medical assist, assist EMS crew	3	25%
320 - Emergency medical service, other	1	8.33%
321 - EMS call, excluding vehicle accident with injury	8	66.67%
TOTAL INCIDENTS:	12	100%

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



Cassie VFD/ Burnet ESD 2

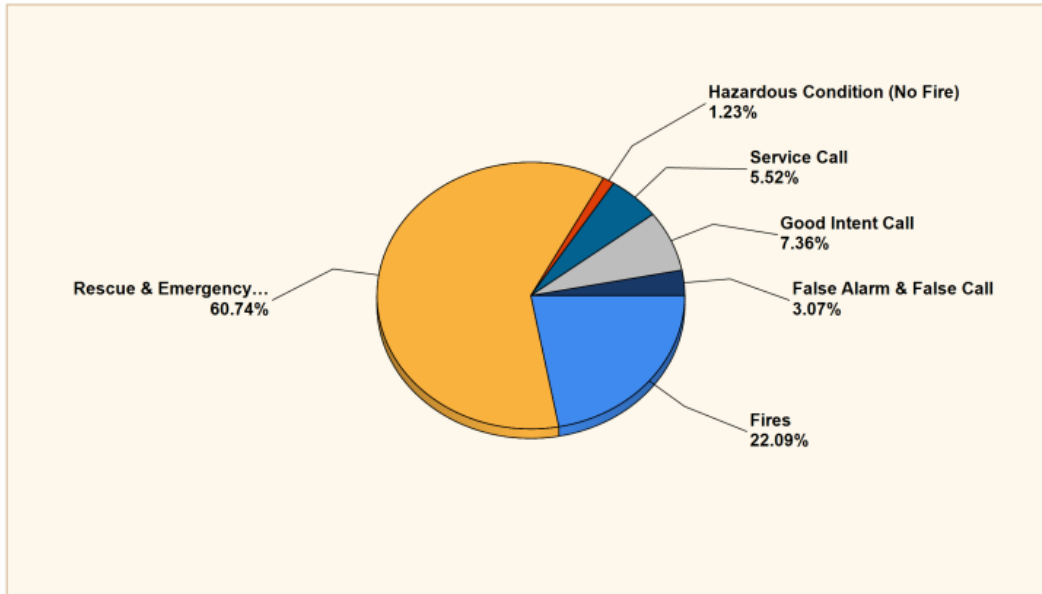
Burnet, TX

This report was generated on 1/10/2023 12:46:01 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2022 | End Date: 12/31/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	36	22.09%
Rescue & Emergency Medical Service	99	60.74%
Hazardous Condition (No Fire)	2	1.23%
Service Call	9	5.52%
Good Intent Call	12	7.36%
False Alarm & False Call	5	3.07%
TOTAL	163	100%

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	3	1.84%
112 - Fires in structure other than in a building	2	1.23%
121 - Fire in mobile home used as fixed residence	2	1.23%
140 - Natural vegetation fire, other	1	0.61%
141 - Forest, woods or wildland fire	4	2.45%
142 - Brush or brush-and-grass mixture fire	5	3.07%
143 - Grass fire	18	11.04%
151 - Outside rubbish, trash or waste fire	1	0.61%
311 - Medical assist, assist EMS crew	18	11.04%
320 - Emergency medical service, other	1	0.61%
321 - EMS call, excluding vehicle accident with injury	67	41.1%
324 - Motor vehicle accident with no injuries.	4	2.45%
341 - Search for person on land	1	0.61%
342 - Search for person in water	2	1.23%
363 - Swift water rescue	1	0.61%
365 - Watercraft rescue	5	3.07%
411 - Gasoline or other flammable liquid spill	1	0.61%
423 - Refrigeration leak	1	0.61%
541 - Animal problem	1	0.61%
550 - Public service assistance, other	2	1.23%
551 - Assist police or other governmental agency	2	1.23%
561 - Unauthorized burning	3	1.84%
571 - Cover assignment, standby, moveup	1	0.61%
611 - Dispatched & cancelled en route	8	4.91%
622 - No incident found on arrival at dispatch address	2	1.23%
651 - Smoke scare, odor of smoke	2	1.23%
700 - False alarm or false call, other	1	0.61%
710 - Malicious, mischievous false call, other	1	0.61%
714 - Central station, malicious false alarm	1	0.61%
715 - Local alarm system, malicious false alarm	1	0.61%
743 - Smoke detector activation, no fire - unintentional	1	0.61%
TOTAL INCIDENTS:	163	100%

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

Cassie VFD/ Burnet ESD 2

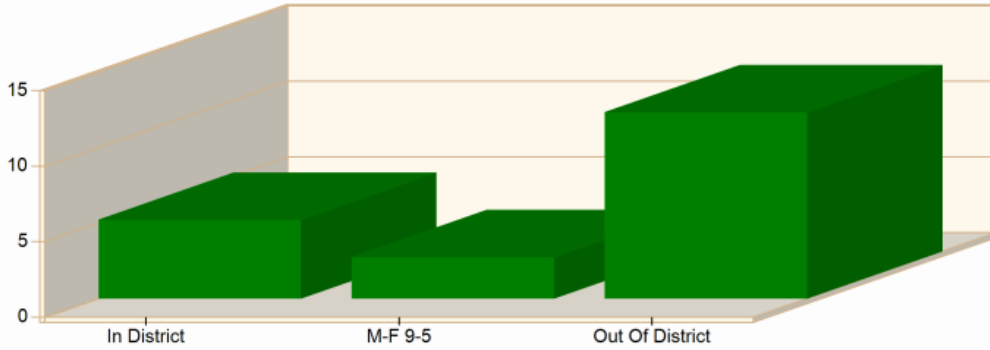
Burnet, TX

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Incident Average Response Time per Shift for Date Range

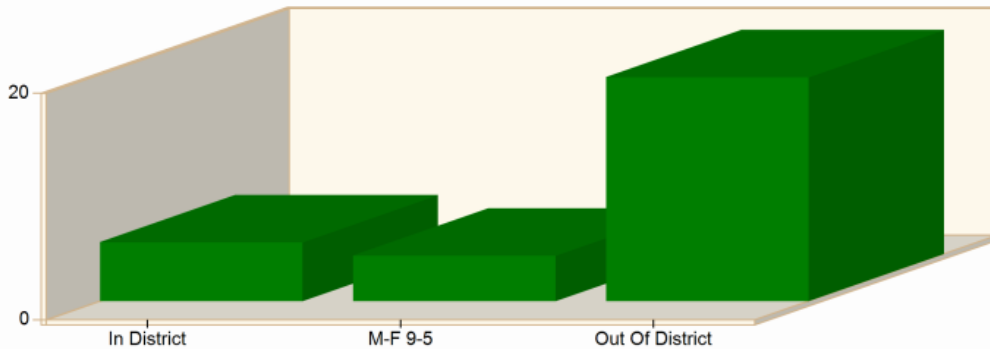
Start Date: 12/01/2022 | End Date: 12/31/2022



SHIFT	AVERAGE RESPONSE TIME (min) (Dispatch to Arrived)	CALLS
In District	5.21	5
M-F 9-5	2.74	6
Out Of District	12.33	1
Total Number of Calls:		12

Incident Average Response Time per Shift for Date Range

Start Date: 01/01/2022 | End Date: 12/31/2022



SHIFT	AVERAGE RESPONSE TIME (min) (Dispatch to Arrived)	CALLS
In District	5.19	80
M-F 9-5	4.01	38
Out Of District	19.76	40
Total Number of Calls:		158

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



Cassie VFD/ Burnet ESD 2

Burnet, TX

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Incidents per Zone for Date Range

Start Date: 12/01/2022 | End Date: 12/31/2022

INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
ZONE: 01 - Cassie				
2022-2200155	321 - EMS call, excluding vehicle accident with injury	12/04/2022	718 SOUTH CHAPARRAL	4490,B-51,C-60
2022-2200156	311 - Medical assist, assist EMS crew	12/07/2022	718 S CHAPARRAL	4490,B-50
2022-2200157	321 - EMS call, excluding vehicle accident with injury	12/15/2022	118 SOUTH CHAPARRAL	B-51,C-60
2022-2200158	321 - EMS call, excluding vehicle accident with injury	12/15/2022	209 BUMPY RIDGE DR	B-51,C-60
2022-2200160	321 - EMS call, excluding vehicle accident with injury	12/20/2022	116 AGARITA DR	C-60
2022-2200163	321 - EMS call, excluding vehicle accident with injury	12/28/2022	101 SUNSET CIR	B-51,C-60
Total # Incidents for 01:				6
ZONE: 04 - The Willows				
2022-2200162	321 - EMS call, excluding vehicle accident with injury	12/27/2022	169 Cr 141	4490,B-51
Total # Incidents for 04 :				1
ZONE: 10 - The Emeralds				
2022-2200152	311 - Medical assist, assist EMS crew	12/01/2022	143 Emeralds DR	4490,B-50,C-60
2022-2200159	320 - Emergency medical service, other	12/20/2022	143 Emeralds DR	B-51,C-60
Total # Incidents for 10:				2
ZONE: 15 - Reveille Peak Ranch				
2022-2200153	321 - EMS call, excluding vehicle accident with injury	12/03/2022	105 CR 114	C-60,UTV31
2022-2200154	321 - EMS call, excluding vehicle accident with injury	12/03/2022	105 Cr 114	C-60,UTV31
Total # Incidents for 15:				2
ZONE: 30 - OOD- Hoover Valley VFD				
2022-2200161	311 - Medical assist, assist EMS crew	12/22/2022	1200 NAVAJO DR	C-60
Total # Incidents for 30:				1
TOTAL # INCIDENTS:				12

Only REVIEWED incidents included. Archived Zones cannot be unarchived.



Cassie VFD/ Burnet ESD 2

Burnet, TX

This report was generated on 1/10/2023 12:47:46 PM



Incidents per Zone for Date Range

Start Date: 01/01/2022 | End Date: 12/31/2022

INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
ZONE: 27 - OOD-ELBVFD				
2022-2200031	324 - Motor vehicle accident with no injuries.	03/10/2022	5400 RR 2341	B-51,C-60,E-20
2022-2200033	111 - Building fire	03/17/2022	1009 CR 133	B-50,E-21,T-40
2022-2200034	143 - Grass fire	03/19/2022	RR 2341	B-50,B-51,T-40
2022-2200071	365 - Watercraft rescue	06/01/2022	1802 silver creek DR	C-60
2022-2200112	111 - Building fire	08/25/2022	304 GREENWOOD HILLS TRL	B-51,E-21,T-40
2022-2200144	112 - Fires in structure other than in a building	11/12/2022	312 CR 145	E-21,T-40
2022-2200150	321 - EMS call, excluding vehicle accident with injury	11/26/2022	1113 palm	C-60

Total # Incidents for 27: 7

ZONE: 28 - OOD- Burnet VFD				
2022-2200008	143 - Grass fire	01/14/2022	2009 Carpenter LOOP	B-50,T-40
2022-2200023	143 - Grass fire	02/13/2022	6100 FM 1478	B-50,C-60,T-40
2022-2200024	611 - Dispatched & cancelled en route	02/14/2022	301 CEDAR BREAK LN	B-50
2022-2200030	622 - No incident found on arrival at dispatch address	02/28/2022	117 LAKEVIEW DR	B-50
2022-2200046	341 - Search for person on land	04/12/2022	6757 CR 200	B-51,UTV31
2022-2200057	142 - Brush or brush-and-grass mixture fire	05/07/2022	712 CR 107A	T-40
2022-2200068	141 - Forest, woods or wildland fire	05/29/2022	4115 PR 4 S	B-50,E-21
2022-2200108	112 - Fires in structure other than in a building	08/20/2022	687 WARNER WAY	B-50,T-40
2022-2200121	143 - Grass fire	09/27/2022	761 ROCKY CREEK RANCH RD	B-50,C-60,T-40

Total # Incidents for 28: 9

ZONE: 29 - OOD- CI Burnet FD				
2022-2200027	143 - Grass fire	02/22/2022	1527 CR 330	B-51,T-40
2022-2200040	142 - Brush or brush-and-grass mixture fire	03/25/2022	W Sh 29	B-50,B-51
2022-2200041	142 - Brush or brush-and-grass mixture fire	03/26/2022	1645 CR 250	B-51,T-40
2022-2200048	142 - Brush or brush-and-grass mixture fire	04/15/2022	2201 CR 340	B-51,T-40

Total # Incidents for 29: 4

ZONE: 30 - OOD- Hoover Valley VFD				
2022-2200001	611 - Dispatched & cancelled en route	01/03/2022	602 CR 118B	C-60
2022-2200026	611 - Dispatched & cancelled en route	02/19/2022	1405 cr 118	4490
2022-2200032	342 - Search for person in water	03/17/2022	3630 PR 4 W	C-60,RB-30
2022-2200114	541 - Animal problem	09/07/2022	120 QUARTER HORSE CIR	C-60
2022-2200125	311 - Medical assist, assist EMS crew	10/01/2022	817 IROQUOIS DR	C-60
2022-2200134	121 - Fire in mobile home used as fixed residence	10/16/2022	7235 PR 4 W	E-21,T-40
2022-2200146	423 - Refrigeration leak	11/20/2022	965 CR 118B	E-21,T-40

INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
2022-2200161	311 - Medical assist, assist EMS crew	12/22/2022	1200 NAVAJO DR	C-60
Total # Incidents for 30:				8
ZONE: 31 - OOD- Oakalla VFD				
2022-2200037	141 - Forest, woods or wildland fire	03/24/2022	305 CR 224	B-50,C-60,T-40
2022-2200086	363 - Swift water rescue	06/27/2022	4805 CR 207	C-60,RB-30
2022-2200094	143 - Grass fire	07/14/2022	890 US 183	T-40
Total # Incidents for 31:				3
ZONE: 32 - OOD- Marble Falls Area VFD				
2022-2200104	321 - EMS call, excluding vehicle accident with injury	08/02/2022	110 Cr 120B	B-51
Total # Incidents for 32:				1
ZONE: 33 - OOD- CI Marble Falls F/R				
2022-2200103	571 - Cover assignment, standby, moveup	08/02/2022	700 Ave N	B-51
Total # Incidents for 33:				1
ZONE: 37 - OODOC- Llano County Buchanan Dam VFD				
2022-2200072	611 - Dispatched & cancelled en route	06/05/2022	815 Buchanan Plant RD	4490
2022-2200117	611 - Dispatched & cancelled en route	09/17/2022	347 Ellison	C-60
2022-2200138	611 - Dispatched & cancelled en route	10/21/2022	315 ellison	RB-30
Total # Incidents for 37:				3
ZONE: 38 - OODOC- Llano County Kingsland VFD				
2022-2200100	143 - Grass fire	07/28/2022	300 Airway	B-50
Total # Incidents for 38:				1
ZONE: 42 - OOD- Bertram VFD				
2022-2200029	143 - Grass fire	02/27/2022	7221 CR 200	B-50,T-40
2022-2200038	143 - Grass fire	03/25/2022	555 CR 210B	B-50,T-40
2022-2200039	143 - Grass fire	03/25/2022	FM 963	B-51,T-40
2022-2200083	143 - Grass fire	06/20/2022	200 Misty Woods	B-51,T-40
2022-2200102	121 - Fire in mobile home used as fixed residence	08/01/2022	10444 CR 272	T-40
Total # Incidents for 42:				5
ZONE: 44 - OOCOOD- LLANO VFD				
2022-2200061	141 - Forest, woods or wildland fire	05/17/2022	6500 E SH 71	B-51,T-40
Total # Incidents for 44:				1
ZONE: 46 - OODOC- ROUND MOUNTAIN VFD				
2022-2200073	143 - Grass fire	06/05/2022	1516 Lincoln Smith RD	B-50,T-40
Total # Incidents for 46:				1
TOTAL # INCIDENTS:				163

Only REVIEWED incidents included. Archived Zones cannot be unarchived.

2:28 PM
01/17/23
Cash Basis

**Cassie Volunteer Fire Department
Balance Sheet
As of December 31, 2022**

	Dec 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1010 · CASSIE VFD-ESD2	8,765.55
Total Checking/Savings	8,765.55
Total Current Assets	8,765.55
Fixed Assets	
1410 · Land	13,820.69
1420 · Furniture & Fixtures	10,438.09
1430 · Vehicles & Equipment	1,189,560.79
1440 · EMS Equipment	5,037.56
1450 · Communication Equipment	103,956.55
1460 · Buildings	123,895.61
1510 · Accumulated Depreciation	-1,058,463.72
Total Fixed Assets	388,245.57
Other Assets	
1090 · Transfers (In/Out)	70,000.00
Total Other Assets	70,000.00
TOTAL ASSETS	467,011.12
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2010 · Employer & Emp. Payroll Tax	1,820.77
Total Other Current Liabilities	1,820.77
Total Current Liabilities	1,820.77
Total Liabilities	1,820.77
Equity	
3010 · Unrestricted Net Assets-Ret.Ern	469,600.34
Net Income	-4,409.99
Total Equity	465,190.35
TOTAL LIABILITIES & EQUITY	467,011.12

2:42 PM
 01/17/23
 Cash Basis

**Cassie Volunteer Fire Department
 Profit & Loss Budget vs. Actual
 October through December 2022**

	Oct - Dec 22	Budget	\$ Over Budget
Income			
4000 · Income			
4005 · ESD payments	56,375.25	225,501.00	-169,125.75
4070 · ESD Reimbursement	315.00		
Total 4000 · Income	56,690.25	225,501.00	-168,810.75
Total Income	56,690.25	225,501.00	-168,810.75
Expense			
5000 · ADMINISTRATIVE			
5005 · Accounting	650.00	1,500.00	-850.00
5010 · Legal Services	0.00	100.00	-100.00
5015 · Meetings	0.00	300.00	-300.00
5020 · Office Equipment/Maint.	0.00	258.00	-258.00
5025 · Office Supplies	109.77	1,000.00	-890.23
5030 · Printer Supplies	0.00	300.00	-300.00
5035 · Shipping/Postage/PO Box Rental	0.00	150.00	-150.00
5040 · Subscrptn/Dues/Membrshp/RecMgmt	870.00	5,000.00	-4,130.00
5042 · Record Mgmt Systems-ER,PC,CAD	2,645.57	5,500.00	-2,854.43
5045 · Travel Allowance	0.00	100.00	-100.00
5050 · Uniforms (Caps and Shirts)	0.00	2,000.00	-2,000.00
5055 · Printing Services	0.00	100.00	-100.00
5060 · Banking/SftyDepBox/Chks/BkgdCks	20.00	100.00	-80.00
5065 · Finance Chgs/Late Fees/Sales Tx	40.00	0.00	40.00
5070 · Replen Petty Cash/Toll Charges	0.00	350.00	-350.00
5075 · PYMNT TO ESD FROM SALE OF ITEMS	0.00	0.00	0.00
5076 · RECRUITMENT & RETENTION	4,165.92	10,200.00	-6,034.08
Total 5000 · ADMINISTRATIVE	8,501.26	26,958.00	-18,456.74
5200 · PAID POSITION			
5205 · Base Salary	16,153.83	60,000.00	-43,846.17
5215 · CVFD SS & Medicare Tax Match	1,235.78	4,590.00	-3,354.22
Total 5200 · PAID POSITION	17,389.61	64,590.00	-47,200.39
5300 · BUILDING AND GROUNDS			
5305 · Botanical Supplies	0.00	50.00	-50.00
5310 · Janitorial Supplies	10.48	200.00	-189.52
5315 · Refuse Collection	0.00	0.00	0.00
5320 · Repairs and Maintenance	190.75	1,500.00	-1,309.25
5325 · Furn&YardEquip Repl/Rep/New	1,254.00	1,000.00	254.00
5330 · Electrical Service	661.34	4,200.00	-3,538.66
5335 · Telephone Service	1,085.09	6,600.00	-5,514.91
Total 5300 · BUILDING AND GROUNDS	3,201.66	13,550.00	-10,348.34
5600 · COMMUNICATIONS			
5605 · Batteries, Clips, Acc.	0.00	500.00	-500.00
5610 · Installation and Changes	0.00	0.00	0.00
5615 · Non-Warranty Repair	0.00	300.00	-300.00
5620 · Digital Radio and Pagers	0.00	500.00	-500.00
Total 5600 · COMMUNICATIONS	0.00	1,300.00	-1,300.00
6000 · FUND RAISERS			
6005 · Food/Supplies/Advertisement	0.00	0.00	0.00
Total 6000 · FUND RAISERS	0.00	0.00	0.00
6300 · GRANTS/LOANS			
6305 · Reserved Future Use	0.00	0.00	0.00
6310 · Reserved Future Use 2	0.00	0.00	0.00
Total 6300 · GRANTS/LOANS	0.00	0.00	0.00
6600 · INSURANCE			
6605 · Building and Property	1,928.00	5,040.00	-3,112.00
6610 · Vehicle	4,256.00	10,752.00	-6,496.00

2:42 PM
 01/17/23
 Cash Basis

**Cassie Volunteer Fire Department
 Profit & Loss Budget vs. Actual
 October through December 2022**

	Oct - Dec 22	Budget	\$ Over Budget
6615 · Personnel Coverage	12,927.00	14,000.00	-1,073.00
Total 6600 · INSURANCE	19,111.00	29,792.00	-10,681.00
7000 · OPERATIONS			
7005 · Chemical Supplies - WaterTanks	0.00	0.00	0.00
7007 · CAD-Computer Aided Dispatch	0.00	5,500.00	-5,500.00
7010 · Fuel-Vehicle and Equipment	0.00	250.00	-250.00
7012 · Fuelman-Vehicles & Equipment	1,789.04	16,000.00	-14,210.96
7015 · Equipment Maint/Repr-Vendor	0.00	500.00	-500.00
7020 · Fire Extinguisher Test/Repr	0.00	300.00	-300.00
7025 · Fire Suppressant Supplies	0.00	5,000.00	-5,000.00
7030 · First Responder Supplies	338.18	4,500.00	-4,161.82
7035 · Ladder, Pump & Hose Testing	0.00	4,000.00	-4,000.00
7040 · Minor Tools	89.99	150.00	-60.01
7045 · Veh/Epmt Lights-Decals-Safety	0.00	100.00	-100.00
7050 · Personal Protect Equip-PPE	1,902.36	4,000.00	-2,097.64
7055 · PPE Testing/Cleaning/Repair	0.00	500.00	-500.00
7057 · Operations - Radio Service Fee	5,296.44	5,300.00	-3.56
7060 · Rehabilitation Supplies	46.10	500.00	-453.90
7065 · Rescue Equipment Maint/Repr	0.00	250.00	-250.00
7070 · SCBA Testing/Hydro/FaceMsk/Pack	0.00	2,500.00	-2,500.00
7072 · SCBA MAINTENANCE & REPAIR	0.00	500.00	-500.00
7075 · State Veh Safety Inspec&Regist	0.00	150.00	-150.00
7080 · Vehicle Maintenance/Repair	114.35	2,000.00	-1,885.65
7085 · Vehicle Maint/Repr(Vendor)	462.65	16,000.00	-15,537.35
7090 · Equipmt Replmt(Fire Fightg)	0.00	1,750.00	-1,750.00
7095 · Fire Fighting Equipmt - NEW	0.00	2,500.00	-2,500.00
7096 · FIRE FIGHTING EQUIPMENT-MAINTEN	438.17	1,007.00	-568.83
7100 · Rescue Equipment - NEW	962.09	1,000.00	-37.91
7105 · Rescue Equipment - REPLMNT	0.00	200.00	-200.00
Total 7000 · OPERATIONS	11,439.37	74,457.00	-63,017.63
8000 · TRAINING			
8005 · AED, CPR, First Aid	0.00	454.00	-454.00
8010 · EMS/TEEX	0.00	0.00	0.00
8015 · ISO	0.00	0.00	0.00
8020 · Training -VENDOR	1,255.46	7,000.00	-5,744.54
8022 · Training-Certification&Testing	118.10	1,000.00	-881.90
8025 · Per Diem Travel/Lodging	83.78	4,000.00	-3,916.22
8030 · Wildland	0.00	500.00	-500.00
8035 · Educational Supplies	0.00	600.00	-600.00
Total 8000 · TRAINING	1,457.34	13,554.00	-12,096.66
9000 · PUBLIC RELATIONS			
9005 · Educational Supplies	0.00	100.00	-100.00
9010 · Public Eductn/Relatn/Apprtn	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	0.00	500.00	-500.00
Total 9000 · PUBLIC RELATIONS	0.00	1,300.00	-1,300.00
Total Expense	61,100.24	225,501.00	-164,400.76
Net Income	-4,409.99	0.00	-4,409.99

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 Cash Basis

Cassie Volunteer Fire Department
Profit & Loss by Class
 October through December 2022

	ESD	FD	FDE	TOTAL
Income				
4000 · Income				
4005 · ESD payments	39,977.75	0.00	16,397.50	56,375.25
4070 · ESD Reimbursement	315.00	0.00	0.00	315.00
Total 4000 · Income	40,292.75	0.00	16,397.50	56,690.25
Total Income	40,292.75	0.00	16,397.50	56,690.25
Expense				
5000 · ADMINISTRATIVE				
5005 · Accounting	400.00	0.00	250.00	650.00
5025 · Office Supplies	109.77	0.00	0.00	109.77
5040 · Subscrptn/Dues/Membrshp/Rec...	870.00	0.00	0.00	870.00
5042 · Record Mgmt Systems-ER,PC,CAD	2,645.57	0.00	0.00	2,645.57
5060 · Banking/SftyDepBox/Chks/Bkgd...	20.00	0.00	0.00	20.00
5065 · Finance Chgs/Late Fees/Sales Tx	40.00	0.00	0.00	40.00
5076 · RECRUITMENT & RETENTION	4,165.92	0.00	0.00	4,165.92
Total 5000 · ADMINISTRATIVE	8,251.26	0.00	250.00	8,501.26
5200 · PAID POSITION				
5205 · Base Salary	0.00	0.00	16,153.83	16,153.83
5215 · CVFD SS & Medicare Tax Match	0.00	0.00	1,235.78	1,235.78
Total 5200 · PAID POSITION	0.00	0.00	17,389.61	17,389.61
5300 · BUILDING AND GROUNDS				
5310 · Janitorial Supplies	10.48	0.00	0.00	10.48
5320 · Repairs and Maintenance	190.75	0.00	0.00	190.75
5325 · Furn&YardEquip Repl/Rep/New	89.07	1,164.93	0.00	1,254.00
5330 · Electrical Service	661.34	0.00	0.00	661.34
5335 · Telephone Service	1,085.09	0.00	0.00	1,085.09
Total 5300 · BUILDING AND GROUNDS	2,036.73	1,164.93	0.00	3,201.66
6600 · INSURANCE				
6605 · Building and Property	1,928.00	0.00	0.00	1,928.00
6610 · Vehicle	4,256.00	0.00	0.00	4,256.00
6615 · Personnel Coverage	12,927.00	0.00	0.00	12,927.00
Total 6600 · INSURANCE	19,111.00	0.00	0.00	19,111.00
7000 · OPERATIONS				
7012 · Fuelman-Vehicles & Equipment	1,789.04	0.00	0.00	1,789.04
7030 · First Responder Supplies	338.18	0.00	0.00	338.18
7040 · Minor Tools	89.99	0.00	0.00	89.99
7050 · Personal Protect Equip-PPE	1,902.36	0.00	0.00	1,902.36
7057 · Operations - Radio Service Fee	5,296.44	0.00	0.00	5,296.44
7060 · Rehabilitation Supplies	20.56	25.54	0.00	46.10
7080 · Vehicle Maintenance/Repair	114.35	0.00	0.00	114.35
7085 · Vehicle Maint/Repr(Vendor)	462.65	0.00	0.00	462.65
7096 · FIRE FIGHTING EQUIPMENT-MAI...	438.17	0.00	0.00	438.17
7100 · Rescue Equipment - NEW	962.09	0.00	0.00	962.09
Total 7000 · OPERATIONS	11,413.83	25.54	0.00	11,439.37
8000 · TRAINING				
8020 · Training -VENDOR	1,255.46	0.00	0.00	1,255.46
8022 · Training-Certification&Testing	118.10	0.00	0.00	118.10
8025 · Per Diem Travel/Lodging	83.78	0.00	0.00	83.78
Total 8000 · TRAINING	1,457.34	0.00	0.00	1,457.34
Total Expense	42,270.16	1,190.47	17,639.61	61,100.24
Net Income	-1,977.41	-1,190.47	-1,242.11	-4,409.99

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**Cassie Volunteer Fire Department
Profit & Loss Detail
December 2022**

Date	Name	Memo	Class	Paid Amount
Income				
Expense				
5000 · ADMINISTRATIVE				
5005 · Accounting				
12/15/2022	Taber & Burnett, P.C.	Client#10299-Inv#26352-Preparation and filing of Form 990 ...	ESD	400.00
Total 5005 · Accounting				400.00
5025 · Office Supplies				
12/14/2022	Chase Card Services	Apple-icloud storage for reports-no receipt	ESD	0.99
12/14/2022	Chase Card Services	Office Depot-1 pack of 15 of NEC 1099 forms to send to ven...	ESD	23.89
Total 5025 · Office Supplies				24.88
5040 · Subscrptn/Dues/Membrshp/RecMgmt				
12/14/2022	Chase Card Services	YMCA December membership for Herwig - senior couple	ESD	42.00
12/14/2022	Chase Card Services	YMCA December membership for Lee - senior couple	ESD	42.00
12/14/2022	Chase Card Services	YMCA December membership for Sanchez - couple	ESD	52.00
12/14/2022	Chase Card Services	YMCA December membership for Curtis - family	ESD	61.00
12/14/2022	Chase Card Services	YMCA December membership for Kelley - family	ESD	61.00
12/14/2022	Chase Card Services	YMCA December membership for Shields - senior single	ESD	32.00
Total 5040 · Subscrptn/Dues/Membrshp/RecMgmt				290.00
5076 · RECRUITMENT & RETENTION				
12/14/2022	Chase Card Services	Amzn-24 gifts bags and wrapping bags with handles for rete...	ESD	19.99
12/14/2022	Chase Card Services	Amzn-24 red and green tissue paper for retention items for fi...	ESD	5.48
12/14/2022	Chase Card Services	Eagle-tax credit for charge on this statement for FF of the ye...	ESD	-4.50
12/14/2022	Chase Card Services	Eagle-FF of the year medallion and ribbon	ESD	139.95
Total 5076 · RECRUITMENT & RETENTION				160.92
Total 5000 · ADMINISTRATIVE				875.80
5200 · PAID POSITION				
5205 · Base Salary				
12/13/2022	Derrick R Curtis	Salary-Payroll for period ending 12-16-22	FDE	2,307.69
12/28/2022	Derrick R Curtis	Salary-Payroll for period ending 12-30-2022	FDE	2,307.69
Total 5205 · Base Salary				4,615.38
5215 · CVFD SS & Medicare Tax Match				
12/13/2022	Derrick R Curtis	Payroll for period ending 12-16-22	FDE	176.54
12/28/2022	Derrick R Curtis	Payroll for period ending 12-30-2022	FDE	176.54
Total 5215 · CVFD SS & Medicare Tax Match				353.08
Total 5200 · PAID POSITION				4,968.46
5300 · BUILDING AND GROUNDS				
5320 · Repairs and Maintenance				
12/14/2022	Chase Card Services	Ring Protect Plus-ring doorbell and cameras monitoring at fi...	ESD	108.25
12/20/2022	Circle S Pest Control	SR# 78226-quarterly pest control treatment	ESD	82.50
Total 5320 · Repairs and Maintenance				190.75
5325 · Furn&YardEquip Repl/Rep/New				
12/14/2022	Chase Card Services	Amzn-1 pack of 200 all purpose holiday light clips for gutters...	ESD	17.99
12/14/2022	Chase Card Services	Tractor Supply-Industrial air compressor to replace one that ...	FD	910.97
12/14/2022	Chase Card Services	NAPA-couplings, air hoses, and adapter for the new air com...	FD	93.93
12/14/2022	Chase Card Services	Home Depot-PVC, couplings, straps, hex heard screws, tee ...	FD	160.03
Total 5325 · Furn&YardEquip Repl/Rep/New				1,182.92
5330 · Electrical Service				
12/15/2022	PEC	Acct#3000098825-monthly stmt for period 10-23-22--11-20-22	ESD	173.74
Total 5330 · Electrical Service				173.74
5335 · Telephone Service				
12/14/2022	Chase Card Services	VZwriss-for phones and ipads lines for period 10-11-22--11-...	ESD	250.27
12/14/2022	Chase Card Services	281 Internet-monthly stmt for period 11-10-22--12-9-22 for in...	ESD	167.00

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 Cash Basis

**Cassie Volunteer Fire Department
 Profit & Loss Detail
 December 2022**

Date	Name	Memo	Class	Paid Amount
	Total 5335 · Telephone Service			417.27
	Total 5300 · BUILDING AND GROUNDS			1,964.68
6600 · INSURANCE				
6605 · Building and Property				
12/28/2022	VFIS of Texas	Inv#3693-2nd installment for commercial insurance premium	ESD	964.00
	Total 6605 · Building and Property			964.00
6610 · Vehicle				
12/28/2022	VFIS of Texas	Inv#3693-2nd installment for vehicle insurance premium	ESD	2,112.00
	Total 6610 · Vehicle			2,112.00
	Total 6600 · INSURANCE			3,076.00
7000 · OPERATIONS				
7012 · Fuelman-Vehicles & Equipment				
12/08/2022	Fuelman	11-1-22-4460-1 EMS and ! Public service-remove deer carc...	ESD	61.21
12/08/2022	Fuelman	11-9-22-4460-2 EMS calls	ESD	51.28
12/08/2022	Fuelman	11-17-22-4460-1-EMS amd 1-fire(East Lake VFD)	ESD	53.10
12/08/2022	Fuelman	11-23-22-4460-2 EMS and 2 Fire(1-Hoover Valley & 1-B2 R...	ESD	48.09
12/08/2022	Fuelman	11-30-22-4460-2 EMS	ESD	49.90
12/08/2022	Fuelman	11-8-22-4420-regular fill up	ESD	58.49
12/08/2022	Fuelman	11-8-22-4421-regular fill up	ESD	60.33
12/08/2022	Fuelman	11-21-22-4440-1-fire-MA HV-VFD-#22-00146	ESD	67.01
12/08/2022	Fuelman	11-8-22-4450-2 EMS	ESD	99.25
	Total 7012 · Fuelman-Vehicles & Equipment			548.66
7030 · First Responder Supplies				
12/14/2022	Chase Card Services	AMZN-credit for 2-9 piece NPA kits-USPS unable to deliver ...	ESD	-53.74
12/14/2022	Chase Card Services	Amzn-charge for 2-9 piece NPA kits-USPS unable to deliver...	ESD	53.74
	Total 7030 · First Responder Supplies			0.00
7040 · Minor Tools				
12/14/2022	Chase Card Services	AMzn-1-49 piece set of bolt extractor screw extractor set, 1...	ESD	89.99
	Total 7040 · Minor Tools			89.99
7050 · Personal Protect Equip-PPE				
12/14/2022	Chase Card Services	WPSG-structure fire helmet for C. Schoenfeld-replacing old ...	ESD	452.01
	Total 7050 · Personal Protect Equip-PPE			452.01
7080 · Vehicle Maintenance/Repair				
12/14/2022	Chase Card Services	Amzn-1-16 oz bottle of killeem to treat diesel fuel	ESD	28.32
12/14/2022	Chase Card Services	Amzn-car cover for 4460 for snow, ice and frost	ESD	28.79
12/14/2022	Chase Card Services	Amzn-1 set of wiper blades for 4460	ESD	24.04
12/14/2022	Chase Card Services	NAPA-coupling for air break hose on 4440-Tender 40	ESD	21.20
	Total 7080 · Vehicle Maintenance/Repair			102.35
7096 · FIRE FIGHTING EQUIPMENT-MAINTEN				
12/14/2022	Chase Card Services	WPSG-mount container and safety can mount for turbo draft...	ESD	135.59
12/14/2022	Chase Card Services	WPSG-mount for K-saw blade holder	ESD	101.59
12/14/2022	Chase Card Services	FLIR-1-Li-ion battery for FLIR Thermal Imaging Unit	ESD	200.99
	Total 7096 · FIRE FIGHTING EQUIPMENT-MAINTEN			438.17
7100 · Rescue Equipment - NEW				
12/14/2022	Chase Card Services	Amzn-1-airwills electric bike pump-150 psi tire inflator porta...	ESD	35.99
	Total 7100 · Rescue Equipment - NEW			35.99
	Total 7000 · OPERATIONS			1,667.17
8000 · TRAINING				
8020 · Training -VENDOR				
12/14/2022	Chase Card Services	WPY-Incident Commander and leadership class for D. Curti...	ESD	250.00
12/14/2022	Chase Card Services	State Firemen's- Incident Commander ICS Strategy, Develo...	ESD	86.00
12/14/2022	Chase Card Services	Austin Comm College-registration for testing for Fire Officer ...	ESD	30.00

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Cassie Volunteer Fire Department
Profit & Loss Detail
December 2022

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Class</u>	<u>Paid Amount</u>
12/14/2022	Chase Card Services	SQ Eneergy security-Electric vehicle fire tactical awareness ...	ESD	125.00
12/14/2022	Chase Card Services	SQ Eneergy security-Electric vehicle fire tactical awareness ...	ESD	125.00
12/28/2022	George Sanchez	Inv#223756-Reimbursement for EMT recertification online cl...	ESD	289.46
Total 8020 · Training -VENDOR				905.46
Total 8000 · TRAINING				905.46
Total Expense				13,457.57
Net Income				-13,457.57

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Cassie Volunteer Fire Dept. & EMS
Balance Sheet
As of December 31, 2022

	Dec 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1010 · FSB of Burnet - 68007	97,156.12
Total Checking/Savings	97,156.12
Total Current Assets	97,156.12
Other Assets	
1090 · Transfers (In/Out)	-70,000.00
Total Other Assets	-70,000.00
TOTAL ASSETS	27,156.12
LIABILITIES & EQUITY	
Equity	
3010 · Unrestricted Net Assets	24,801.12
Net Income	2,355.00
Total Equity	27,156.12
TOTAL LIABILITIES & EQUITY	27,156.12

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Cassie Volunteer Fire Dept. & EMS
Profit & Loss Detail
 December 2022

Date	Name	Memo	Class	Paid Amount
Income				
4000 · INCOME				
4010 · Individual Donations				
12/16/2022	Individual Donations	Sirvent-donation	FD	1,000.00
Total 4010 · Individual Donations				1,000.00
4015 · Memorial Donations				
12/16/2022	Individual Donations	Gloier-In memory of Paul Brady	FD	25.00
12/16/2022	Individual Donations	Williams-In memory of Paul Brady	FD	30.00
Total 4015 · Memorial Donations				55.00
4065 · GRANT REIMBURSEMENT				
12/16/2022	Texas A& M Fores...	Grant#21-22-008-C.Schoenfeld-Fire...	FD	250.00
Total 4065 · GRANT REIMBURSEMENT				250.00
Total 4000 · INCOME				1,305.00
Total Income				1,305.00
Expense				_____
Net Income				1,305.00

Burnet County Emergency Service District No. 2
Cassie Volunteer Fire Department & EMS, Inc.

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR ARCHITECTURAL / ENGINEERING SERVICES
FOR PLANNING & DESIGN OF A NEW APPARATUS BAY**

January 20, 2023

INTRODUCTION

BURNET COUNTY ESD NO. 2/ CASSIE VFD invites the submittal of responses to this RFQ from qualified professional design firms interested in providing Architectural / Engineering services in connection with the planning for construction of a new Apparatus Bay. Responses are solicited for this service in accordance with the terms, conditions, and instructions set forth in the RFQ guidelines.

The BURNET COUNTY ESD NO. 2/ CASSIE VFD will receive responses to this RFQ at the location indicated below until 2:00 pm on Friday, March 10th, 2023:

Cassie VFD/ Burnet County ESD No. 2
Attn: Derrick Curtis, Fire Chief
P.O. Box 184
Buchanan Dam, TX 78609

The Request for Qualifications document may be obtained by contacting the BURNET COUNTY ESD NO. 2/ CASSIE VFD:

Derrick Curtis, Fire Chief
Phone: (830)-613-7524 (Cell) (512)-793-2926 (Station)
Email: Firechief4401@cassievfd.com

Request for Qualifications documents will be mailed upon request; however, BURNET COUNTY ESD NO. 2/ CASSIE VFD is not responsible for ensuring timely delivery of mailed Request for Qualification documents.

Questions regarding the RFQ shall also be directed to the fire department at the phone number and email address listed above.

Receipt of responses does not bind BURNET COUNTY ESD NO. 2/ CASSIE VFD to any contract for said services, nor does it guarantee that a contract for the Project will be awarded.

BURNET COUNTY ESD NO. 2/ CASSIE VFD will give prime consideration to the Respondents with significant, current experience in the development, design, and construction of Emergency Facilities. BURNET COUNTY ESD NO. 2/ CASSIE VFD reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any Respondent on any terms or conditions.

BURNET COUNTY ESD NO. 2/ CASSIE VFD reserves the right to select an Architectural/Engineering design team based solely on the evaluation of the responses to this RFQ. Alternatively, BURNET COUNTY ESD NO. 2/ CASSIE VFD may elect to hold interviews with the highest-ranking Respondents at its' sole discretion.

THE PROJECT

BURNET COUNTY ESD NO. 2/ CASSIE VFD is proposing to construct a new apparatus bay adjacent to our current fire station.
Project information is to construct 1- 6000 square foot (100 foot by 60 foot) metal building for the

purpose of storing fire apparatus, SCBA fill room, PPE locker room, and a workout area.

- 1- 100 foot by 60 foot metal building.
- 2- 4- 14 foot by 14 foot drive through bays.
- 3- 3- 7 foot by 3 ½ foot man doors with keypad.
- 4- SCBA fill room 6 foot by 6 foot with 230 v plug and a dual pole 40-amp breaker. (CVFD will supply the SCBA compressor/Cascade system and Fill station)
- 5- Air compressor 40-amp 230 v hard wired. (CVFD will supply the air compressor)
- 6- 12 foot by 12 foot by 8 foot tall PPE room with storage on top of room with stairs.
- 7- Ventilation for bays and PPE room.
- 8- Heaters for bays.
- 9- Pre-wired for generator.
- 10- Each bay has 2 shoreline reels for electricity.
- 11- Each bay has 2 shoreline reels for air hoses.
- 12- Industrial spray foam insulation.
- 13- LED lighting.
- 14- Concrete driveway 360 degrees around the building, if allowed.
- 15- Parking at each end of the building.
- 16- Exit sign lighting.
- 17- 8- 14 foot by 14 foot commercial grade insulated bay doors.
- 18- Commercial grade bay door openers.
- 19- Air flow ventilation.
- 20- Proper water runoff and drainage.
- 21- Quad outlets between every bay door and multiple on each end of the station
- 22- No plumbing needed.
- 23- Lot survey and topography survey already completed.
- 24- Station and district lettering on the outside of the building.

ARCHITECT / ENGINEER SCOPE OF WORK

The awarded Respondent will be required to perform the professional architectural and engineering services as outlined below.

The BURNET COUNTY ESD NO. 2/ CASSIE VFD anticipates contracted Scope of Work to include:

- Programming
- Schematic Design
- Cost Estimating at each design phase
- Production of computer-generated renderings
- Design Development
- Construction Documents
- Permitting
- Bid-Phase Assistance
- Value Engineering as necessary
- Construction Administration
- Project Closeout
- Warranty-Phase Assistance

However, the BURNET COUNTY ESD NO. 2/ CASSIE VFD reserves the right to include additional

project elements in the initial or subsequent professional services agreement as the BURNET COUNTY ESD NO. 2/ CASSIE VFD deem appropriate. The selected Architecture firm will be required to retain and be responsible for all basic engineering and design disciplines as appropriate for the Scope of Work negotiated. The Architect is also required to identify and select the appropriate sub-consultants; however, the BURNET COUNTY ESD NO. 2/ CASSIE VFD reserves the right to approve proposed sub-consultants that will be associated with the Project.

Presented below is a general outline of consultant services that may be required for this project:

Pre-Design Services

Conduct a pre-design review with Burnet County ESD No. 2/ Cassie VFD designated design representative(s) of site conditions, programming space needs, and preliminary budget. Develop a building program that meets the budget. Develop a conceptual site plan identifying site ingress/egress and all site constraints such as easements and storm water detention requirements.

Design Services

Prepare schematic design drawings, design development drawings, construction/permit drawings, and bid documents for all work outlined the above proposed Scope of Work in compliance with current local Building Codes, other applicable ordinances, and county, state and federal regulatory requirements. Prepare and distribute meeting minutes.

1. Schematic Design Phase
 - a. Provide programming, schematic design documents, drawings, conceptual renderings, and outline specifications developed with input from Burnet County ESD No. 2/ Cassie VFD designated design representative(s).
 - b. Provide area and space tabulations with a corresponding budget.
 - c. Make presentation(s) of design and budget documents to the BURNET COUNTY ESD NO. 2/ CASSIE VFD for approval to proceed to the Design Development Phase.
 - d. Make recommendations to the BURNET COUNTY ESD NO. 2/ CASSIE VFD regarding project delivery method. If Burnet County ESD No. 2/ Cassie VFD selected delivery method requires, prepare solicitations for pre-construction general contracting services.
2. Design Development Phase
 - a. Lead design team members shall attend design/planning meetings with designated BURNET COUNTY ESD NO. 2/ CASSIE VFD representatives for each design discipline.
 - b. Development of the approved schematic phase documents into design development documents for submittals to the BURNET COUNTY ESD NO. 2/ CASSIE VFD for review. Submittals shall have accurately sized all equipment and materials to a degree that an accurate cost estimate can be prepared.
 - c. Develop alternates as required to allow options to keep project within budget.
 - d. Provide value engineering recommendations and solutions if budget constraints are exceeded.
 - e. Respond to and incorporate comments from Burnet County ESD No. 2/ Cassie VFD designated representative(s).

- f. Make presentation(s) of design and budget documents to Burnet County ESD No. 2/ Cassie VFD for approval to proceed to the Construction Documents Phase.
3. Construction Documents
- a. Lead design team members shall attend design/planning meetings with designated BURNET COUNTY ESD NO. 2/ CASSIE VFD representatives for each design discipline.
 - b. Coordinate and integrate requested changes, owner-supplied equipment and pre-purchased materials as applicable.
 - c. Provide documents that are fully coordinated with each design discipline.
 - d. Submit drawings required for building and construction permits to the appropriate JURISDICTION HAVING AUTHORITY and State (TDLR) authorities and agencies.
 - e. Produce complete documents required for bid packet. All drawings and specifications shall be stamped and signed by Texas licensed Architect and Engineer.
4. Design Review Procedures and Value Engineering
- a. Design Review - Designer will comply with requirements of Burnet County ESD No. 2/ Cassie VFD design review process. This includes meetings with the BURNET COUNTY ESD NO. 2/ CASSIE VFD designated design representative(s) to review the design and incorporate review comments into the design document where directed.
 - b. Propose and implement Value Engineering design changes as needed to comply with the Project Budget.
5. Bid-Phase Services
- a. Assist the BURNET COUNTY ESD NO. 2/ CASSIE VFD in soliciting a general contractor, unless this has already been completed, depending on Burnet County ESD No. 2/ Cassie VFD selected project delivery method.
 - b. Respond to requests for information from bidding contractors.
 - c. Organize and lead the Pre-Bid conference and Bid-Opening.
6. Construction Administration Services
- a. Administrative Services shall be overseen and conducted by a registered Architect. Their duties shall include direct oversight of the project.
 - b. Organize and direct pre-construction meetings and construction progress meetings in coordination with General Contractor.
 - c. Respond to Requests for Information (RFI) and other inquiries from the construction team.
 - d. Prepare and issue Architectural Supplemental Instructions (ASI) as required.
 - e. Prepare design changes to the work initiated by Burnet County ESD No. 2/ Cassie VFD design representative(s).
 - f. Review and approve submittals, shop drawings, and substitutions.
 - g. Attend onsite construction meetings at designated milestones with BURNET COUNTY ESD NO. 2/ CASSIE VFD design representative(s). The BURNET COUNTY ESD NO. 2/ CASSIE VFD shall require that the lead registered Architect

- responsible for the design shall attend the meetings.
- h. Conduct site observations and provide detailed field progress reports.
- i. Report to the BURNET COUNTY ESD NO. 2/ CASSIE VFD with monthly project updates and status reports.
- j. Administrate the issuance and completion of punch lists for each design discipline's scope of work, including an above-ceiling M/E/P punch list.

PRELIMINARY PROJECT TIMELINE

Site Planning and Programming	DATE – DATE, 20##
Schematic Design Phase	DATE – DATE, 20##
Design Development	DATE – DATE, 20##
Construction Documents	DATE – DATE, 20##
Permit / Bid Phase	DATE – DATE, 20##
Construction	DATE – DATE, 20##

This is an anticipated timeline based on the needs of the BURNET COUNTY ESD NO. 2/ CASSIE VFD and is subject to modification.

GENERAL SUBMISSION REQUIREMENTS

It is the intention of the BURNET COUNTY ESD NO. 2/ CASSIE VFD to retain an A/E firm with demonstrated abilities to meet timelines, budgets and client expectations. The BURNET COUNTY ESD NO. 2/ CASSIE VFD is especially interested in firms with experience with relevant facilities in the local region. Listing of projects should focus on those performed with experience of key personnel tied to the listed projects.

The Statement of Qualifications shall not exceed twenty (20) single-sided or ten (10) double-sided pages, excluding cover sheet, tabs, and cover letter. Provide one (1) printed and bound copies of the submittal, as well as one (1) electronic (PDF) copy.

Proposals must be properly signed with a manual signature of an authorized agent of the firm. All proposals must be packaged in a sealed envelope or package and be clearly marked on the outside with the proposer's name and address and the following written information:

**REQUEST FOR QUALIFICATIONS
New Apparatus Bay
Burnet, TEXAS – 2023-001
DEADLINE: TIME, DATE**

Proposers mailing their proposals must allow sufficient time for delivery of their proposal by the time and date specified. **LATE PROPOSALS WILL NOT BE ACCEPTED**

PUBLIC INFORMATION NOTIFICATION

The BURNET COUNTY ESD NO. 2/ CASSIE VFD considers all material, information, communications, and correspondence in any form from the respondents to this RFQ to be non-proprietary and non-confidential and therefore subject to public disclosure under the Texas Public Information Act after award of contract.

EVALUATION CRITERIA / FORMAT FOR SUBMISSIONS

The purpose of the proposal is to demonstrate the firm's qualifications, competence, capability, and capacity to meet Burnet County ESD No. 2/ Cassie VFD requirements. An evaluation committee will review the proposals submitted and rank each based on the evaluation criteria specified below. The BURNET COUNTY ESD NO. 2/ CASSIE VFD may require additional information after the review of the initial information received. Interviews may be conducted at Burnet County ESD No. 2/ Cassie VFD discretion to make the final decision on the best qualified firm to meet Burnet County ESD No. 2/ Cassie VFD needs. The BURNET COUNTY ESD NO. 2/ CASSIE VFD reserves the right to reject any and all submittals and does not guarantee a contract will be awarded. All costs associated with the preparation of the proposals, presentations and any other costs are the responsibility of the submitting firms. Responding to this RFQ constitutes understanding and agreement to methods of evaluation and selection.

Evaluation Criteria

Relevant Consulting Experience – 40%

Firm has demonstrated experience in accomplishing similar projects with an emphasis on Emergency Service Facilities
Experience and longevity of the proposed team members who will design and oversee the construction of the proposed project – a registered Architect shall oversee the project from start to finish

Current Capabilities – 20%

Firm has demonstrated its capacity to respond (current workload and availability)
Firm's history of ethics violation or board actions
Demonstrated capability of firm to meet schedule and deadlines
Demonstrated capability to complete projects without having major cost escalations, change orders or overruns

Professional References – 25%

Relevant references on similar recent projects
References shall be limited to last 3 years

General Quality and Adequacy of Response – 15%

Completeness, thoroughness and responsiveness to terms and conditions
Understanding of the project – site and scope of work
Degree of interest shown in undertaking the project

FORMAT FOR SUBMISSIONS

The criteria used to evaluate the RFQ responses will follow the prescribed format for submissions, described below:

Cover Letter – Briefly respond with the Respondent's interest in the project as well as capacity to perform according to the presented schedule (current workload and availability). **Limit 1 page.**

TAB 1) Team Members – Include Organization Chart and resumes of key personnel who will be directly involved with the project. Identify specific project roles for each proposed team member. Experience of personnel should specifically relate to similar projects. Identify key sub-consultants. Identify the office location of all key personnel to be assigned to the project.

TAB 2) Team Experience – Related project experience of the individuals who would be assigned to this Project. Identify the roles of the proposed individuals on each past project presented.

TAB 3) Approach to the Project – Include the design tools, personnel, resources, methodologies, and processes commonly used by the firm that may be applicable to this project.

TAB 4) Professional References

TAB 5) Unique Qualifications – Identify those characteristics of your Firm/Team that distinguish your Firm/Team as the most appropriately qualified for this project and Burnet County ESD No. 2/ Cassie VFD needs.

In addition to the criteria described above, the BURNET COUNTY ESD NO. 2/ CASSIE VFD shall also consider the Quality and Responsiveness of the Submittal as part of the evaluation criteria.

Burnet County Emergency Services District No. 2
FY 2022-2023

Oct. 22- Sept 23

Income		
	Cash Reserves	
	Government Contracts	
	Local Government Contracts	\$359,410.00
	Total Government Contracts	\$359,410.00
	Sales Tax revenue	\$80,000.00
	Interest Earned	\$90.00
	Investments	
	Interest-Savings, Short-term CD	\$800.00
	Total Investments	\$800.00
	Refund	\$170.00
	Reimburse Expenses	
	Total Income	\$440,470.00
	Expense	\$0.00
	Contract Services	
	Accounting Fees	\$7,700.00
	Cassie Volunteer Fire Dept	\$225,501.00
	CVFD-Capital Expenditures	
	Insurance-Liability & D.O.	\$1,730.00
	Insurance-Workers Compensation	\$395.00
	Legal Fees	\$2,500.00
	Outside Contract Services	\$4,810.00
	Total Contract Services	\$242,636.00
	Operations	
	Meeting space fees	\$0.00
	Newspaper Advertisement	\$100.00
	Postage, Mail Service	\$244.00
	Total Operations	\$344.00
	Other Types of Expenses	
	Memberships and Dues	\$275.00
	Other Costs / Laptops	\$6,600.00
	Total Other Types of Expenses	\$6,875.00
	Travel and Meetings	
	Conference, Convention, Meeting	\$5,000.00
	Travel	\$600.00
	Total Travel and Meetings	\$5,600.00
	Capital Reserve	\$105,015.00
	Sales Tax Expenditures - Capital expense	\$80,000.00
	Total Expense	\$440,470.00
	Net Income	\$0.00
	Computers, laptops, ipads - ??? \$5000	

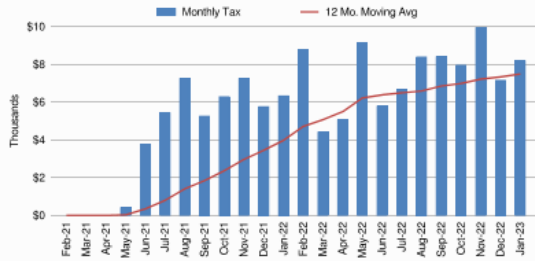
HdL Companies
SALES TAX SNAPSHOT
 Burnet Co ESD 2

Jan-23

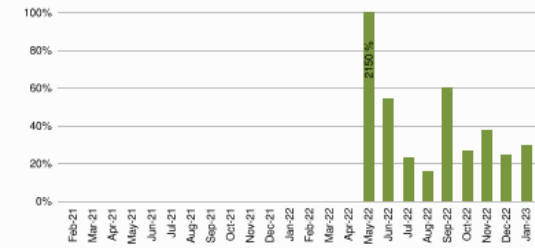
Sales Tax Net Payments

FY Mo.	FY2022	FY2023	YoY % Change
Oct	\$ 6,284	\$ 7,965	26.8%
Nov	\$ 7,245	\$ 9,955	37.4%
Dec	\$ 5,758	\$ 7,155	24.3%
Jan	\$ 6,336	\$ 8,190	29.3%
Feb	\$ 8,784		
Mar	\$ 4,411		
Apr	\$ 5,059		
May	\$ 9,132		
Jun	\$ 5,793		
Jul	\$ 6,675		
Aug	\$ 8,397		
Sep	\$ 8,411		
FYTD	\$ 25,624	\$ 33,266	29.8%
FY Total	\$ 82,287		

Sales Tax Net Payments Trend



Sales Tax Net Payments Change - YoY



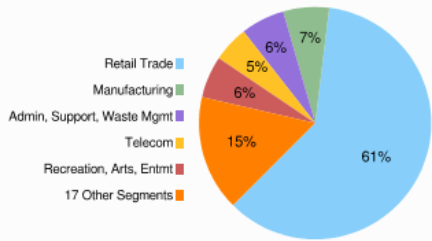
Top 10 Taxpayers

Rank	Company	FYTD Collections	% Total
1	AMAZON.COM SERVICES INC (MARKETPLACE)		
2	SMS BUCHANAN BUSINESS INC		
3	AMAZON.COM SERVICES LLC		
4	JIM EACHUS		
5	PEDERNALES ELECTRIC COOPERATIVE INC.		
6	MARK W MARDIS		
7	REVEILLE PEAK RANCH SOLUTIONS LLC		
8	UTOPIAFEST LLC		
9	REVEILLE PEAK RANCH L.L.C.		
10	BUCHANAN SEPTIC TANKS INC.		
Top 10 Companies		\$ 22,769	67.1%
862 Other Large Companies		\$ 9,844	29.0%
Small Companies/Other		\$ 948	2.8%
Single Local Tax Rate (SLT)		\$ 380	1.1%
Total		\$ 33,941	100.0%

Industry Segment Collections Trend - YoY % Chg

SEGMENT	Aug	Sep	Oct	Nov	Dec	Jan
Retail Trade	11.5%	16.0%	15.6%	7.6%	6.3%	5.8%
Manufacturing	259.7%	669.3%	301.0%	441.2%	269.2%	109.2%
Admin, Support, Waste Mgmt	18.7%	137.0%	101.0%	17.4%	-20.2%	3.6%
Recreation, Arts, Entmt	-28.6%	157.4%	335.6%	321.3%	220.4%	828.0%
Telecom	291.6%	88.4%	-3.8%	-2.2%	33.7%	24.6%
All Others	-12.8%	115.9%	-51.5%	25.3%	24.5%	-14.2%
Total Collections	15.6%	61.4%	26.2%	37.6%	23.9%	29.4%

Sales Tax Collections by Industry Segment



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Data Source: Texas Comptroller of Public Accounts



Burnet Co ESD 2
TOP 30 COMPANIES RANK and CHANGE SUMMARY
Jan-23

Fiscal Year: Oct-Sep

Rank*	Company	NAICS Key	Prior	Current	Change \$	Change %	Current
			Fiscal YTD Sales Tax Collections	Fiscal YTD Sales Tax Collections			Fiscal YTD % Total Collections
1	AMAZON.COM SERVICES INC (MARKETPLACE)	9					
2	SMS BUCHANAN BUSINESS INC	9					
3	AMAZON.COM SERVICES LLC	9					
4	JIM EACHUS	9					
5	PEDERNALES ELECTRIC COOPERATIVE INC.	3					
6	MARK W MARDIS	18					
7	REVEILLE PEAK RANCH SOLUTIONS LLC	21					
8	UTOPIAFEST LLC	21					
9	REVEILLE PEAK RANCH L.L.C.	1					
10	BUCHANAN SEPTIC TANKS INC.	5					
TOP 10 LARGE** COMPANIES			15,841	22,769	6,928	43.7%	67.1%
11	APPLE INC.	5					
12	NEW CINGULAR WIRELESS PCS LLC	12					
13	EBAY INC.	9					
14	MOW PARTNERS LLC	4					
15	WASTE MANAGEMENT OF TEXAS INC.	18					
16	DISH NETWORK L.L.C.	12					
17	J BAR ENTERPRISES LLC	15					
18	WAL-MART.COM USA LLC	9					
19	SAFE STEP WALK IN TUB LLC	4					
20	TEXAS TRUCKING COMPANY INCORPORATED	10					
21	THE SHADE STORE LLC	9					
22	AQUATERRA GROUP LLC	18					
23	BESTBUY.COM LLC	9					
24	SIRIUS XM RADIO INC.	12					
25	AQUA SPHERE INC.	8					
26	BEE CAVE DRILLING INC.	4					
27	RUNSIGNUP INC.	11					
28	VERIZON WIRELESS NETWORK PROCUREMENT LP	12					
29	BFS GROUP LLC	9					
30	WAL-MART.COM USA LLC (MARKETPLACE)	9					
TOP 30 LARGE COMPANIES			21,116	27,877	6,761	32.0%	82.1%
TOP 100 LARGE COMPANIES			23,503	30,665	7,162	30.5%	90.4%
771 OTHER LARGE COMPANIES			1,731	1,947	216	12.5%	5.7%
SMALL COMPANIES & OTHER			662	948	287	43.3%	2.8%
SINGLE LOCAL TAX RATE COLLECTIONS (SLT)			275	380	105	38.4%	1.1%
TOTAL COLLECTIONS			26,170	33,941	7,771	29.7%	100.0%
STATE COMPTROLLER FEES			546	675	129	23.6%	2.0%
NET PAYMENTS			25,624	33,266	7,642	29.8%	98.0%

* Ranked by Total of Last Fiscal Year + Current Fiscal YTD
** Businesses whose detailed sales tax data is available

**Burnet Co ESD 2
SALES TAX PAYMENT DETAIL**

Jan-23

Fiscal Year: Oct-Sep

COLLECTIONS	Jan-22	Jan-23	Chg. \$ Chg. %	Prior FYTD	Current FYTD	Chg. \$ Chg. %
Current Period	5,832	6,622	790 13.5%	24,805	31,276	6,471 26.1%
Prior Period	4	1,331	1,327 34372.3%	377	1,667	1,290 342.5%
Future Period	559	308	(251) -44.9%	690	595	(95) -13.7%
Audit	0	2	1 2400.0%	7	2	(5) -77.8%
Unidentified	5	10	5 99.2%	17	21	5 26.8%
Single Local Tax Rate	79	109	30 37.7%	275	380	105 38.4%
TOTAL	6,478	8,380	1,902 29.4%	26,170	33,941	7,771 29.7%
Service Fee	(130)	(168)	(38) 29.4%	(523)	(679)	(155) 29.7%
Current Retained	(127)	(164)	(37) 29.4%	(513)	(665)	(152) 29.7%
Prior Retained	115	142	27 23.9%	490	669	179 36.5%
NET PAYMENT	6,336	8,190	1,854 29.3%	25,624	33,266	7,642 29.8%

