



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

Minutes (Official) – February 24, 2022

1. (AI)¹ Call meeting to order

(AD)²At 10:00 a.m., February 24, 2022, the Regular Meeting of 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 Community Center, 3920 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

Donna Kiley

John Call

Sharon Barclay



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

4. (AI) Invocation

(AD) The Invocation was offered by Commissioner Bremer

¹ AI – Agenda Item

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

5. (AI) Welcome guests

*(AD) Commissioner Bremer welcomed to the meeting:
CVFD Chief Derrick Curtis*

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 called for comments from the Board or guests.

No comments were offered.

7. (AI) Update on Oath of office for Commissioners Bremer and Barclay for a 2-year term ending on December 31, 2023

(AD) Commissioner Bremer reported that he and Commissioner Barclay had taken their Oath of Office on January 27, 2022; conducted by JP Whitehead.

8. (AI) Accept minutes from January 2022 meeting

(AD) Commissioner Bremer called for corrections to the January 27, 2022 Meeting Minutes; with no additional changes the Minutes were accepted as presented.

9. (AI) ESD #2 Treasurer Report

(AD) Commissioner Kiley presented the Treasurer's Report for January 2022.

ESD Account – the balance in the ESD Account is \$348,497.41 which includes \$156,941.80 in CD and \$191,555.61 in Checking. Total expenses for January were \$50,649.64 which included CVFD Quarterly Payment, Accounting Fees, and Conference Fees. (Enclosure 2)

Sales Tax Account -the balance in the Sales Tax Account is \$41,660.02. There were no expenses logged in the Sales Tax Account for December. (Enclosure 3)

Commissioner Bremer called for any questions or discussion; Commissioner Barclay inquired on the incoming Ad Valorem taxes received to date. The October to January received only totals approximately 70% of total budget; Commissioner Kiley reported a deposit in excess of \$27,000 at the beginning of February which is not included on this

report. The balance will be closely followed. With no further discussion, the Treasurer's Report was accepted as presented.

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

(AD) Commissioner Kiley reported upcoming expenses: potential Capital Expense payment for SCBA's.

11. * Note Items 11 and 12 were reversed due to Chief Curtis responding to an emergency call.

(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. Review FY 2021/2022 Cassie VFD Goals and Objectives. (Curtis)

C. Present Cassie VFD's Five Year Plan to board. (Curtis)

D. Cassie VFD Financial Report (L. Schneider)

E. Discussion and/or approval of Capital Expenditures for Cassie VFD, if applicable. (Curtis)

- A. *(AD) Chief Curtis reported on CVFD activity for the month of January. CVFD responded to 20 calls – 13 EMS/7 Fire. Mutual Aid - 2 given, 0 received. Average response time for In-District calls for January is 5.27, Out-of-District is 16.45. Average personnel per call for January was 4.8 (Enclosure 4)*

Chief Curtis reported that there were two potential new members; one on Probation and one to be considered.

Chief Curtis reported that the Tender was out of service last week due to a computer issue on the transmission; the issue has been repaired and the Tender is in service.

- B. *(AD) Chief Curtis reviewed the FY2021-22 Goals and Objectives. There are several on-going Objectives as well as completed. Goals and Objectives include safety, equipment, personnel, and training. (Enclosure 5)*

- C. *(AD) Chief Curtis presented the Five-Year Plan to the Board that includes projected replacement of equipment; this includes moving some equipment up due to long wait times for orders to be fulfilled. Chief Curtis reported that one of the Brush Trucks has been depreciated out; a grant has been applied for with the Texas Forest Service, CVFD is far down on the list. Chief Curtis explained that this plan is fluid dependent on the items being serviceable. There was discussion to add ESD Commissioners to the committee that evaluates these projections for collaboration. The committee*

meets quarterly and is comprised of two CVFD Member-at-Large, and the Chief as a consulting member. ESD Commissioners Call and Kiley volunteered to serve in this role. (Enclosure 6)

- D. (AD) Chief Curtis made the CVFD Treasurers Report for January 2022 in the absence of Mrs. Schneider. There was a balance of \$47,091.21 in checking. Expenses for were \$13,121.27, which included a large portion for Quarterly Insurance payments. (Enclosure 7)*

Chief Curtis also discussed balances in the separate CVFD Account there was \$3600 in donations in January. (Enclosure 8)

- E. (AD) No Capital Expenditures were presented.*

12. (AI) Reports and input on ESD Policies being worked on:

- A. Records Management – Barclay – discuss and/or approve.**
- B. Disposition of Property – Curtis – affirm Cassie VFD policy**
- C. Operational Reserves – Kiley/Call**
- D. Financial Oversight – Kiley/Call**
- E. Exception to having a Quorum – Cheatham**

- A. (AD) Commissioner Barclay presented the Records Management Policy 01-2008 with amended details for discussion and review. Corrections were made to the draft that was presented in January. With no further discussion, Commissioner Cheatham moved to adopt the changes to Burnet County Emergency Services District No. 2 Records Management Policy 1-2008, the vote to approve was unanimous. (Enclosure 9)*

- B. (AD) Commissioner Bremer discussed the previously presented CVFD Policy for Disposition of Property; this was presented at the December 2021 meeting. Commissioner Bremer also discussed that the CVFD Policy is in compliance with Health and Safety Code Chapter 775.251. Commissioner Bremer made the motion to affirm CVFD Policy 400-01 for Disposal of Property which is in compliance with Texas Health and Safety Code Chapter 775.251; the vote was approved unanimously. (Enclosure 10)*

- C. (AD) Commissioners Kiley presented a draft of a policy for Operational Reserves; there was discussion concerning the format and wording of the policy. Commissioner Kiley will rework the policy to be presented at the March meeting.*

D. (AD) Commissioner Kiley stated there was nothing to report at this meeting on the Financial Oversight Policy. Commissioner Bremer gave verbal examples and direction regarding this policy. Commissioner Barclay also stated that she found an example from a Travis County ESD and has emailed it to Commissioner Kiley.

E. (AD) Commissioner Cheatham said she was researching the information for developing the policy for Exception to a Quorum. Commissioner Bremer gave instructions for researching in the Texas H&S Code and Commissioner Barclay gave an example from Texas Government Code 551.001. Commissioner Bremer stated he will put it on the Agenda for the March 2022 Meeting.

13. (AI) Administrative update of the Sales Tax Program for ESD #2. Update on reports (on a trial basis) from the HdL Companies, etc.

(AD) Commissioner Barclay presented information obtained by HdL on Sales Tax statistics. The information provided shows monthly and yearly data. The data reflects the largest Sales Tax contributors and shows trends by company and by Industry Types. Commissioner Barclay reported that Retail Sales, particularly on-line sales dominated the Sales Tax revenue. She also reported that in reviewing the confidential data that there is opportunity to enhance compliance in other areas. Commissioner Barclay also discussed the increase of Sales Tax as a trend throughout the County. (Enclosure 11)

14. (AI) Discussion and/or action concerning entering into a contract with HdL Companies enlisting their services with Sales Tax collections, etc.

(AD) Commissioner Bremer presented information regarding entering into a contract with HdL for Sales Tax monitoring and assistance with contacting businesses that are not shown to pay Sales Tax but operate in the District. Details regarding payments to HdL were discussed; the contract price is \$2500 and 35% of any taxes that they have pursued on our behalf for two years. Commissioner Barclay also discussed that she had researched and found no other companies that perform the same service to obtain a competing bid.

Commissioner Cheatham made the motion to enter into a contract with HdL Companies for one year and that the fee is paid from the Sales Tax Account with Commissioner Barclay being the designated contact person. Commissioner Call seconded; the vote was unanimous. (Enclosure 12)

15. (AI) Discussion and/or action concerning the Letter from Burnet County concerning the tower subscription fee for radios and our response and their response to our letter, etc.

(AD) Commissioner Bremer reported that there had been no further communication with Burnet County related to this issue

16. (AI) Report and comments regarding SAFE-D Conference – February 17-19, 2022 in Round Rock

(AD) Commissioner Bremer led the discussion regarding the SAFE-D Conference. Commissioners reported that there was good information presented. The information was also good for pertinent information review. Commissioner Bremer reminded the Commissioner's to submit for the CEU certificates.

There was discussion regarding the inadequacy of the venue. Commissioner Bremer encouraged feedback to SAFE-D.

17. (AI) Calendar of events for March 2022.

A. Approve Capital Expenditures, if applicable.

B. Discussion and/or action regarding CVFD's Five Year Plan presentation

(AD) Commissioner Bremer presented upcoming events for the March 2022 meeting.

18. (AI) Next meeting, at 10:00 AM on Thursday, March 24, 2022

(AD) Commissioner Bremer announced that the next regular meeting will be on Thursday, March 24, 2022 at 10:00 a.m. at the Cassie Community Center.

19. (AI) Adjourn

*(AD) With no additional business, the Burnet County Emergency Services District No. 2
February 24, 2022 meeting was adjourned at 11:42 a.m.*

Sharon K. Barclay

Sharon K. Barclay
Secretary
Emergency Service District #2
Burnet County
February 24, 2022

Richard Bremer
President
Emergency Service District #2
Burnet County
February 24, 2022



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 at the Cassie Community Center located at 3920 RR 690, Burnet, Texas, 78611 at 10:00 AM on Thursday, February 24, 2022. 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. Update on Oath of office for Commissioners Bremer and Barclay for a 2-year term ending on December 31, 2023.
 8. Accept minutes from January 2022 meeting. (Bremer)
 9. ESD #2 Treasurer Report. (Kiley)
 10. Discussion and/or action regarding the disbursement of funds. (Kiley)
-



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

11. Report from the Cassie Volunteer Fire Department.
 - A. Report of VFD Chief Curtis
 1. Number of calls.
 2. Training, etc.
 3. Other department activity or concerns.
 - B. Review FY 2021/2022 Cassie VFD Goals and Objectives. (Curtis)
 - C. Present Cassie VFD's Five Year Plan to board. (Curtis)
 - D. Cassie VFD Financial Report (L. Schneider)
 - E. Discussion and/or approval of Capital Expenditures for Cassie VFD, if applicable. (Curtis)
12. Reports and input on ESD Policies being worked on:
 - A. Records Management – Barclay – discuss and/or approve.
 - B. Disposition of Property – Curtis – affirm Cassie VFD policy
 - C. Operational Reserves – Kiley/Call
 - D. Financial Oversight – Kiley/Call
 - E. Exception to having a Quorum – Cheatham
13. Administrative update of the Sales Tax Program for ESD #2. Update on reports (on a trial basis) from the HdL Companies, etc. (Barclay)
14. Discussion and/or action concerning entering into a contract with HdL Companies enlisting their services with Sales Tax collections, etc.
15. Discussion and/or action concerning the Letter from Burnet County concerning the tower subscription fee for radios and our response and their response to our letter, etc. (Bremer)
16. Report and comments regarding SAFE-D Conference – February 17-19, 2022 in Round Rock.
17. Calendar of events for March 2022. (Bremer)
 - A. Approve Capital Expenditures, if applicable.
 - B. Discussion and/or action regarding CVFD's Five Year Plan presentation.
18. Next meeting, at 10:00 AM on Thursday, March 24, 2022.
19. Adjourn.

12:36 PM
02/22/22
Cash Basis

Burnet County Emergency Services District #2
Balance Sheet
As of January 1, 2022

	<u>Jan 1, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Certificate of Deposit 33086	156,941.80
First State Bank of Burnet	191,555.61
Total Checking/Savings	<u>348,497.41</u>
Total Current Assets	<u>348,497.41</u>
TOTAL ASSETS	<u>348,497.41</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	297,942.61
Net Income	50,554.80
Total Equity	<u>348,497.41</u>
TOTAL LIABILITIES & EQUITY	<u>348,497.41</u>

12:42 PM
 02/22/22
 Accrual Basis

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

Date	Name	Memo	Amount
Income			
Government Contracts			
Local Government Contracts			
01/06/2022	Burnet Central Appraisal dist.	12/16/2021 to 12/30/2021 Taxes Colle...	57,581.23
01/06/2022	Burnet Central Appraisal dist.	12/16/2021 to 12/30/2021 Taxes Refu...	-1,410.78
01/20/2022	Burnet County Appraisal Dist.	01/01/22-01/15/22 tax collection	46,420.34
	Total Local Government Contracts		102,590.79
	Total Government Contracts		102,590.79
Interest Earned			
01/31/2022		Interest	6.00
	Total Interest Earned		6.00
	Total Income		102,596.79
Expense			
Contract Services			
Accounting Fees			
01/31/2022	Taber & Burnett, PC.	2021 Audit Report for Cassie VFD	2,000.00
01/31/2022	Taber & Burnett, PC.	2021 Audit for ESD	1,600.00
	Total Accounting Fees		3,600.00
Cassie Volunteer Fire Dept			
01/31/2022	Cassie VFD	second quarterly payment	46,456.25
	Total Cassie Volunteer Fire Dept		46,456.25
Legal Fees			
01/06/2022	Burnet County Appraisal Dist.	Deposit	3.39
	Total Legal Fees		3.39
	Total Contract Services		50,059.64
Travel and Meetings			
Conference, Convention, Meeting			
01/31/2022	Sharon Barclay	Safe-D Conference	295.00
01/31/2022	Robbie Cheatham	Safe-D Conference 2022	295.00
	Total Conference, Convention, Meeting		590.00
	Total Travel and Meetings		590.00
	Total Expense		50,649.64
	Net Income		51,947.15

12:19 PM
02/22/22
Cash Basis

Burnet County Emergency Services District #2
Profit & Loss Budget vs. Actual
October 2021 through January 2022

	Oct '21 - Jan 22	Budget	\$ Over Budget
Income			
Cash Reserves	0.00	50,000.00	-50,000.00
Government Contracts			
Local Government Contracts	197,665.50	275,208.00	-77,542.50
Government Contracts - Other	0.00	0.00	0.00
Total Government Contracts	197,665.50	275,208.00	-77,542.50
Interest Earned	15.84	90.00	-74.16
Investments			
Interest-Savings, Short-term CD	136.83	800.00	-663.17
Total Investments	136.83	800.00	-663.17
Refund	0.00	170.00	-170.00
Reimburse Expenses	8,559.67	8,560.00	-0.33
Total Income	206,377.84	334,828.00	-128,450.16
Expense			
Contract Services			
Accounting Fees	7,325.00	7,200.00	125.00
Cassie Volunteer Fire Dept	92,912.50	185,825.00	-92,912.50
CVFD-Capital Expenditures	0.00	114,175.00	-114,175.00
Insurance-Liability & D.O.	1,510.00	1,572.00	-62.00
Insurance-Workers Compensation	324.00	358.00	-34.00
Legal Fees	43.39	2,500.00	-2,456.61
Outside Contract Services	0.00	4,256.00	-4,256.00
Total Contract Services	102,114.89	315,886.00	-213,771.11
Operations			
Meeting space fees	150.00	600.00	-450.00
Newspaper Advertisement	0.00	100.00	-100.00
Postage, Mail Service	0.00	244.00	-244.00
Total Operations	150.00	944.00	-794.00
Other Types of Expenses			
Memberships and Dues	0.00	275.00	-275.00
Other Costs	0.00	1,000.00	-1,000.00
Total Other Types of Expenses	0.00	1,275.00	-1,275.00
Travel and Meetings			
Conference, Convention, Meeting	1,611.00	5,000.00	-3,389.00
Travel	0.00	600.00	-600.00
Total Travel and Meetings	1,611.00	5,600.00	-3,989.00
Total Expense	103,875.89	323,705.00	-219,829.11
Net Income	102,501.95	11,123.00	91,378.95

1:16 PM
02/22/22
Accrual Basis

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

	<u>Jan 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
FSB of Burnet - Sales Tax	41,660.02
Total Checking/Savings	<u>41,660.02</u>
Total Current Assets	<u>41,660.02</u>
TOTAL ASSETS	<u>41,660.02</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	2,500.00
Unrestricted Net Assets	22,092.31
Net Income	<u>17,067.71</u>
Total Equity	<u>41,660.02</u>
TOTAL LIABILITIES & EQUITY	<u>41,660.02</u>

1:18 PM
02/22/22
Accrual Basis

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

	<u>Jan 22</u>
Income	
Interest Income	0.99
Sales Tax Revenue	<u>6,336.40</u>
Total Income	6,337.39
Expense	<u>0.00</u>
Net Income	<u><u>6,337.39</u></u>

Cassie VFD/ Burnet ESD 2

Burnet, TX

This report was generated on 2/22/2022 9:27:36 AM



Incident Statistics

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

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		13	
FIRE		7	
TOTAL		20	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
C-80	0	0	10
TOTAL	0	0	10
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		2	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
0		0	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Cassie VFD-Elms Station	0:07:18	0:14:09	
AVERAGE FOR ALL CALLS		0:08:30	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Cassie VFD-Elms Station	0:02:25	0:00:44	
AVERAGE FOR ALL CALLS		0:01:57	
AGENCY	AVERAGE TIME ON SCENE (MM:SS)		
Cassie VFD/ Burnet ESD 2	38:33		

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

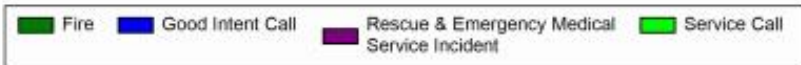
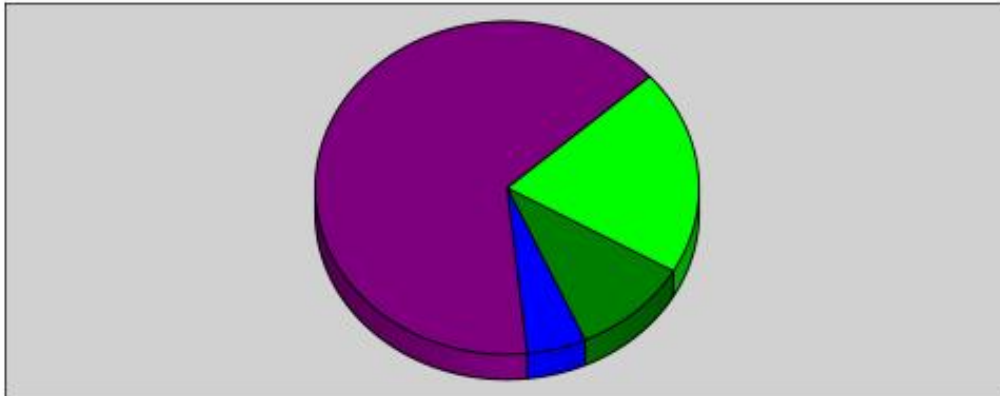
Burnet, TX

This report was generated on 2/22/2022 9:28:40 AM



Major Incident Types by Month for Date Range

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



INCIDENT TYPE	JAN	TOTAL
Fire	2	2
Good Intent Call	1	1
Rescue & Emergency Medical Service Incident	13	13
Service Call	4	4
Total	20	20

Only REVIEWED incidents included

Cassie VFD/ Burnet ESD 2

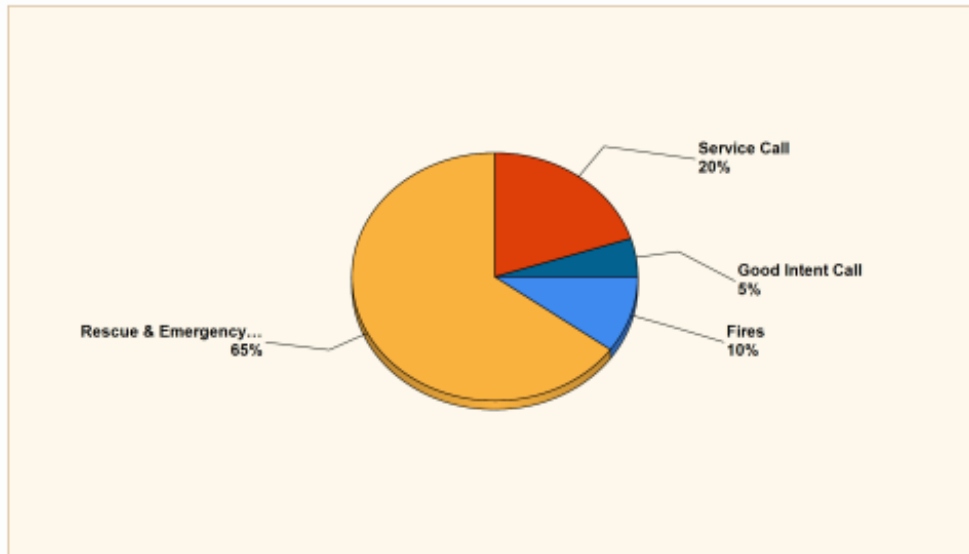
Burnet, TX

This report was generated on 2/22/2022 9:29:24 AM



Breakdown by Major Incident Types for Date Range

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



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	10%
Rescue & Emergency Medical Service	13	65%
Service Call	4	20%
Good Intent Call	1	5%
TOTAL	20	100%

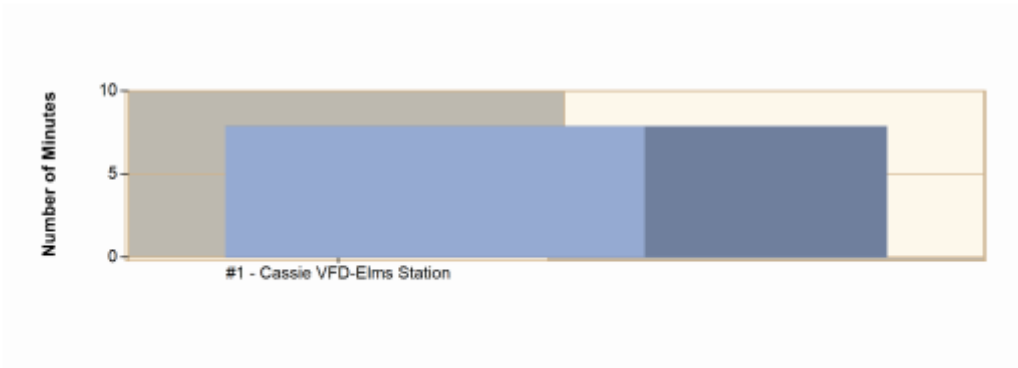
Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.


www.emergencyreporting.com
Doc Id: 553
Page # 1 of 2

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
143 - Grass fire	2	10%
321 - EMS call, excluding vehicle accident with injury	12	60%
Incident Average Response Time per Shift for Date Range	1	5%
Start Date: 01/01/2022 End Date: 01/31/2022	1	5%
561 - Unauthorized burning	3	15%
611 - Dispatched & cancelled en route	1	5%
TOTAL INCIDENTS:	20	100%

Average Response Time per Station for Date Range

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



STATION	AVERAGE RESPONSE MM:SS (Dispatch to Arrived)
#1 - Cassie VFD-Elms Station	7:52

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

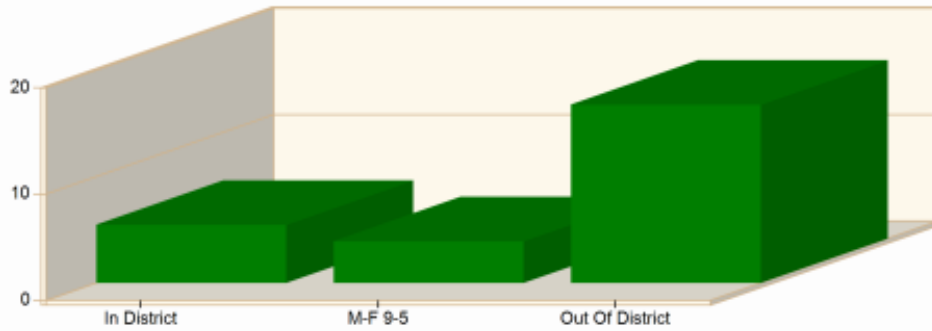
Burnet, TX

This report was generated on 2/22/2022 9:29:55 AM



Incident Average Response Time per Shift for Date Range

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



SHIFT	AVERAGE RESPONSE TIME (min) (Dispatch to Arrived)	CALLS
In District	5:27	13
M-F 9-5	3:55	5
Out Of District	16:45	2
Total Number of Calls:		20

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.

 **EMERGENCY REPORTING**
emergencyreporting.com
Doc Id: 59
Page # 1 of 1

Cassie VFD/ Burnet ESD 2

Burnet, TX

This report was generated on 2/22/2022 9:30:15 AM



Personnel Count per Incident for Date Range

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

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
2022-2200001	1/3/2022 14:40:47	611 - Dispatched & cancelled en route	BP208	2	3	5
2022-2200002	1/4/2022 17:16:18	321 - EMS call, excluding vehicle accident with injury	BP208	2	5	7
2022-2200003	1/4/2022 21:24:44	321 - EMS call, excluding vehicle accident with injury	BP208	4	0	4
2022-2200004	1/5/2022 16:09:54	321 - EMS call, excluding vehicle accident with injury	BP208	4	1	5
2022-2200005	1/7/2022 12:32:17	550 - Public service assistance, other	BP208	1	2	3
2022-2200006	1/13/2022 13:36:00	561 - Unauthorized burning	BP208	2	0	2
2022-2200007	1/13/2022 21:59:45	321 - EMS call, excluding vehicle accident with injury	BP208	3	0	3
2022-2200008	1/14/2022 13:58:40	143 - Grass fire	BP208	4	1	5
2022-2200009	1/15/2022 09:39:18	143 - Grass fire	BP208	4	1	5
2022-2200010	1/17/2022 16:35:13	324 - Motor vehicle accident with no injuries.	BP208	5	1	6
2022-2200011	1/22/2022 10:33:14	321 - EMS call, excluding vehicle accident with injury	BP208	2	0	2
2022-2200012	1/23/2022 18:09:52	561 - Unauthorized burning	BP208	2	2	4
2022-2200013	1/25/2022 21:50:23	321 - EMS call, excluding vehicle accident with injury	BP208	3	4	7
2022-2200014	1/26/2022 09:39:31	321 - EMS call, excluding vehicle accident with injury	BP208	4	0	4
2022-2200015	1/27/2022 16:46:47	561 - Unauthorized burning	BP208	3	2	5
2022-2200016	1/27/2022 17:44:30	321 - EMS call, excluding vehicle accident with injury	BP208	6	1	7
2022-2200017	1/27/2022 19:09:52	321 - EMS call, excluding vehicle accident with injury	BP208	6	1	7
2022-2200018	1/27/2022 21:23:00	321 - EMS call, excluding vehicle accident with injury	BP208	6	1	7
2022-2200019	1/28/2022 13:59:43	321 - EMS call, excluding vehicle accident with injury	BP208	4	0	4
2022-2200020	1/29/2022 15:16:33	321 - EMS call, excluding vehicle accident with injury	BP208	2	2	4

TOTAL # OF INCIDENTS: 20

AVERAGES:

3.5

1.4

4.8

Only REVIEWED incidents included



emergencyreporting.com
Doc Id: 358
Page # 1 of 1

Cassie VFD/ Burnet ESD 2

Burnet, TX

This report was generated on 2/22/2022 9:30:32 AM



Incidents per Zone for Date Range

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

INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
ZONE: 28 - OOD- Burnet VFD				
2022-2200008	143 - Grass fire	01/14/2022	2009 Carpenter LOOP	B-50,T-40
Total # Incidents for 28:				1
ZONE: 30 - OOD- Hoover Valley VFD				
2022-2200001	611 - Dispatched & cancelled en route	01/03/2022	602 CR 118B	C-60
Total # Incidents for 30:				1

Only REVIEWED incidents included. Archived Zones cannot be unarchived.

 **EMERGENCY REPORTING**
emergencyreporting.com
Doc Id: 380
Page # 1 of 2

CASSIE VOLUNTEER FIRE DEPARTMENT
GOALS AND OBJECTIVES 2020-2021



GROUP	GOAL DESCRIPTION	START DATE	ESTIMATED CPLT DATE	CPLTD DATE
Building				
B-1	Scrape, prep, and paint outside of Fire Station	10-01-2021		
Department				
D-1	Review 5-year plan requirements and information each quarter at Fire Board Meeting First Quarter Second Quarter Third Quarter Fourth Quarter	10-01-2021 01-01-2022	12-31-2021	12-31-2021
D-2	Set up Quarterly Training Schedule Training schedule completed and posted for 1 st quarter Training schedule completed and posted for 2 nd quarter Training schedule completed and posted for 3rd quarter Training schedule completed and posted for 4 th quarter	10-01-2020 01-01-2022	12-31-2021	12-31-2021
D-3	Maintain NFPA Standards for compliance in all aspects for Fire Dept. NFPA Standards were in compliance for FY ending 9-30-2018 Maintained NFPA Standards First Quarter Maintained NFPA Standards Second Quarter Maintained NFPA Standards Third Quarter Maintained NFPA Standards Fourth Quarter	10-01-2021 01-01-2022	12-31-2021	12-31-2021
D-4	Preplan any new high-risk areas within the Fire District (FA) Preplan for Reveille Ranch for events-this will be ongoing based upon each event	10-01-2021	On-Going	On-Going
D-5	Keep website and social media up to date for public (ongoing)	10-01-2021	On-Going	On-Going
D-6	Maintain and Update Emergency Reporting System	10-01-2021	On-Going	On-Going
Equipment				
E-1	SCBA	10-01-2021		
E-2	5" Large Diameter Hose "LDH" (10-15)	10-01-2021		
E-3	Turbo Draft (1)	10-01-2021		
E-4	5" intake valves (4)	10-01-2021		
E-5	New tires for E1	10-01-2021		
Personnel				
P-1	Maintain Accident-Free Record – Review Quarterly First Quarter Second Quarter Third Quarter Fourth Quarter	10-01-2021 01-01-2022 04-01-2022 07-01-2022	12-31-2021	12-31-2021
P-2	Certify members in wildland firefighting	10-01-2021	10-27-2021	10-27-2021
P-3	Maintain SFFMA Training information is up-to-date	10-01-2021	On-Going	On-Going
P-4	Increase SFFMA accredited Firefighters by 2	10-01-2021		
P-5	Send one member to EMT School	10-01-2021	01-04-2022	01-04-2022
P-6	Increase certified EMT by 1	10-01-2021		

Enclosure 6

Five Year Plan Covering FYs 2022 thru 2027 [Compatibility Mode] - Excel

	CURRENT YEAR 2021-2022	YEAR 1 2022 - 2023	YEAR 2 2023 - 2024	YEAR 3 2024 - 2025	YEAR 4 2025 - 2026	YEAR 5 2026 - 2027
1 CAPITALIZED ITEMS						
2 AED'S-2--replace date (purchased 1/4/20)						
3 Riding Mower-commercial grade						
4 Replace SCBA packs & masks	\$90,000.00					
5						
6 New Building or Add to Existing for additional vehicles & storage				\$500,000.00		
7 New Brush Truck (1)*						\$250,000.00
8 Motorola Minitor VI pagers x 19						
9 Ground Monitors						
10 5" LDH (1)	\$6,500.00					
11 Turbo Draft (1)	\$5,000.00					
12 5" Intake Valve(1)	\$5,000.00					
13 Drop Tank						
14 Tires-6 for T1 - #4440						
15 Laptop or Computer replace existing						
16 Tires-6 for E1-4420	\$5,000.00					
17 Tires-6 for E2 4421				\$5,000.00		
18 Update HVAC system for existing station						
19 Flagpole						
20 Fire Monitor-Nozzle for T1-#4440						
21 Thermal Imaging Unit						
22 UTV with pump, tank and trailer						
23 Bunker Gear (4 sets) - 2025			\$8,000.00			
24 Air Bag Lift System - 2025						
25 Scrape, Prep, Paint Outside of Fire Station	\$9,300.00					
26 New Tender-2025						

Five Year Plan Covering FYs 2022 thru 2027 [Compatibility Mode] - Excel

25 Scrape, Prep, Paint Outside of Fire Station	\$9,300.00					
26 New Tender-2025						
27 Computer in Kitchen - 2025						
28 Swiftwater Outfits/Gear-4sets - 2026						
29 Drone - 2027						
30						
31	\$120,800.00	\$0.00	\$8,000.00	\$505,000.00	\$0.00	\$250,000.00
32 TOTALS FOR CAPITAL EXPENDITURES BY YEAR						
33 ORIGINAL CAPITAL EXPENDITURE APP'D AMT						
34 (1) Have submitted a grant						
35 (1) * TFS grant submitted for 90/10 218K						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						
51						
52						

Five Year Plan Covering FYs 2022 thru 2027 [Compatibility Mode] - Excel

File Home Insert Page Layout Formulas Data Review View Help PDF Architect 7 Creator Tell me what you want to do

J12

1	Estimated Equipment Replacement Date Information - Cassie VFD				E	F	G	H	I	J	K	L	M	N	O
2	ITEM	EQUIPMENT NEW OR USED WHEN PURCHASED	DATE PURCHASED	ESTIMATED DATE TO BE REPLACED											
3															
4	BRUSH 1 - #4450	NEW	2017	2032											
5	BRUSH 3 - #4451	NEW	2006	2021											
6	ENGINE 1 - #4420	NEW	9/6/2012	2032											
7	ENGINE 2 - #4441	NEW	4/28/2015	2035											
8	TANKER 1 - #4440	NEW	11/2/2010	2025											
9	COMMAND - #4460	NEW	2/11/2019	2029											
10	SCBA - packs (8)	NEW	3/1/2011	2021											
11	SCBA - Bottles only (24)	NEW	7/15/2015	2021											
12	BUNKER GEAR (9 sets)	NEW	7/1/2018	2028											
13	BUNKER GEAR - (4 sets)	NEW	4/15/2015	2025											
14	WILDLAND PPE	NEW	4/1/2019	2029											
15	RADIOS	NEW	5/1/2018	2028											
16	COMPUTER - Kitchen	NEW	1/2/2017	2025											
17	AED PLUS	NEW	8/1/2009	AS NEEDED											
18	AED PLUS	NEW	8/1/2009	AS NEEDED											
19	AED PLUS	NEW	1/4/2020	AS NEEDED											
20	AED PLUS	NEW	1/4/2020	AS NEEDED											

Equipment Replacement Dates Five Year Plan FY's 2022 - 2027 Sheet3

Five Year Plan Covering FYs 2022 thru 2027 [Compatibility Mode] - Excel

File Home Insert Page Layout Formulas Data Review View Help PDF Architect 7 Creator Tell me what you want to do

J12

19	AED PLUS	NEW	1/4/2020	AS NEEDED											
20	AED PLUS	NEW	1/4/2020	AS NEEDED											
21	LAPTOP - HP	NEW	3/16/2020	2030											
22	ALARM SYSTEM	NEW	2013	2033											
23	EXHAUST FANS-2	NEW	2013	2028											
24	JAWS AND CUTTER	NEW	2014	2029											
25	RIDING MOWER	NEW	4/14/2020	2030											
26	PAGERS	NEW	2/11/2020	AS NEEDED											
27	FOLDING WATER TANK	NEW	11/23/2020	AS NEEDED											
28	THERMAL IMAGINING UNIT	NEW	2014	2024											
29	AIR BAG LIFT SYSTEM	NEW	8/30/2015	2025											
30	LOCKERS	NEW	2015	2035											
31	INVENTORY SOFTWARE	NEW	2016	AS NEEDED											
32	SCBA CASCADE TANK REFILL SYSTEM	NEW	1/12/2017	2035											
33	BUILDING AT ENTRANCE 6 *	NEW	1974	2050											
34	TIRES (6) ON T1-#4440 REPLACE	NEW	5/15/2020	2030											
35	ICE MAKER-FREESTANDING	NEW	12/11/2019	2030											
36	THERMAL IMAGINING UNIT-E1	NEW	6/25/2020	2030											
37	WATER SOFTNER	NEW	11/16/2019	2029											
38	STORAGE BUILDING	NEW	8/30/2019	2039											
39	RESCUE BOAT	NEW	7/15/2019	2029											
40	SWIFTWATER OUTFITS/GEAR-4 sets	NEW	7/13/2016	2026											
41	SWIFTWATER OUTFITS/GEAR-4 sets	NEW	6/18/2019	2029											

Equipment Replacement Dates Five Year Plan FY's 2022 - 2027 Sheet3

Five Year Plan Covering FYs 2022 thru 2027 [Compatibility Mode] - Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
40	SWIFTWATER OUTFITS/GEAR-4 sets	NEW	7/13/2016	2026											
41	SWIFTWATER OUTFITS/GEAR-4 sets	NEW	6/18/2019	2029											
42	EXTRACTOR WASHER FOR GEAR	NEW	7/15/2019	2029											
43	STANDING DRYER FOR GEAR	NEW	4/3/2019	2029											
44	ROPE RESCUE EQUIPMENT	NEW	4/10/2019	2029											
45	DRONE	NEW	9/11/2017	2027											
46	DRONE THERMAL CAMERA	NEW	9/17/2019	2029											
47	HOSE LINE & FIRE EXTINGUISHER TRNR	NEW	4/16/2018	2028											
48	TRAILER	NEW	5/1/2021	2036											
49	UTV AND SKID UNIT	NEW	12/1/2020	2035											
50	GROUND MONITOR-4440	NEW	9/1/2020	2035											
51	GROUND MONITORS-4420 & 4421	NEW	3/15/2021	2036											
52	1.5TON HEAT PUMP/AC SPLIT-CHIEF'S OFC	NEW	3/31/2021	2031											
53	2.5TON HEAT PUMP/AC SPLIT-KITCHEN	NEW	3/31/2021	2031											
54	K12 SAW-#5351-BPC PKG BATTERY POWER	NEW	9/29/2020	2030											
55															
56	*Building is past date but has had maintenance and repairs done within the														
57	last five years to extend life of building for many years(original date 2014)														
58															
59	Last Date Revised 2-15-2022														
60															
61															
62															

Equipment Replacement Dates | Five Year Plan FY's 2022 - 2027 | Sheet3

6:17 PM
02/13/22
Cash Basis

Cassie Volunteer Fire Department
Balance Sheet
As of January 31, 2022

	Jan 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1010 - CASSIE VFD-ESD2	47,091.27
Total Checking/Savings	47,091.27
Total Current Assets	47,091.27
Fixed Assets	
1410 - Land	13,820.69
1420 - Furniture & Fixtures	18,123.07
1430 - Vehicles & Equipment	1,135,402.39
1440 - EMS Equipment	5,037.56
1450 - Communication Equipment	103,956.55
1460 - Buildings	111,750.42
1510 - Accumulated Depreciation	-971,645.11
Total Fixed Assets	416,445.57
Other Assets	
1090 - Transfers (In/Out)	70,000.00
Total Other Assets	70,000.00
TOTAL ASSETS	533,536.84
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2010 - Employer & Emp. Payroll Tax	1,047.17
Total Other Current Liabilities	1,047.17
Total Current Liabilities	1,047.17
Total Liabilities	1,047.17
Equity	
3010 - Unrestricted Net Assets-Ret.Ern	497,396.13
Net Income	35,093.54
Total Equity	532,489.67
TOTAL LIABILITIES & EQUITY	533,536.84

**Cassie Volunteer Fire Department
Profit & Loss Budget vs. Actual
October 2021 through January 2022**

	Oct '21 - Jan 22	Budget	\$ Over Budget
Income			
4000 - Income			
4005 - ESD payments	92,912.50	185,824.75	-92,912.25
Total 4000 - Income	92,912.50	185,824.75	-92,912.25
Total Income	92,912.50	185,824.75	-92,912.25
Expense			
5000 - ADMINISTRATIVE			
5005 - Accounting	385.00	1,500.00	-1,115.00
5010 - Legal Services	0.00	100.00	-100.00
5015 - Meetings	205.10	300.00	-94.90
5020 - Office Equipment/Maint.	1,018.96	258.00	760.96
5025 - Office Supplies	97.81	1,000.00	-902.19
5030 - Printer Supplies	0.00	300.00	-300.00
5035 - Shipping/Postage/PO Box Rental	58.00	150.00	-92.00
5040 - Subscrptn/Dues/Membershp/RecMgmt	2,374.18	5,000.00	-2,625.82
5042 - Record Mgmt Systems-ER,PC,CAD	2,219.00	4,000.00	-1,781.00
5045 - Travel Allowance	0.00	100.00	-100.00
5050 - Uniforms (Caps and Shirts)	0.00	4,000.00	-4,000.00
5055 - Printing Services	0.00	100.00	-100.00
5060 - Banking/Sfty/DepBox/Chks/BkgdCks	20.00	100.00	-80.00
5070 - Replen Petty Cash/Toll Charges	0.00	350.00	-350.00
5076 - RECRUITMENT & RETENTION	2,979.63	10,200.00	-7,220.37
Total 5000 - ADMINISTRATIVE	9,357.68	27,468.00	-18,100.32
5200 - PAID POSITION			
5205 - Base Salary	18,519.21	53,500.00	-34,980.79
5215 - CVFD SS & Medicare Tax Match	1,416.69	4,092.75	-2,676.06
Total 5200 - PAID POSITION	19,935.90	57,592.75	-37,656.85
5300 - BUILDING AND GROUNDS			
5305 - Botanical Supplies	0.00	50.00	-50.00
5310 - Janitorial Supplies	106.66	200.00	-93.34
5320 - Repairs and Maintenance	279.72	3,000.00	-2,720.28
5325 - Furn&YardEquip Repl/Rep/New	799.99	1,000.00	-200.01
5330 - Electrical Service	737.23	3,750.00	-3,012.77
5335 - Telephone Service	960.43	4,600.00	-3,639.57
Total 5300 - BUILDING AND GROUNDS	2,904.03	12,600.00	-9,695.97
5600 - COMMUNICATIONS			
5605 - Batteries, Clips, Acc.	34.20	500.00	-465.80
5615 - Non-Warranty Repair	0.00	300.00	-300.00
5620 - Digital Radio and Pagers	0.00	500.00	-500.00
Total 5600 - COMMUNICATIONS	34.20	1,300.00	-1,265.80
6600 - INSURANCE			
6605 - Building and Property	1,890.00	4,500.00	-2,610.00
6610 - Vehicle	4,230.00	8,600.00	-5,370.00
6615 - Personnel Coverage	9,701.00	12,240.00	-2,539.00
Total 6600 - INSURANCE	15,821.00	26,340.00	-10,519.00
7000 - OPERATIONS			
7007 - CAD-Computer Aided Dispatch	0.00	4,700.00	-4,700.00
7010 - Fuel-Vehicle and Equipment	0.00	250.00	-250.00
7012 - Fuelman-Vehicles & Equipment	1,977.39	4,530.00	-2,552.61
7015 - Equipment Maint/Repr-Vendor	0.00	900.00	-900.00
7020 - Fire Extinguisher Test/Repr	284.15	300.00	-15.85
7025 - Fire Suppressant Supplies	0.00	5,000.00	-5,000.00
7030 - First Responder Supplies	1,080.96	3,300.00	-2,219.04
7035 - Ladder, Pump & Hose Testing	0.00	3,000.00	-3,000.00
7040 - Minor Tools	0.00	150.00	-150.00
7045 - Veh/Epmt Lights-Decals-Safety	675.16	100.00	575.16
7050 - Personal Protect Equip-PPE	178.69	4,000.00	-3,821.31
7055 - PPE Testing/Cleaning/Repair	0.00	500.00	-500.00

6:28 PM
02/13/22
Cash Basis

**Cassie Volunteer Fire Department
Profit & Loss Budget vs. Actual
October 2021 through January 2022**

	Oct '21 - Jan 22	Budget	\$ Over Budget
7060 - Rehabilitation Supplies	12.50	500.00	-487.50
7065 - Rescue Equipment Maint/Repr	0.00	250.00	-250.00
7070 - SCBA Testing/Hydro/FaceMsk/Pack	60.08	2,000.00	-1,939.92
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	287.47	1,500.00	-1,212.53
7085 - Vehicle Maint/Repr(Vendor)	2,020.35	7,000.00	-4,979.65
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
7100 - Rescue Equipment - NEW	0.00	1,000.00	-1,000.00
7105 - Rescue Equipment - REPLMNT	0.00	200.00	-200.00
Total 7000 - OPERATIONS	6,576.75	43,680.00	-37,103.25
8000 - TRAINING			
8005 - AED, CPR, First Aid	99.96	454.00	-354.04
8020 - Training -VENDOR	1,996.90	8,000.00	-6,003.10
8022 - Training-Certification&Testing	87.17	1,000.00	-912.83
8025 - Per Diem Travel/Lodging	358.00	5,000.00	-4,642.00
8030 - Wildland	0.00	500.00	-500.00
8035 - Educational Supplies	647.37	600.00	47.37
Total 8000 - TRAINING	3,189.40	15,554.00	-12,364.60
9000 - PUBLIC RELATIONS			
9005 - Educational Supplies	0.00	100.00	-100.00
9010 - Public Educatn/Relatns/Apprtm	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
9500 - CAPITAL EXPENDITURES			
9522 - Tires for E1-4420 (6)	0.00	5,000.00	-5,000.00
9527 - 5" LG Diameter Hose (10)	0.00	6,500.00	-6,500.00
9528 - Turbo Draft	0.00	5,000.00	-5,000.00
9529 - 5" Intake Valve (4)	0.00	5,000.00	-5,000.00
9551 - Scrape,Prep,Paint Fire Station	0.00	9,300.00	-9,300.00
9590 - SCBA's-PACKS & MASKS	0.00	125,000.00	-125,000.00
Total 9500 - CAPITAL EXPENDITURES	0.00	155,800.00	-155,800.00
Total Expense	57,818.96	341,624.75	-283,805.79
Net Income	35,093.54	-155,800.00	190,893.54

6:25 PM
 02/13/22
 Cash Basis

Cassie Volunteer Fire Department
Profit & Loss by Class
 October 2021 through January 2022

	ESD	FD	FDE	TOTAL
Income				
4000 - Income				
4005 - ESD payments	61,131.10	0.00	31,781.40	92,912.50
Total 4000 - Income	61,131.10	0.00	31,781.40	92,912.50
Total Income	61,131.10	0.00	31,781.40	92,912.50
Expense				
5000 - ADMINISTRATIVE				
5005 - Accounting	0.00	100.00	285.00	385.00
5015 - Meetings	205.10	0.00	0.00	205.10
5020 - Office Equipment/Maint.	1,018.96	0.00	0.00	1,018.96
5025 - Office Supplies	97.81	0.00	0.00	97.81
5035 - Shipping/Postage/PO Box Rental	58.00	0.00	0.00	58.00
5040 - Subscrptn/Dues/Membrshp/RecMgmt	2,374.18	0.00	0.00	2,374.18
5042 - Record Mgmt Systems-ER,PC,CAD	2,219.00	0.00	0.00	2,219.00
5060 - Banking/SftyDepBox/Chks/BkgdCks	20.00	0.00	0.00	20.00
5076 - RECRUITMENT & RETENTION	2,979.63	0.00	0.00	2,979.63
Total 5000 - ADMINISTRATIVE	8,972.68	100.00	285.00	9,357.68
5200 - PAID POSITION				
5205 - Base Salary	0.00	0.00	18,519.21	18,519.21
5215 - CVFD SS & Medicare Tax Match	0.00	0.00	1,416.69	1,416.69
Total 5200 - PAID POSITION	0.00	0.00	19,935.90	19,935.90
5300 - BUILDING AND GROUNDS				
5310 - Janitorial Supplies	106.66	0.00	0.00	106.66
5320 - Repairs and Maintenance	279.72	0.00	0.00	279.72
5325 - Furn&YardEquip Repl/Rep/New	799.99	0.00	0.00	799.99
5330 - Electrical Service	737.23	0.00	0.00	737.23
5335 - Telephone Service	980.43	0.00	0.00	980.43
Total 5300 - BUILDING AND GROUNDS	2,904.03	0.00	0.00	2,904.03
5600 - COMMUNICATIONS				
5605 - Batteries, Clips, Acc.	34.20	0.00	0.00	34.20
Total 5600 - COMMUNICATIONS	34.20	0.00	0.00	34.20
6600 - INSURANCE				
6605 - Building and Property	1,890.00	0.00	0.00	1,890.00
6610 - Vehicle	4,230.00	0.00	0.00	4,230.00
6615 - Personnel Coverage	9,701.00	0.00	0.00	9,701.00
Total 6600 - INSURANCE	15,821.00	0.00	0.00	15,821.00
7000 - OPERATIONS				
7012 - Fuelman-Vehicles & Equipment	1,977.39	0.00	0.00	1,977.39
7020 - Fire Extinguisher Test/Repr	284.15	0.00	0.00	284.15
7030 - First Responder Supplies	1,080.96	0.00	0.00	1,080.96
7045 - Veh/Eprmt Lights-Decals-Safety	675.16	0.00	0.00	675.16
7050 - Personal Protect Equip-PPE	178.69	0.00	0.00	178.69
7060 - Rehabilitation Supplies	12.50	0.00	0.00	12.50
7070 - SCBA Testing/Hydro/FaceMsk/Pack	60.08	0.00	0.00	60.08
7080 - Vehicle Maintenance/Repair	287.47	0.00	0.00	287.47
7085 - Vehicle Maint/Repr(Vendor)	2,020.35	0.00	0.00	2,020.35
Total 7000 - OPERATIONS	6,576.75	0.00	0.00	6,576.75
8000 - TRAINING				
8005 - AED, CPR, First Aid	99.96	0.00	0.00	99.96
8020 - Training -VENDOR	1,996.90	0.00	0.00	1,996.90
8022 - Training-Certification&Testing	87.17	0.00	0.00	87.17
8025 - Per Diem Travel/Lodging	358.00	0.00	0.00	358.00
8035 - Educational Supplies	647.37	0.00	0.00	647.37
Total 8000 - TRAINING	3,189.40	0.00	0.00	3,189.40

6:25 PM
02/13/22
Cash Basis

Cassie Volunteer Fire Department
Profit & Loss by Class
October 2021 through January 2022

	<u>ESD</u>	<u>FD</u>	<u>FDE</u>	<u>TOTAL</u>
Total Expense	37,488.06	100.00	20,220.90	57,818.96
Net Income	<u>23,633.04</u>	<u>-100.00</u>	<u>11,560.50</u>	<u>35,093.54</u>

6:21 PM
02/13/22
Accrual Basis

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

Date	Name	Memo	Class	Amount
Income				
4000 - Income				
4005 - ESD payments				
01/18/2022	BCESD#2	2nd quarterly distribution for fire protection se...	ESD	30,565.55
01/18/2022	BCESD#2	2nd quarterly distribution for salary	FDE	15,890.70
Total 4005 - ESD payments				46,456.25
Total 4000 - Income				46,456.25
Total Income				46,456.25
Expense				
5000 - ADMINISTRATIVE				
5015 - Meetings				
01/17/2022	Chase Card Se...	Miller's-items for December fire board meetin...	ESD	124.28
01/17/2022	Chase Card Se...	HEB-items for December fire board meeting f...	ESD	80.82
Total 5015 - Meetings				205.10
5025 - Office Supplies				
01/17/2022	Chase Card Se...	Apple-cloud storage for reporting systems-no...	ESD	0.99
01/17/2022	Chase Card Se...	Amzn-1 pack of 100 thermal laminating puch...	ESD	14.99
01/17/2022	Chase Card Se...	Office Depot-1 pack of 15 of 1099 NEC tax fo...	ESD	22.49
Total 5025 - Office Supplies				38.47
5040 - Subscrptn/Dues/Membrshp/RecMgmt				
01/04/2022	State Firemen's...	2022 membership dues for period 1-1-2022 t...	ESD	950.00
01/04/2022	State Firemen's...	2022 membership for NVFC for fire persone...	ESD	210.00
01/17/2022	Chase Card Se...	DNH-godaddy-web hosting for period 12-14-2...	ESD	19.17
01/17/2022	Chase Card Se...	Highland -YMCA-posted only one cent when ...	ESD	0.01
01/24/2022	Centrx Firema...	2022 annual dues	ESD	20.00
Total 5040 - Subscrptn/Dues/Membrshp/RecMgmt				1,199.18
Total 5000 - ADMINISTRATIVE				1,442.75
5200 - PAID POSITION				
5205 - Base Salary				
01/11/2022	Derrick R Curtis	Salary	FDE	2,057.69
01/25/2022	Derrick R Curtis	Salary	FDE	2,057.69
Total 5205 - Base Salary				4,115.38
5215 - CVFD SS & Medicare Tax Match				
01/11/2022	Derrick R Curtis	Payroll for period beginning 1-3-2022 and en...	FDE	157.41
01/25/2022	Derrick R Curtis	payroll for period beginning 1-17-2022 and en...	FDE	157.41
Total 5215 - CVFD SS & Medicare Tax Match				314.82
Total 5200 - PAID POSITION				4,430.20
5300 - BUILDING AND GROUNDS				
5320 - Repairs and Maintenance				
01/17/2022	Chase Card Se...	Ring-Tax credit for ring multicam yearly plan ...	ESD	-8.25
01/17/2022	Chase Card Se...	Ring-Tax credit for ring multicam yearly plan ...	ESD	-6.25
01/17/2022	Chase Card Se...	Satellite-security monitoring for the months of...	ESD	110.97
Total 5320 - Repairs and Maintenance				96.47
5325 - Furn&YardEquip Repl/Rep/New				
01/17/2022	Chase Card Se...	B&H Photo-Epson printer for kitchen to repla...	ESD	799.99
Total 5325 - Furn&YardEquip Repl/Rep/New				799.99
5330 - Electrical Service				
01/15/2022	PEC	Account #3000098825-for period 11-18-2021-...	ESD	132.16
Total 5330 - Electrical Service				132.16
5335 - Telephone Service				
01/17/2022	Chase Card Se...	Vzwrlts-monthly statement for phone and int...	ESD	326.81

6:21 PM
02/13/22
Accrual Basis

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

Date	Name	Memo	Class	Amount
	Total 5335 - Telephone Service			326.81
	Total 5300 - BUILDING AND GROUNDS			1,355.43
	6600 - INSURANCE			
	6605 - Building and Property			
01/04/2022	VFIS of Texas	Inv#89921-2nd quarterly installment for com...	ESD	945.00
	Total 6605 - Building and Property			945.00
	6610 - Vehicle			
01/04/2022	VFIS of Texas	Inv#89921-2nd quarterly installment for auto i...	ESD	2,099.00
	Total 6610 - Vehicle			2,099.00
	6615 - Personnel Coverage			
01/04/2022	State Fireman's...	2022 - LODD additional insurance from VFIS ...	ESD	100.00
	Total 6615 - Personnel Coverage			100.00
	Total 6600 - INSURANCE			3,144.00
	7000 - OPERATIONS			
	7012 - Fuelman-Vehicles & Equipment			
01/04/2022	Fuelman	12-7-2021-4460-regular, calls and meetings	ESD	49.19
01/04/2022	Fuelman	12-13-2021-4460-funeral in Alpine for fire chief	ESD	32.17
01/04/2022	Fuelman	12-13-2021-4460 funeral in Alpine for fire chief	ESD	57.42
01/04/2022	Fuelman	12-14-2021-4460-regular, calls, and meetings	ESD	57.08
01/04/2022	Fuelman	12-22-2021-4460-regular and calls	ESD	53.51
01/04/2022	Fuelman	12-26-2021-4460-regular and calls	ESD	46.70
01/04/2022	Fuelman	12-26-2021-4420-regular and accident calls	ESD	51.78
01/04/2022	Fuelman	12-7-2021-4421-regular and calls	ESD	26.46
01/04/2022	Fuelman	12-26-2021-4421-regular and calls	ESD	59.05
01/04/2022	Fuelman	12-12-2021-4440-Mutual Aid-Bertram/Oakall...	ESD	34.61
	Total 7012 - Fuelman-Vehicles & Equipment			467.97
	7020 - Fire Extinguisher Test/Repr			
01/27/2022	San Saba Fire ...	Inv# 040075-annual fire extinguisher testing a...	ESD	284.15
	Total 7020 - Fire Extinguisher Test/Repr			284.15
	7030 - First Responder Supplies			
01/24/2022	Bound Tree Me...	Inv#84358997-1-cas 8x10 ab gauze pads, 2-...	ESD	539.69
	Total 7030 - First Responder Supplies			539.69
	7045 - Veh/Epmt Lights-Decals-Safety			
01/17/2022	Chase Card Se...	Custom Products-2-sign stands for use with e...	ESD	370.14
01/17/2022	Chase Card Se...	Custom Products-2-36x36 emergency scene ...	ESD	305.02
	Total 7045 - Veh/Epmt Lights-Decals-Safety			675.16
	7050 - Personal Protect Equip-PPE			
01/17/2022	Chase Card Se...	Amzn-one foxfury scout clip light with white a...	ESD	39.99
01/17/2022	Chase Card Se...	WPSG-the fire store-1 pair of fire structure gl...	ESD	90.05
	Total 7050 - Personal Protect Equip-PPE			130.04
	7070 - SCBA Testing/Hydro/FaceMsk/Pack			
01/17/2022	Chase Card Se...	Amzn-1-box of 144 AA batteries-Energizer E...	ESD	60.08
	Total 7070 - SCBA Testing/Hydro/FaceMsk/Pack			60.08
	7080 - Vehicle Maintenance/Repair			
01/17/2022	Chase Card Se...	Amzn-credit for road king truck pats brass pu...	ESD	-149.95
01/17/2022	Chase Card Se...	Amzn-spring loaded latch pin with stainless t...	ESD	58.59
01/17/2022	Chase Card Se...	Amzn- for road king truck pats brass push to ...	ESD	149.95
01/17/2022	Chase Card Se...	Amzn-led headlights (2) for Brush 4451 to re...	ESD	48.99
01/17/2022	Chase Card Se...	Amzn-wiring harness sockets for new headlig...	ESD	5.69
01/17/2022	Chase Card Se...	NAPA-coupling for air brakes for Engine 4421	ESD	9.37
	Total 7080 - Vehicle Maintenance/Repair			122.64

6:21 PM
02/13/22
Accrual Basis

Cassie Volunteer Fire Department
Profit & Loss Detail
January 2022

Date	Name	Memo	Class	Amount
7085 - Vehicle Maint/Repr(Vendor)				
01/17/2022	Chase Card Se...	Ringstaff-replaced fuel pressure regulator tha...	ESD	345.78
Total 7085 - Vehicle Maint/Repr(Vendor)				<u>345.78</u>
Total 7000 - OPERATIONS				2,625.51
8000 - TRAINING				
8035 - Educational Supplies				
01/17/2022	Chase Card Se...	Amzn-two sets of vehicles, signs, roads, and ...	ESD	123.38
Total 8035 - Educational Supplies				<u>123.38</u>
Total 8000 - TRAINING				<u>123.38</u>
Total Expense				<u>13,121.27</u>
Net Income				<u>33,334.98</u>

6:59 PM
02/13/22
Accrual Basis

Cassie Volunteer Fire Dept. & EMS
Balance Sheet
As of February 13, 2022

	<u>Feb 13, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 - FSB of Burnet - 68007	78,480.50
Total Checking/Savings	<u>78,480.50</u>
Total Current Assets	78,480.50
Other Assets	
1090 - Transfers (In/Out)	<u>-70,000.00</u>
Total Other Assets	<u>-70,000.00</u>
TOTAL ASSETS	<u>8,480.50</u>
LIABILITIES & EQUITY	
Equity	
3010 - Unrestricted Net Assets	-95.66
Net Income	<u>8,576.16</u>
Total Equity	<u>8,480.50</u>
TOTAL LIABILITIES & EQUITY	<u>8,480.50</u>

7:03 PM
02/13/22
Accrual Basis

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

Date	Name	Memo	Class	Amount
Income				
4000 - INCOME				
4010 - Individual Donations				
01/10/2022	Individual Dona...	Susan Gillespie Trust	FD	100.00
01/10/2022	Individual Dona...	Luis Sirvent and Marisa Bascope	FD	1,000.00
01/10/2022	Individual Dona...	Randy and Tammy Chambers	FD	1,500.00
01/10/2022	Individual Dona...	Glenn and Janet Patterson	FD	1,000.00
Total 4010 - Individual Donations				<u>3,600.00</u>
Total 4000 - INCOME				<u>3,600.00</u>
Total Income				<u>3,600.00</u>
Expense				<u> </u>
Net Income				<u>3,600.00</u>



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

**ORDER 01-2008
(Amended 02-24-2022)
OF
BURNET COUNTY EMERGENCY SERVICE DISTRICT NO. 2
RECORDS MANAGEMENT POLICY**

STATE OF TEXAS §
 §
COUNTY OF BURNET §

WHEREAS, the Texas Local Government Records Act (Title 6, Subtitle C, Local Government Code), provides that each local government must establish an active and continuing records management program; and the Burnet County Emergency Services District No. 2 desires to adopt a plan to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping; now therefore:

NOW THEREFORE:

SECTION 1. DEFINITION OF RECORDS OF THE BURNET COUNTY EMERGENCY SERVICES DISTRICT NO. 2. All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information-recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the Burnet County Emergency Services District No. 2 or any of its officers or employees pursuant to law or in the transaction of public business, are declared to be the records of Burnet County Emergency Services District No. 2 and of in accordance with the provisions of this ordinance or procedures authorized by it and in no other manner.

SECTION 2. RECORDS DECLARED PUBLIC PROPERTY. All records as defined in Sec. 1 of this plan are declared to be the property of the Burnet County Emergency Services District No. 2. No official or employee of the Burnet County Emergency Services District No. 2 **Error! Reference source not found.** has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.



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

SECTION 3. POLICY. It is declared to be the policy of the Burnet County Emergency Services District #2 to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of this office through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice. This policy shall apply to all employees, agents, independent contractors, and volunteers of the Burnet County Emergency District #2.

SECTION 4. RECORDS MANAGEMENT OFFICER. The Secretary will serve as Records Management Officer for the Burnet County Emergency District No. 2 as provided by law and will develop policies and procedures to ensure that the maintenance, preservation, security, destruction, electronic storage, and other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act.

SECTION 5. RECORDS CONTROL SCHEDULES. Appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted by the Records Management Officer for use in Burnet County Emergency District No. 2 as provided by law. The Records Management Officer shall prepare amendments to the schedules as needed to reflect new records created or received by this office, or revisions to retention periods established in a records retention schedule issued by the Commission. Any destruction of records of the Burnet County Emergency District No. 2 will be in accordance with these schedules and the Local Government Records Act.

ORDERED THIS 24th DAY OF FEBRUARY, 2022

BURNET COUNTY EMERGENCY SERVICES DISTRICT #2

By:

Richard Bremer
President

Sharon Barclay
Secretary



400-01 CVFD EQUIPMENT DISPOSAL POLICY	
	CASSIE VOLUNTEER FIRE DEPARTMENT STANDARD OPERATING PROCEDURES/GUIDELINES
TITLE: Equipment Disposal Policy	SECTION/TOPIC: Logistics
NUMBER: 400-01	ISSUE DATE: 12/15/2021
	REVISED DATE:
PREPARED BY: Derrick Curtis, Fire Chief CVFD	APPROVED BY: Derrick Curtis, Fire Chief Cassie VFD

1.0 PURPOSE

This standard operating procedure/guideline addresses CVFD's policy is disposal of equipment.

2.0 SCOPE

This SOP/SOG pertains to all personnel with Cassie VFD and Burnet County ESD #2.

3.0 PROCEDURES/GUIDELINES & INFORMATION

CVFD follows NFPA standards and guideline in reference to apparatus, equipment which includes personal protective equipment (i.e. gloves, SCBA, helmets, boots, station wear, bunker gear, wildland gear, ETC.) station furniture, and hardware.

Once the equipment has been purchased and placed into service by being given an asset tag number and placed into inventory system.

An items that may be able to be sold or donated will be done through proper channels, any capital expenditure items at the end of service life and has been replaced, the fire department will notify the Burnet County ESD #2. (i.e. selling of a truck or large equipment, CVFD will notify BCEESD#2 of the intentions and get approval to sell the item, CVFD then will take offers for the equipment and

CASSIE VOLUNTEER FIRE DEPARTMENT
STANDARD OPERATING PROCEDURE/GUIDELINE
Logistics 400-01 Equipment Disposal Policy
DATE APPROVED- 12/15/2021
PAGE 2 of 2

the CVFD will then notify BCESD#2 of the winning offer. Once money has been received from CVFD, CVFD will then write a check to BCESD#2)
CVFD will at times donate items if they cannot be sold.
Any item that can not be sold or donated will be destroyed and properly disposed of.

Once an item has been sold, damaged, stolen, lost, aged out CVFD will dispose of the asset tag in the inventory system. A reason will be noted in the system for the annual inventory to the BCESD#2 and Auditors.

Hdl, Companies

**Burnet Co ESD 2
INDUSTRY SEGMENT RANK & CHANGE**

Feb-22

Fiscal Year: Jan-Dec

INDUSTRY SEGMENT*	% Total Current YTD Collections	Prior	Current	Change	
		Calendar YTD Sales Tax Collections	Calendar YTD Sales Tax Collections	\$	%
Retail Trade	69.3%	-	9,537	-	-
Telecom	6.1%	-	832	-	-
Admin, Support, Waste Mgmt	5.6%	-	766	-	-
Utilities	4.4%	-	599	-	-
Manufacturing	3.4%	-	470	-	-
Top 5	88.7%	-	12,204	-	-
Recreation, Arts, Entmt	3.1%	-	430	-	-
Construction	2.8%	-	392	-	-
Ag, Forestry, Fishing, Hunting	2.0%	-	276	-	-
Real Estate, Rental, Leasing	1.3%	-	184	-	-
Information excl. Telecom	0.8%	-	112	-	-
Wholesale Trade	0.8%	-	112	-	-
Prof, Scientific, Tech Svcs	0.3%	-	39	-	-
Other Services	0.0%	-	4	-	-
Financial, Insurance	0.0%	-	2	-	-
Unidentified	0.0%	-	-	-	-
Transportation, Warehousing	0.0%	-	-	-	-
Public Admin	0.0%	-	-	-	-
Mining, Oil/Gas Extr	0.0%	-	-	-	-
Lodging, Food Svcs	0.0%	-	-	-	-
Health Care, Social Assistance	0.0%	-	-	-	-
Education Services	0.0%	-	-	-	-
Company, Enterprise Mgmt	0.0%	-	-	-	-
All Other	11.3%	-	1,551	-	-
TOTAL COLLECTIONS	100.0%	-	13,755	-	-

INDUSTRY SEGMENT	% Change from same month Prior Year					
	Sep	Oct	Nov	Dec	Jan	Feb
Retail Trade	0%	0%	0%	0%	0%	0%
Telecom	0%	0%	0%	0%	0%	0%
Admin, Support, Waste Mgmt	0%	0%	0%	0%	0%	0%
Utilities	0%	0%	0%	0%	0%	0%
Manufacturing	0%	0%	0%	0%	0%	0%
All Others						
TOTAL COLLECTIONS						

* Ranked by Current + Prior YTD Collections

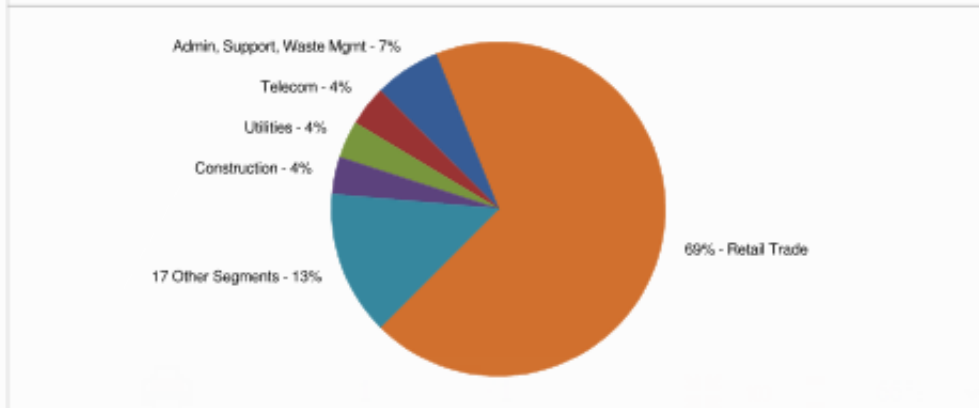
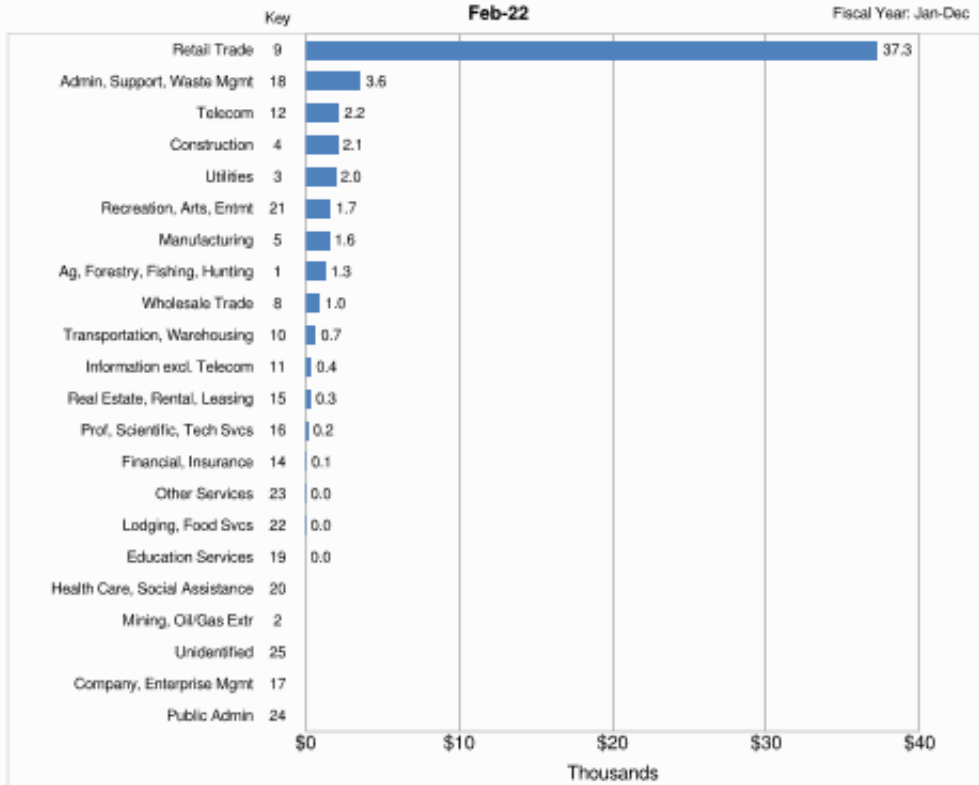
Data Source: Texas Comptroller of Public Accounts
Analysis: Hdl, Companies

© 2022 All Rights Reserved



HdL Companies
Burnet Co ESD 2

INDUSTRY SEGMENT SALES TAX RANK & DISTRIBUTION
(Prior Fiscal Year + Current Fiscal Year-to-Date)



Data Source:
Texas Comptroller of Public Accounts

© 2022 All Rights Reserved

HdL Companies

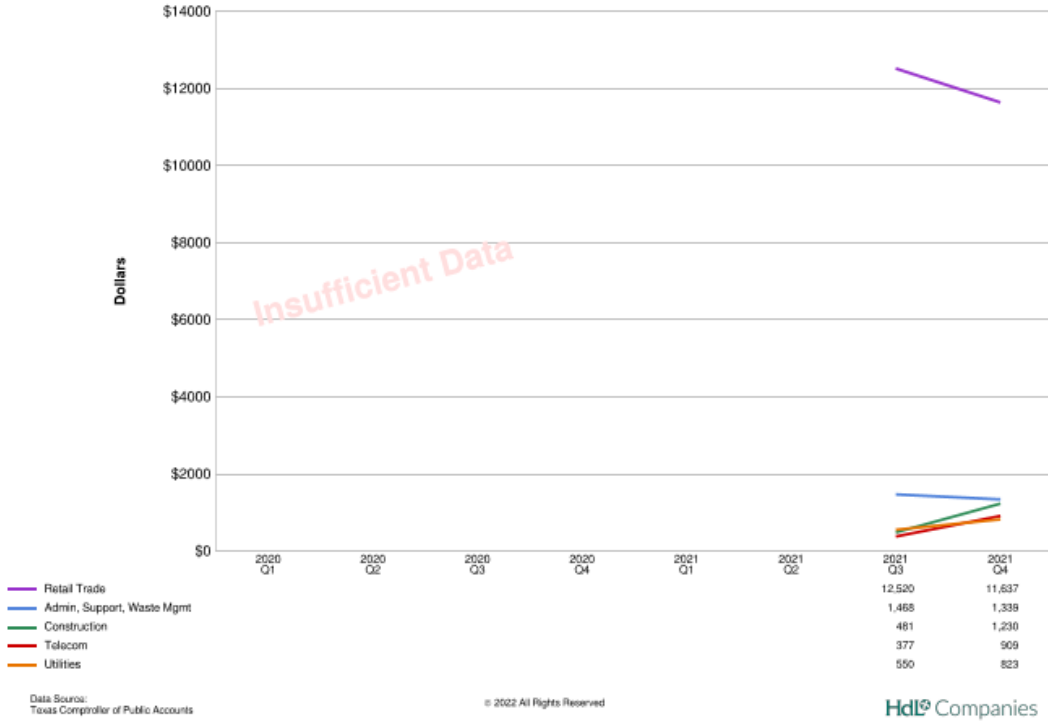
**Burnet Co ESD 2
TOP 30 COMPANIES RANK and CHANGE SUMMARY
Feb-22**

Fiscal Year: Jan-Dec

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	MARK W MARDIS	18					
6	PEDERNALES ELECTRIC COOPERATIVE INC.	3					
7	REVELLE PEAK RANCH SOLUTIONS LLC	21					
8	REVELLE PEAK RANCH L.L.C.	1					
9	EBAY INC.	9					
10	APPLE INC.	5					
TOP 10 LARGE** COMPANIES				9,768	9,768	0.0%	63.0%
11	MCW PARTNERS LLC	4					
12	WASTE MANAGEMENT OF TEXAS INC.	18					
13	NEW CINGULAR WIRELESS PCS LLC	12					
14	DISH NETWORK L.L.C.	12					
15	TEXAS TRUCKING COMPANY INCORPORATED	10					
16	WAL-MART.COM USA LLC	9					
17	AQUA SPHERE INC.	8					
18	SIRIUS XM RADIO INC.	12					
19	BESTBUY.COM LLC	9					
20	J BAR ENTERPRISES LLC	15					
21	ETSY INC.	9					
22	F&F CONSTRUCTION COMPANY INC.	4					
23	TEXAS STOCK SHOW PROS LLC	9					
24	BARNES & NOBLE BOOKSELLERS INC.	9					
25	CVC INC	9					
26	TARGET CORPORATION	9					
27	TEXAS DISPOSAL SYSTEMS INC.	18					
28	LOMAS LAND MAINTENANCE LLC	18					
29	WAL-MART.COM USA LLC (MARKETPLACE)	9					
30	SAFE STEP WALK IN TUB LLC	4					
TOP 30 LARGE COMPANIES				11,999	11,999	0.0%	77.5%
TOP 100 LARGE COMPANIES				12,947	12,947	0.0%	83.6%
507 OTHER LARGE COMPANIES				808	808	0.0%	5.2%
SMALL COMPANIES & OTHER				1,647	1,647	0.0%	10.6%
SINGLE LOCAL TAX RATE COLLECTIONS (SLT)				91	91	0.0%	0.6%
TOTAL COLLECTIONS				15,492	15,492	0.0%	100.0%
STATE COMPTROLLER FEES				372	372	0.0%	2.4%
NET PAYMENTS				15,120	15,120	0.0%	97.6%

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

Hdl Companies
Burnet Co ESD 2
INDUSTRY SEGMENT SALES TAX TREND



Burnet Co ESD 2
SALES TAX PAYMENT DETAIL

Feb-22				Fiscal Year: Jan-Dec		
COLLECTIONS	Feb-21	Feb-22	Chg. \$ Chg. %	Prior FYTD	Current FYTD	Chg. \$ Chg. %
Current Period	0	8,768	8,768 0.0%	0	14,600	14,600 0.0%
Prior Period	0	152	152 0.0%	0	156	156 0.0%
Future Period	0	0	0 0.0%	0	559	559 0.0%
Audit	0	0	0 0.0%	0	0	0 0.0%
Unidentified	0	2	2 0.0%	0	7	7 0.0%
Single Local Tax Rate	0	91	91 0.0%	0	170	170 0.0%
TOTAL	0	9,014	9,014 0.0%	0	15,492	15,492 0.0%
Service Fee	(0)	(180)	(180) 18027900.0%	0	(310)	(310) 0.0%
Current Retained	(0)	(177)	(177) 17666900.0%	0	(304)	(304) 0.0%
Prior Retained	0	127	127 0.0%	0	242	242 0.0%
NET PAYMENT	0	8,784	8,784 0.0%	0	15,120	15,120 0.0%

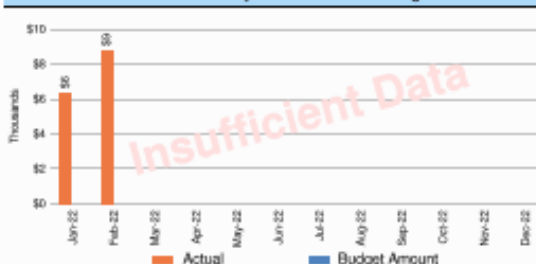
Hdl Companies
SALES TAX SNAPSHOT
 Burnet Co ESD 2

Feb-22

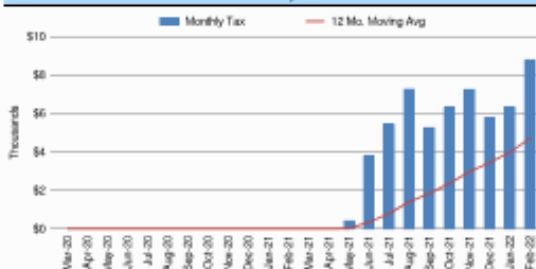
Sales Tax Net Payments Actual/Budgeted

FY Mo.	Actual FY2021	Actual FY2022	Budgeted FY2022	Actual YoY % Change	Prj YoY % Change
Jan	\$	\$ 6,336	\$	na	
Feb	\$	\$ 8,784	\$	na	
Mar	\$	\$	\$	na	
Apr	\$	\$	\$	na	
May	\$ 406	\$	\$	na	na
Jun	\$ 3,762	\$	\$	na	na
Jul	\$ 5,431	\$	\$	na	na
Aug	\$ 7,257	\$	\$	na	na
Sep	\$ 5,254	\$	\$	na	na
Oct	\$ 6,284	\$	\$	na	na
Nov	\$ 7,245	\$	\$	na	na
Dec	\$ 5,758	\$	\$	na	na
FYTD	\$	\$ 15,120	\$	na	na
FY Total	\$ 41,397	\$	\$	na	na
FY Estimate	\$	Insufficient Data	\$		

Sales Tax Net Payments: FY Actual/Budget



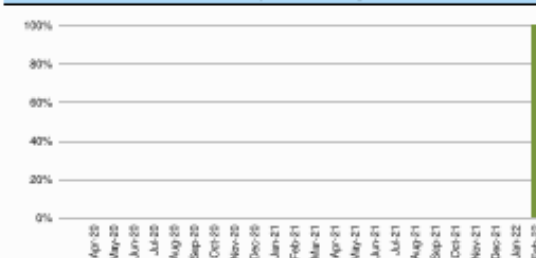
Sales Tax Net Payments Trend



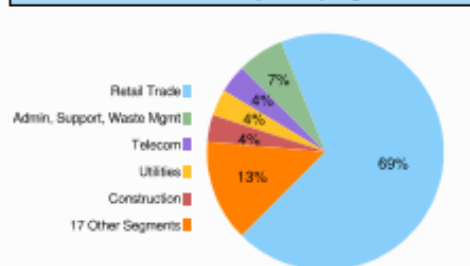
Top 10 Taxpayers

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	MARK W MARDIS		
6	PEDERNALES ELECTRIC COOPERATIVE INC.		
7	REVELLE PEAK RANCH SOLUTIONS LLC		
8	REVELLE PEAK RANCH L.L.C.		
9	EBAY INC.		
10	APPLE INC.		
Top 10 Companies		\$ 9,768	63.0%
598 Other Large Companies		\$ 3,987	25.7%
Small Companies/Other		\$ 1,647	10.8%
Single Local Tax Rate (SLT)		\$ 91	0.6%
Total		\$ 15,492	100.0%

Sales Tax Net Payments Change - YoY



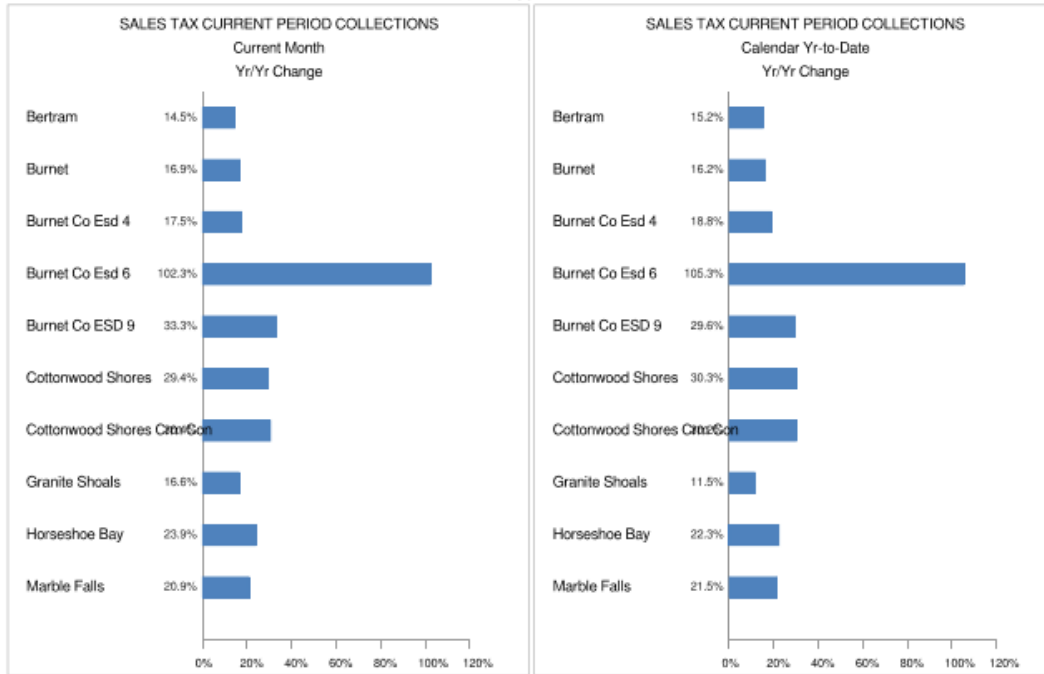
Sales Tax Collections by Industry Segment



Industry Segment Collections Trend - YoY % Chg

SEGMENT	Sep	Oct	Nov	Dec	Jan	Feb
Retail Trade	0%	0%	0%	0%	0%	0%
Admin. Support, Waste Mgmt	0%	0%	0%	0%	0%	0%
Telecom	0%	0%	0%	0%	0%	0%
Construction	0%	0%	0%	0%	0%	0%
Utilities	0%	0%	0%	0%	0%	0%
All Others	0%	0%	0%	0%	0%	0%
Total Collections	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

SALES TAX TREND
 BURNET COUNTY
 Feb-22



Data: Texas Comptroller of Public Accounts

Copyright © 2022 All Rights Reserved All Rights Reserved

Hdl Companies

CONSULTING SERVICES AGREEMENT

THIS AGREEMENT is made by and between HdL COMPANIES, whose mailing address is 8700 Manchaca Rd., Suite 106, Austin, TX 78748, hereinafter referred to as "HDL" and the BURNET COUNTY ESD NO. 2, whose mailing address is P.O. BOX 249, BUCHANAN DAM, TEXAS 78609, hereinafter referred to as "CLIENT."

WHEREAS, CLIENT desires to engage HDL, as an independent contractor, to provide CLIENT consulting services for the administration of its sales and use tax and;

WHEREAS, HDL desires to consult with CLIENT to assist CLIENT with its sales and use tax administration;

NOW, THEREFORE, it is agreed as follows:

1. Term. The respective duties and obligations of the Agreement parties shall be for a period of twelve (12) months, commencing on March 1, 2022 (Commencement Date). The Agreement automatically renews in Twelve (12) month increments unless terminated in accordance with Section 10. Any renewals of this agreement are subject to appropriation by the CLIENT.

2. Consulting Services. HDL will provide, for all sales tax rate areas of CLIENT, consulting services as defined in Exhibit I.

A. Incorrectly Received Tax Research Services Authorization. HDL's Consulting Services have the potential to identify businesses which have reported, are reporting, or could report significant sales or use tax in error to CLIENT. Identification and correction of incorrectly reported tax could lead to CLIENT returning incorrectly received tax. CLIENT (authorizes X) (does not authorize) HDL to conduct incorrectly received tax research. With authorization to conduct incorrectly received tax research HDL will initiate corrective actions without prior consultation with CLIENT and will keep CLIENT informed of any potential repayments.

B. Additional Services. CLIENT may request HDL provide additional consulting services at any time during the term of the Agreement. If CLIENT and HDL mutually agree on the scope of the additional consulting, then HDL will provide those services on a Time and Materials basis, or otherwise, as the parties agree. Hourly rates will vary depending on the scope and structure of the work and the personnel required. Any additional consulting services shall be agreed in writing by the parties prior to any services being performed. HDL will invoice monthly any fees and expenses for additional consultation services.

3. Report & Consultation Fee. A report and consultation fee of two thousand five hundred dollars (\$2,500.00) is due and payable for the twelve (12) month period of the Agreement on the Commencement Date of the Agreement.

4. Commission Fee. HDL is due a commission fee only if HDL work or recommendations made during the term of this Agreement, or any extensions thereof, resulted in Recovered, Future, or Increased Taxes actually being received by CLIENT. Any commissions earned during the Agreement or extensions thereof survive termination of the Agreement and CLIENT's commission fee obligations remain until paid.

A. Definitions.

- (1) **Recovered Taxes.** Recovered Taxes are taxes incorrectly paid to another jurisdiction which are, as a result of HDL recommendations or work, subsequently re-allocated to CLIENT; or are taxes that were not collected and paid to CLIENT for historical periods but are subsequently paid as a result of HDL recommendations or work.
- (2) **Future Taxes.** Future Taxes are taxes received by CLIENT as a result of HDL finding and fixing errors which result in taxes received forward from the error correction.
 - (a) An error correction can result in both Recovered Taxes and Future Taxes.
- (3) **Increased Taxes.** Increased Taxes are taxes received by CLIENT as a result of HDL finding and fixing errors which result in an increase in taxes received above historic levels from the point of error correction.

B. Commission Fees. Commission fees are calculated based on the sales and use tax specific businesses or individuals reported to the Texas Comptroller of Public Accounts (TCPA) and were allocated to CLIENT and are documented by data and reports received from the TCPA.

- (1) **Recovered Taxes Commission.** HDL is due a commission of thirty-five percent (35%) of Recovered Taxes.
- (2) **Future Taxes Commission.** HDL is due a commission of thirty-five percent (35%) of Future Taxes received by the CLIENT for a period of twenty-four (24) months, which period begins upon CLIENT's first receipt of the correct Future Taxes.
- (3) **Increased Taxes Commission.** HDL is due a commission of thirty-five percent (35%) of Increased Taxes received by the CLIENT for a period of twenty-four (24) months, which period begins upon CLIENT's first receipt of the correct Increased Taxes.

C. Commission Fees Determinations. Commissions fees due are determined and invoiced on quarterly basis, based on the commencement date.

D. Commission Refund. If HDL received commissions based on Taxes that are subsequently found to have been incorrectly paid to CLIENT and which Taxes are subsequently

re-allocated from CLIENT or CLIENT is required to return those taxes to the TCPA, HDL will return or credit to CLIENT any commissions related to those taxes. HDL and CLIENT agree to negotiate a mutually agreeable commission repayment schedule on a case-by-case basis.

E. Commission Period Shortened. If certain Future Taxes or Increased Taxes cease as a result of annexation of CLIENT's territory, CLIENT's obligations to pay commissions to HDL which are based upon Future Taxes or Increased Taxes from the annexed territory cease on the effective date of the annexation.

F. Cooperation after Termination. CLIENT agrees to cooperate and to provide HDL necessary authorizations or provide HDL access to reports or information necessary to allow HDL to calculate its commission fees for the Recovered Taxes, Future Taxes and/or Increased Taxes until such time as CLIENT's obligations for those are complete.

5. Expenses. Expenses incurred by HDL in providing services in Exhibit I are the responsibility of HDL. If approved in advance in writing by CLIENT, HDL shall be reimbursed for any expenses, including travel, incurred by HDL beyond the scope of services included in Exhibit I. HDL shall invoice those approved expenses quarterly and they are due on receipt of invoice.

6. Client Obligations.

A. Authorizations.

- (1) **Information.** CLIENT authorizes HDL to request, receive and discuss tax information, whether or not confidential, related to CLIENT from the Texas Comptroller of Public Accounts (TCPA) officials, from County or other appraisal district officials and any other individuals or parties who are or may be obligated to collect sales and use tax on behalf of CLIENT. CLIENT authorizes HDL to initiate, request and to represent CLIENT in any discussions or reviews with parties obligated to collect sales and use tax on behalf of CLIENT but in no circumstance may these actions be construed to be, or HDL represent that HDL is an employee of CLIENT. CLIENT agrees and understands that the Texas Comptroller of Public Accounts has the exclusive authority and responsibility to administer and collect sales and use taxes on behalf of CLIENT and agrees that in retaining HDL, CLIENT is not delegating any of its responsibilities or authority to administer and enforce its sales and use taxes.
- (2) **Transmission of Confidential Information.** CLIENT will designate a person or location (CONTACT POINT) to whom or which HDL is authorized to transmit CLIENT specific reports and information, some of which may be confidential. CLIENT acknowledges that on receipt of any confidential information from HDL, CLIENT assumes responsibility for assuring compliance with Section 9A. CLIENT will designate who is authorized to establish and/or change the CONTACT

POINT and will communicate it or any change in CONTACT POINT in writing to HDL.

B. Map. CLIENT will provide HDL a detailed map of CLIENT's jurisdiction boundaries and its sales tax boundaries, if different from its jurisdiction boundaries. If CLIENT cannot provide a detailed map and if CLIENT requests HDL will arrange for one to be made and the costs for the map will be billed to CLIENT.

C. Coordination. CLIENT will designate a person to serve as the coordination point for CLIENT with HDL for sales/use tax issues related to CLIENT and who will be available to discuss with and provide HDL information, in a timely manner, to resolve questions related to CLIENT's jurisdiction boundaries. CLIENT agrees HDL will be the principal communications point related to sales tax between CLIENT and the TCPA and businesses and agrees to refer all contacts from the TCPA or businesses related to sales tax to HDL.

D. Boundary Changes. CLIENT will promptly notify HDL of any annexations or de-annexations of its territory or of any other jurisdiction boundary changes during the term of this Agreement.

7. Copyrights and License. HDL retains all the rights, title and interest in to the processes, procedures, software, ideas, and know-how, whether patentable, copyrightable or proprietary that HDL may develop or utilize in performing services for CLIENT. HDL grants CLIENT a non-exclusive license to reproduce for CLIENT's sole internal use and benefit any copyrighted materials provided by HDL to CLIENT under the Agreement as long as the copyright mark and any confidentiality notices, if applicable, are not removed in the copying process.

8. Data Source and Accuracy. In performing services under this Agreement HDL will rely on data and information from the Texas Comptroller of Public Accounts (TCPA) and potentially other public and private sources. In relying on such data and information HDL will exercise reasonable due diligence as to its accuracy; however HDL makes no warranties or representations as to its accuracy.

9. Parties Document Retention and Confidentiality Obligations. HDL, its principals, employees, agents, contractors and associates agree to maintain confidential, for a period of 5 years or any other period as required by statute, any information marked or designated as confidential by CLIENT or received for CLIENT'S benefit, and agree to destroy, at the written request of the CLIENT, all such documents and any other documents obtained by HDL on CLIENT's behalf, whether or not confidential, within 30 days of termination of this Agreement or in accordance with CLIENT'S records retention policy, whichever period of time is longer. CLIENT, its officers, employees, associates, agents or contractors agree, except as required by the Texas Open Records Act or other legal process, to maintain confidential any HDL contacts disclosed to CLIENT, any proprietary analytical methods, procedures or any software disclosed to and/or used on behalf of CLIENT.

A. CLIENT and HDL acknowledge certain data received from the TCPA and utilized by HDL in providing services under this Agreement is made confidential by Texas Tax

Code, § 321.3022, 322.2022, 323.2022, as applicable, and may be used only for the purpose of economic forecasting and internal audit. Unauthorized distribution or disclosure of confidential information by an individual or employee of a company or an officer or employee of a government agency is punishable by six (6) months in jail and a \$1,000 fine (Texas Government Code § 552.352). CLIENT agrees any confidential information provided CLIENT by HDL will be maintained confidential and will not be utilized in any manner inconsistent with the law. HDL agrees it will not use confidential information in any manner other than for providing services to CLIENT for CLIENT's internal audit and economic forecasting.

10. Termination. This Agreement may be terminated during its initial term by CLIENT for cause if HDL is or has not fulfilled its obligations in Exhibit I, has been notified in writing HDL is in material breach of the Agreement and HDL has not corrected the breach within 30 days of notice. This Agreement may be terminated after the initial twelve (12) month term by either party by giving ninety (90) days' written notice to the other party at the address above or at an address chosen subsequent to the execution of this Agreement and communicated in writing. If CLIENT terminates this Agreement before a term's expiration, HDL will not refund any report and consultation fee paid to HDL. If HDL terminates this Agreement prior to a term's expiration, HDL will return to CLIENT, pro-rata, the portion of the report and consultation fee paid to HDL based upon the proportionate number of days remaining in the Agreement period for which the prior payment was due, but any payments due HDL as defined in Section 4 continue until fulfilled.

11. Dispute Resolution. If a dispute arises out of this Agreement, and if the dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation before resorting to arbitration, litigation, or some other dispute resolution procedure. The fees for the mediation will be borne equally by the parties.

12. General Provisions.

A. Fee Payments. Fee payments are governed by Texas Government Code, Title 10, Subtitle F, Chapter 2251 - Payment for Goods and Services.

B. Non-Waiver. It is expressly understood and agreed that, in the execution of this Agreement, neither party waives, nor shall be deemed hereby to waive, any immunity or defense that would otherwise be available to it against claims arising in the exercise of its rights pursuant to the Texas Tort Claims Act or other applicable statute, law, rule, or regulation.

C. Assignment; No Third-Party Beneficiaries. This Agreement shall bind and benefit the Parties hereto. This Agreement shall be for the sole and exclusive benefit of the Parties hereto and their legal successors and assigns and shall not be construed to confer any rights upon any third party.

D. Choice of Law and Venue. This Agreement shall be governed by and interpreted in accordance with laws of the State of Texas, without giving effect to any conflict-of-laws provisions. Venue shall be in the County of Texas in which CLIENT is located.

E. Insurance. HDL will maintain general business liability insurance of not less than \$1,000,000 from an A+ or better carrier and will provide CLIENT a Certificate of Insurance on request.

F. Notices. All notices and other communications required or permitted hereunder or necessary or convenient in connection herewith shall be in writing and shall be deemed to have been given when hand delivered, sent by facsimile or electronic mail with evidence of receipt, sent by reputable overnight courier with signature of recipient required or mailed by registered or certified mail, as follows (provided that notice of change of address shall be deemed given only when received):

If to HDL to: HdL Companies
8700 Manchaca Rd., Suite 106
Austin, Texas 78748
Attention: Richard Fletcher

If to CLIENT to: Burnet County ESD No. 2
P.O. Box 249
Buchanan Dam, Texas 78609
Attention:

or to such other names or addresses as HDL or CLIENT, as the case may be, shall designate by notice to each other person entitled to receive notices in the manner specified in this Section.

G. Counterparts. This Agreement shall become binding when any one or more counterparts hereof, individually or taken together, shall bear the signatures of CLIENT and HDL. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original as against any Party whose signature appears thereon, but all of which together shall constitute but one and the same instrument.

13. Boycotting Israel. As required by Chapter 2270, Texas Government Code, HDL hereby verifies that it does not boycott Israel and will not boycott Israel through the term of this Agreement. For purposes of this verification, "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

14. No Business with Foreign Terrorist Organizations. As required by Subchapter F, Chapter 2252, Texas Government Code, HDL hereby verifies that it is not a company engaged in business with Iran, Sudan, or a foreign terrorist organization (as defined in Section 2252.151 (2), Texas Government Code) and that it is not on a list prepared and maintained by the Comptroller of Public Accounts of the State of Texas under Section 806.051, 807.051, or 2252.153, Texas Government Code.

IN WITNESS WHEREOF, the parties have hereunto executed this Agreement as of the dates set forth below.

BURNET COUNTY ESD NO. 2

HDL COMPANIES



By: *Richard Bremer*
Authorized Agent

Date: *2/24/22*



By: Richard Fletcher
V.P. of Operations and Client Services

Date: February 23, 2022

Exhibit I
Sales/Use Tax Compliance Consulting Services

In providing CLIENT comprehensive sales/use tax review, compliance and recovery services HDL will:

1. Serve as the primary contact point for CLIENT with the TCPA and businesses collecting sales/use tax for benefit of CLIENT,
2. Provide coordination and information as appropriate with and to the TCPA and businesses in order for CLIENT to receive its correct sales/use tax payments,
3. Research and review businesses reporting sales tax to CLIENT to assure they should be and are collecting and paying sales tax appropriately to CLIENT,
4. Research new businesses established in CLIENT's locale and fix any not registered appropriately to collect sales tax for the District,
5. Develop the requisite information and work with certain out-of-jurisdiction services and sales providers to assure the appropriate tax is collected and reported for CLIENT,
6. Review monthly details of CLIENT's sales tax receipts and research any anomalies which could result in missing tax,
7. Provide CLIENT monthly a series of reports, individually or aggregated in a package, as listed below. HDL may from time-to-time include additional reports and, with the concurrence of CLIENT, eliminate reports which may no longer be useful.
 - a. STS: a snapshot summary of several CLIENT sales tax metrics,
 - b. MSTG: current and historical sales tax receipts and their change and trends,
 - c. TOP100: Top 100 sales taxpayers in rank order with change from prior year,
 - d. TOP 30: Top 30 sales taxpayers in rank order with aggregated total and change from prior year,
 - e. MVAR: current month's sales tax collections variance contributor analysis,
 - f. FYTDVAR: fiscal year-to-date sales tax collections variance contributor analysis,
 - g. STPD: net sales tax payment detail and change from prior year,
 - h. ISRD: sales tax from industry segments rank and distribution,
 - i. ISRC: sales tax from industry segments ranked and change from prior year,
 - j. IST: sales tax from top industry segments trends,
 - k. STTG: a graphical report of CLIENT's month and year-to-date sales tax collections change compared with selected jurisdictions in CLIENT's County.
8. Provide CLIENT periodically a sales tax analysis update report including issues HDL is researching which have potential for additional sales tax revenue for CLIENT,
9. Provide special reports and analyses of issues not included in the above reports but are within the scope of the Agreement,
10. Provide CLIENT's governing officials and management consultations as appropriate.

BURNET COUNTY ESD NO. 2
P.O. BOX 249
BUCHANAN DAM, TEXAS 78609

March 1, 2022

The Honorable Glenn Hegar
Texas Comptroller of Public Accounts
Post Office Box 13528, Capitol Station
Austin, Texas 78711-3528

Re: AUTHORIZATION TO RECEIVE INFORMATION
BURNET COUNTY ESD NO. 2

Dear Mr. Hegar:

Please be advised that BURNET COUNTY ESD NO. 2 (BTCESD2) has retained HdL COMPANIES (HdL) to provide BTCESD2 administrative assistance related to its sales and use tax. BTCESD2 hereby authorizes HdL, its principals, employees and associates, to discuss, request, and receive any data, reports, and information, including any that may be confidential, which BTCESD2 would normally be entitled to receive, and which are pertinent to BTCESD2 sales and use taxes. This authorization applies to the State of Texas Comptroller's Office and to any entities which collect taxes on behalf of BTCESD2. This authorization is effective on the date of this notification and continues three hundred sixty-five (365) days from the date of this notification unless cancelled, in writing, by BTCESD2.

Sincerely,



Signature

Richard Bremer

Printed Name

President

Title

Cc: HdL Companies

Page 1/2

BURNET COUNTY ESD NO. 2
P.O. BOX 249
BUCHANAN DAM, TEXAS 78609

March 1, 2022

Re: AUTHORIZATION TO RECEIVE INFORMATION
BURNET COUNTY ESD NO. 2

To whom it may concern:

Please be advised that BURNET COUNTY ESD NO. 2 (BTCESD2) has retained HdL COMPANIES (HdL) to provide BTCESD2 administrative assistance related to its tax revenue. BTCESD2 hereby authorizes HdL, its principals, employees and associates to discuss, request, and receive any data, reports, and information, including any that may be confidential, which BTCESD2 would normally be entitled to receive, and which are pertinent to BTCESD2 property or sales taxes. This authorization is effective on the date of this notification and continues until cancelled, in writing, by BTCESD2.

Sincerely,



Signature

Richard Bremer

Printed Name

President

Title

Cc: HdL Companies

Page 1/1

BURNET COUNTY ESD NO. 2
P.O. BOX 249
BUCHANAN DAM, TEXAS 78609

March 1, 2022

HdL COMPANIES
8700 MANCHACA RD., STE 106
AUSTIN, TX 78748

Re: CONTACT POINT FOR TRANSMITTAL OF INFORMATION

BURNET COUNTY ESD NO. 2 (BTCESD2) authorizes HdL COMPANIES (HDL) to transmit information, some of which may be confidential, to the following:

CONTACT POINT NAME OR DESCRIPTION: Sharon K. Barclay
CONTACT POINT TITLE OR AFFILIATION: Commissioner
CONTACT E-MAIL ADDRESS: sharclay@casstevfd.com

BTCESD2 authorizes HDL to change CONTACT POINT only when directed in writing from:

NAME: Richard Bremer
TITLE: President
E-MAIL ADDRESS: rbremer@casstevfd.com

Sincerely,



Signature

Richard Bremer

Printed Name

President

Title

Page 1/1