



POSTED

**Vicinta Stafford
Burnet County Clerk**

By Christy Simpson at 8:49 am, Nov 09, 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, November 16, 2023, at 7:00 p.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 [Burnet County \(burnetcountytexas.org\)](http://burnetcountytexas.org) website.

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

AGENDA

1. Call meeting to order. (Barclay)
2. Establish a quorum. (Barclay)
3. Pledge of Allegiance. (Barclay)
4. Invocation. (Barclay)
5. Welcome guests. (Barclay)
6. Comments from the Board and Public not scheduled on the agenda may be made, however no action can be taken on these items and the Board will not debate the comments at this meeting. Comments regarding specific agenda items should occur when the item is called. There is a 2-minute speaking limit.
7. Discussion regarding search and recommendation to Burnet County Commissioner Luther for pending open Burnet County ESD #2 Commissioner. (Barclay)
8. Discussion and/or action to appoint Commissioner William Proffer to a Board Position and as a signee on Bank Accounts. (Barclay)
9. Accept minutes from the October 19, 2023, meeting. (Barclay)
10. ESD #2 Treasurer Report. (Lee)
11. Discussion and/or action regarding the disbursement of funds. (Lee)
12. Discussion and/or action to amend the FY'23-24 Budget to reflect the Sales Tax Expenses (Lee)



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13. 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. (Curtis)
14. Report from Joint Task Force (Barclay, Proffer, Curtis, Schoenfeld)
15. Discussion and/or action for establishing a Mission Statement for ESD #2. (Barclay)
16. Administrative update of the Sales Tax Program for ESD #2 including update on reports from Hdl. (Barclay)
17. Annual Audits for ESD 2 and CVFD Updates (Lee, Schneider)
18. The terms for William Proffer and Sharon Barclay both expire at the end of December 2023. Both have agreed to be reappointed for another two-year term. Their names have been forwarded to Commissioner Luther for reappointed by the Burnet County Commissioners Court. (Barclay)
19. Discussion/action to change the meeting time to the 3rd Thursday of each month at 7pm. (Barclay)
20. Discussion and/or action regarding establishing a position for a contract Administrative Assistant position. (Barclay)
 - Contract v. Hired by ESD
 - Duties
 - Hours
 - Pay
 - Budget Change
 - ESD Obligations to IRS reporting
21. Update on website for ESD. <https://www.burnetcountytexas.org/page/esd.2> (Barclay)



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22. SAFE-D Conference is February 22-24, 2023, at the Irving Convention Center; registration is open. (Barclay)
23. Calendar of events for December 2023. (Barclay)
 - A. Approve Capital Expenditures, if applicable.
 - B. Discussion regarding upcoming Annual SAFE-D Meeting, February 22-24, 2024, Irving.
 - C. Discussion regarding upcoming Annual Audit.
 - D. File required report with Texas Department of Emergency Management by January 1, 2024 (Barclay)
 - E. Publish ESD Administrative Information in the Burnet Bulletin during January (Barclay)
24. Next meeting, at 7:00 p.m. on Thursday, December 21, 2023.
25. Adjourn

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