



**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, December 21, 2023, at 6:00 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. Accept minutes from the November 16, 2023 meeting. (Barclay)
9. ESD #2 Treasurer Report. (Lee)
10. Discussion and/or action regarding the disbursement of funds. (Lee)
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.

**POSTED**

**Vicinta Stafford**  
**Burnet County Clerk**

By Christy Simpson at 12:10 pm, Dec 14, 2023



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- B. Cassie VFD Financial Report (L. Schneider)
  - C. Discussion and/or approval of Capital Expenditures for Cassie VFD, if applicable.  
(Curtis)
12. Report and discussion and/or action from Joint Task Force (Barclay, Proffer, Curtis, Schoenfeld)
- A. 15-Year Outlook
  - B. Equipment
  - C. Building
13. Administrative update of the Sales Tax Program for ESD #2 including update on reports from Hdl. (Barclay)
14. Annual Audits for ESD 2 and CVFD Updates (Lee, Schneider)
15. 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)
16. Discussion and/or action regarding establishing a position for a contract Administrative Assistant position. (Barclay)
- Contract Terms
  - Duties
  - Hours
  - Pay
  - Budget Change
  - ESD Obligations to IRS reporting
  - Hiring
17. Report on filing required report with Texas Department of Emergency Management by January 1, 2024 (Barclay)



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18. Calendar of events for January 2024. (Barclay)
  - A. Approve Capital Expenditures, if applicable.
  - B. Discussion regarding upcoming Annual SAFE-D Meeting, February 22-24, 2024, Irving.
  - C. Report from Charity Taber on the Annual Audit.
  - D. Publish ESD Administrative Information in the Burnet Bulletin during January (Barclay)
  - E. Discuss March Meeting
  - F. Discussion on continuation of HdL Contract
19. Next meeting, at 6:00 p.m. on Thursday, January 18, 2023.
20. Adjourn

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