



**BURNET COUNTY EMERGENCY SERVICES DISTRICT #2**  
**P. O. BOX 249**  
**BUCHANAN DAM, TEXAS 78609-0249**  
**NOTICE OF REGULAR MEETING**

In compliance with the provisions of Chapter 551, Texas Government Code, notice is hereby given of a Regular Meeting of the Board of Emergency Services Commissioners of Burnet County Emergency Services District #2, to be held on Thursday, January 18, 2024 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. Welcome Felecia Sanchez to the Board. (Barclay)
7. 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.
8. Annual Audit Report (ORW – Charity Taber)
9. Accept minutes from the December 21, 2023 meeting. (Barclay)
10. ESD #2 Treasurer Report. (Lee)
11. Discussion and/or action regarding the disbursement of funds. (Lee)
12. Report from the Cassie Volunteer Fire Department.
  - A. Report of VFD (Chief Curtis)
    1. Number of calls.
    2. Training, etc.
    3. Other department activity or concerns.



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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)
13. Report and discussion and/or action from Joint Task Force (Barclay, Proffer, Curtis, Schoenfeld)
14. Administrative update of the Sales Tax Program for ESD #2 including update on reports from HdL. (Barclay)
15. 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
16. March 2024 Monthly Meeting reschedule date (Barclay)
17. Discussion and/or action regarding continuation of contract with HdL Companies for Sales Tax Administration. (Barclay)
18. Calendar of events for February 2024. (Barclay)
- A. Standing Agenda Items
  - B. Discussion regarding upcoming Annual SAFE-D Meeting, February 22-24, 2024, Irving.
  - C. Publish ESD Administrative Information in the Burnet Bulletin during January (Barclay)
  - D. Discussion on continuation of HdL Contract



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19. Next meeting, at 6:00 p.m. on Thursday, February 15, 2024.

20. Adjourn

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