



**BURNET COUNTY EMERGENCY SERVICES DISTRICT #8 SERVING  
BRIGGS/OAKALLA AREAS  
REGULAR MEETING NOTES OF FEBRUARY 26<sup>th</sup>, 2024**

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

**AGENDA**

1. **Call to order and establish a quorum.** Meeting was called or order by Commissioner Shamard @ 6:45pm. Commissioners Shamard, Keith, Ewart, Price and Eide was present
2. **Pledge of Allegiance and Invocation.** Pledge was led by Commissioner Shamard. Invocation was given by Deputy Akin.
3. **Recognition of Citizens and Elected Officials.** – No Elected officials where present. One citizen signed in.
4. **Citizen Comments on items not on the agenda:** Individual members of the public may address the Board for a maximum of three minutes per person on items not on the current agenda for a collective total of 15 minutes. No formal action, discussion, deliberation, or comment by the board will be made for items not on the current agenda. None we made.
5. **Citizen Comments on agenda Items:** Individual members of the public may address the Board for a maximum of three minutes per person, per item. Individuals may address the Board once per item. If a translator is required, the speaker and the translator are allotted six minutes per agenda item to address the Board. -None were made.
6. **Election of Burnet County Emergency Services District Officers.** Commissioner Keith made the following Motion: I nominate Commissioner Shamard as President, Commissioner Keith as Vice President, Commissioner Price as Secretary, Commissioner Eide as Assistant Treasurer for the board of ESD #8 contingent on Burnet County Commissioner Beierle searing in Commissioner Price. Motion 2<sup>nd</sup> by Commissioner Price. Motion passed. Commissioner Keith motioned to appoint the board Secretary as the ESD Records Retention Officer and to provide the Board with a Records Retention Policy by the next board meeting. Motion 2<sup>nd</sup> by Commissioner Price. Motion passed.
7. **Review posted minutes for additions or corrections and approve minutes from the January 22, 2024, Regular Meeting.** Motion to accept the minutes of January 22, 2024 board meeting made by Commissioner Price, 2<sup>nd</sup> by Commissioner Ewart. Motion passed.
8. **Review posted minutes for additions or corrections and approve minutes from the February 7, 2024, Special Meeting.** Motion to accept the minutes of February

7th 2024 was made by Commissioner Price and seconded by Commissioner Ewart. Motion approved.

9. **Review posted treasurer's report for any questions and approval for the month of January 2024-** See Treasurers report attached. Motion to approve the report was made by Commissioner Keith, 2<sup>nd</sup> by Commissioner Price. Motion approved.
10. **Consider and take appropriate action on the following items:**
  - A. Approve payment of regular bills- Carlton Law firm for \$264.00. Motion to approve regular bills was made by Commissioner Keith and 2<sup>nd</sup> by Commissioner Eide. Motin approved.
  - B. Approve funding for Commissioners to attend the SAFE-D Conference. Commissioner Keith presented travel expenses for the Safe -D conference of \$703.25 and Commissioner Eide presented \$658.22 for the same. Motion made by Commissioner Shamard to pay the travel reimbursement, 2<sup>nd</sup> by Commissioner Ewart. Motion approved.
11. **Ratify an Agreement between Dr. Corey Fearheile M.D., Burnet County ESD #8 and Northeast Burnet County Fire Rescue, for Medical Direction.** Commissioner Keith motioned that we Ratify and send the agreement forward, 2<sup>nd</sup> by Commissioner Price. Motion approved.
12. **Consider and take appropriate action on the requirement of new NBCFR financial control and monitoring measures to be implemented on or before April 1, 2024.** Commissioner Shamard presented the updated ESD Financial Accountability Requirement for ESD Funds as agreed to by the board of North East Burnet County Volunteer Fire Department. Motion made by Commissioner Shamard 2<sup>nd</sup> by Commissioner Price to ratify these procedures. Motion approved. See attached.
13. **Consider and take appropriate action on the following items:**
  - A. NBCFR Performance Measures Report. - No action taken
  - B. NBCFR Financial Reports- No action taken
14. **Fire Chief's Report.** Chief reported that we had 27 incidents, of which 2 where structure fires and 3 motor Vehicle incidents. No action taken
15. **Consider and take appropriate action on items associated with implementation of the District Fire Code.** Commissioner Keith reported that we did not find any fire code planning software packages at the Safe-D conference, however a contact with Lake Travis Fire Rescue advised that they use a software package and are willing to meet with us to introduce us to this software and the requirement for our ESD to create and manage our own fire code. Commissioner Keith to make the follow up contact with LTFR.
16. **As allowed by Texas Government Code 551.074: (a)-2. Burnet County ESD #8 board of commissioners will go into a Closed Meeting to discuss personnel matters and attorney consultation.** Commissioner Shamard brought the board into Closed Meeting at 7:42pm and brought us back out at 10:38 pm. During the closed meeting, discussions incurred around personal matters.

The next meeting will be on Monday March 25, 2024, 6:45 PM, at the Northeast Burnet County Fire Rescue (NBCFR) Station #1, located at 9111 FM 963, Oakalla, TX.

**17. Adjourn:** Motin to adjourn by Commissioner Price, 2<sup>nd</sup> by Commissioner Edie.  
Motion Passed, meeting closed at 10:38pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Barker F. Keith II", written over a horizontal line.

**Barker F. Keith II**

**Vice President**

**Burnet County ESD #8**

## ESD Financial Accountability Requirements for ESD Funds

1. **Department Operating Budget:** Once approved, the operating budget will be funded by the ESD and paid into the Department ESD account in four (4) installments as we do now.
2. **Capital Budget:** Once approved, the capital outlay budget will be funded by the ESD and allocated as purchases are made.
3. **ESD Bank Account Security and Accountability:** Only the Fire Chief, Assistant Fire Chief and the Fire Department President will have access to view the account. No single person can change access or remove funds from the ESD Account. Both the Fire Chief and the Fire Department President are required to be present when making changes to the account, that are first approved by the ESD Board.
4. **Accounts payable:** The department will contract with an accounting firm to maintain records in QuickBooks, produce reports and pay all bills approved in the Operating Budget, at the direction of the Fire Chief. Only the accounting firm will have access to make changes in QuickBooks. The Fire Chief, Assistant Fire Chief and the Department President will have read-only access to run reports in QuickBooks. Nothing precludes the department from contracting with an accounting firm to manage the finances of the Nonprofit Corporation.
5. **Budget Tracking:** The Accounting firm will load the Operating Budget into QuickBooks and provide line-item reporting.
6. **Fuel Cards:** Fuel Cards will be issued to each department vehicle and only used for that vehicle. Only fuel can be purchased with a fuel card. Unique PIN numbers will be issued to each member that is authorized to drive a department vehicle.
7. **Credit Cards:** One credit card account with four credit cards will be paid with ESD account funds. All purchases must be for items approved in the operating budget and be approved (or pre-approved) for purchase by the Fire Chief. Receipts will be required to be submitted to the Fire Chief for each purchase, along with a completed requisition form. (See Credit Card Policy) *No debit cards will be associated with the ESD bank account.* Three credit cards will be issued to the Operations branch of the department; the Fire Chief, Deputy Chief and Assistant Chief. One credit card with a \$1,000.00 per month spending limit will be issued to the Fire department President.

8. **Checks:** The accounting firm will maintain the only checkbook for the ESD account. All purchases must be for items in the operating budget and be approved by the Fire Chief, the accounting firm will issue a check for payment. The check must be endorsed by both the Fire Chief and the Fire department President. The Assistant Fire Chief may be authorized on the account to endorse checks, in the following situations:
  - A. The Fire Chief or the department President is out of town or incapacitated and unable to endorse a check in the required time needed for a specific purchase or to pay a bill.
  - B. The recipient of the check being endorsed is the Fire Chief or the Fire department President.
9. **Reimbursement to Members for Business Expenses:** If a member, at the direction of the Fire Chief or their designee purchases a budgeted item and produces evidence of the purchase including a valid receipt and completed requisition form, the Fire Chief may arrange for reimbursement by check.
10. **Fire Chief:** The ESD board must approve the hiring and firing of the Fire Chief, Deputy Fire Chief and Assistant Fire Chief, and each must meet the employment criteria agreed to by the ESD and the department.
11. **The Delivery of Service and Accountability of Taxpayer Funds:** The Fire Chief is accountable to the ESD for delivery of service and appropriate use of taxpayer funds.
12. **Development of an Operating and Capital Outlay Budget:** The Fire Chief is responsible for working with the department Board of Directors and preparing a draft budget. The Fire Chief will present the recommended budget to the ESD board and is responsible for operating the department within the budget once approved and funded.
13. **Reporting to the ESD Board:** The Fire Chief or their designee will report on the operating and capital outlay budget and on the performance of the department at the regular meeting of the ESD Board each month. The Fire department President or their designee may present on any items, including the activities and finances of the Nonprofit Corporation.

# Financial Report EDS #8

February 26, 2024

1. Our January property tax deposits totaled \$182,409.12. The sales tax deposit was \$29,752.23.
2. As of February 26th, our BCAD property tax deposits for this month have been \$124,075.60.
3. Our February sales tax check was \$40,431.65.
4. Our bank balance on January 31st was \$344,448.19. Our bank balance today (2/26/2024) is \$508,955.44.
5. Our contingency account balance as of January 31st was \$102,073.98.
6. This FY to date (5 months including February) we have received from BCAD a total of \$379,819.48 and \$150,930.14 from sales taxes as well as \$257.04 in interest for a total deposit of \$531,006.66.
7. Our sales tax checks for the past 12 months have totaled \$333,849.89. We received \$425,553.42 from BCAD during the same period, plus \$438.44 for a total deposit of \$759,841.65.