



**BURNET COUNTY EMERGENCY SERVICES DISTRICT #8 SERVING  
BRIGGS/OAKALLA AREAS  
REGULAR MEETING NOTES OF JANUARY 22<sup>nd</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 and Eide was present. Commissioner Price was absent.
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.** Burnet County Commissioner Damon Beierle was in attendance and Swore in Commissioner Shamard for another term. Commissioner Beierle discussed that the County was doing a survey of the property where NEBCFR Station #1 stands.
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. -No Citizen Comments not on the agenda tonight.
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. -No Citizen Comments on agenda items tonight.
6. **Election of Burnet County Emergency Services District Officers.** A motion was made by Commissioner Keith and second by Commissioner Ewart to table this item to next regular meeting. Motion passed.
7. **Review posted minutes for additions or corrections and approve minutes from the December 25, 2023, Regular Meeting.** Motion to approve the minutes from December 25<sup>th</sup>, 2023 by Commissioner Ewart, second by Commissioner Keith. Motion passed.
8. **Review posted minutes for additions or corrections and approve minutes from the January 9, 2024 Special Meeting.** . Motion to approve the minutes from January 9, 2024 by Commissioner Shamard, second by Commissioner Ewart. Motion passed.

9. **Review posted treasurer's report for any questions and approval for the month of December 2023-** Commissioner Ewart delivered the Treasurers report below.
- The December property tax deposits totaled \$42,018.35
  - The sales tax check was \$23,098.88
  - As of January 22, 2024, our BCAD property tax deposits for this month have been \$183,410.50
  - The January sales tax check was \$29,752.23
  - The bank balance on December 31<sup>st</sup> was \$138,896.35
  - The bank balance on January 22<sup>nd</sup> is \$344,470.18
  - The contingency account balance as of December 31<sup>st</sup> is \$102,030.65
  - We should consider increasing the Contingency fund by \$50,000.00
  - The bookkeeping service used by the department is capable of managing the department funds and producing checks. We should develop handling policies for bill payment with approved payments submitted to the book keeper, the bookkeeping firm following policy to accept the approval and issue the check, the checks returned to the department for 2 signatures and mailing the payment to the vendor. We should move to a system that does not require the department to recruit a volunteer to handle money without oversight from outside the department.

Motion to approve the treasurers report was made by Commissioner Keith, seconded by Commissioner Shamard. Motion passed.

**10. Consider and take appropriate action on the following items:**

- A. Approve payment of regular bills- No bills were presented to the board.
- B. Reimburse NBCFR for purchase of ESD Business Cards and IDs- No action taken..

**11. Receive an update, consider and take appropriate action on the following items:**

- A. NBCFR medical first response capability. Chief Freitag updated the board on the ALS equipment we have revied to date. Once the contract with the medical director is signed we should be on schedule to start delivering this service in Quarter 2, 2024.
- B. Funding any needed equipment, supplies, services, training, medical direction and insurance coverage that were not included in the NBCFR FY 23-24 approved budget.- No action taken

**12. Consider and take appropriate action on the following items:**

- A. NBCFR Performance Measures Report Chief Freitag updated the board on last months performance measures. No action taken
- B. NBCFR Financial Reports- The board reviewed the department financials. No action taken.

**13. Fire Chief's Report.** Chief Freitag reviewed with the board the updated background check policy, and mobile drug testing policy for the department- No action taken.

**14. Consider and take appropriate action on the following items as needed; (The following items are associated with implementation of the District Fire Code and**

*work will span over several months. Items listed may not be discussed at every meeting.)*

- A. providing for fees to be payable for permits, approvals and inspections;
  - B. requiring a permit or approval for certain hazardous uses and activities;
  - C. providing for civil penalties for violations;
  - D. providing for administration of the fire code and authorizing the fire code official and his/her designees to administer and enforce the code;
  - E. authorizing entry onto property to conduct inspections;
  - F. authorizing stop work orders for work performed in violation of the fire code;
  - G. providing for appointment of an appellate body and for appeals from decisions of the fire code official; and
  - H. providing for severability and an effective date.
- No action taken

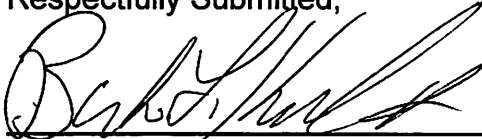
**15. As allowed by Texas Government Code 551.074: (a)-2. Burnet County ESD #8 board of commissioners will go into a Closed Meeting to discuss personnel matters and attorney consultation.**

Commissioner Shamard brought the board into "Closed Session" @ 7:50pm to discuss personnel matters and attorney consultation. At 9:40pm Commissioner Shamard brought the board out of "Closed Session" Commissioner Keith reported that during the Closed Session personal matters were discussed and no decisions were made.

**16. The next meeting will be on Monday, February 26, 2024, at 6:45 PM at Northeast Burnet County Fire Rescue (NBCFR) Station #2 2285 US 183 Bertram, TX.**

**17. Adjourn—** Motion by Commissioner Keith to adjourn, second by Commissioner Ewart. Motion passed, meeting adjourned at 9:41pm.

Respectfully Submitted,



---

**Barker F. Keith II**

**Vice President**

**Burnet County ESD #8**