



BURNET COUNTY EMERGENCY SERVICES DISTRICT #8
SERVING BRIGGS/OAKALLA AREAS
MEETING MINUTES OF OCTOBER 28, 2024 AT NEBCFR STATION # 2
LOCATED AT 2285 US 183 BERTRAM TX

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

AGENDA

- 1. Call to order and establish a quorum.** *A quorum was established of Commissioners Shamard, Keith, Ewart and Eide. Commissioner Price was excused. Commissioner Shamard called the meeting to order at 6:45pm.*

- 2. Pledge of Allegiance and Invocation.** *The Pledge of Allegiance was led by Commissioner Shamard and Invocation by Fire Fighter Jessy Perry.*

- 3. Recognition of Citizens and Elected Officials.** *No citizens or elected officials were present. County Commissioner Beierie sent a message through Commissioner Shamard that there was legislative action that might impact ESD's and encouraged ESD Commissioners to follow the legislative action especially Senate Bill 22.*

- 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.

5. Citizen Comments on agenda Items: There were no citizens in attendance.

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.

6. Review posted minutes for additions or corrections and approve minutes from the September 23, 2024, Regular Meeting.

Commissioner Shamard presented a motion to include a budget revision to reflect the approval to purchase a new Engine in the minutes. Documenting the purchase of the additional Engine was discussed. The motion to correct the minutes by Shamard was seconded by Commissioner Keith and approved by the Commissioner in a 4 to 0 vote.

7. Review posted treasurer's report for any questions and approval for the month of September 2024.

See number 7 above. Commissioner Ewart presented summary high lights. Some general discussion regarding future projections. Motion by Commissioner Shamard to accept Treasure's report, second by Commissioner Barker. Motion passed 4 to 0.

8. Consider and take appropriate action on the following items:

- A. Approve payment of regular bills. *Motion to pay approved bills by Commissioner Ewart, seconded by Commissioner Keith*
- B. Update on accounting firm to manage the ESD financial business and transactions, to include automatic bill pay and direct deposit payroll. *General discussion; Commissioner Ewart and Fire Department Chief believe the current system is working well and should continue. Reviewed potential Operating Budgets prepared by Commissioner Shamard.*

9. Consider and take appropriate action on the following items:

- A. **NBCFR Performance Measures Report.** *The Fire Chief presented a summary of the months activities. All metrics are within parameters established for ESD #8 and the Fire Department. Average response time is 7 minutes with an average of 6 responders. See Chiefs Report. Fire Marshal issued 13 Outdoor Burning Permits during the month. Fire Department will begin to track ambulance response time and "on-scene" time.*

B. NBCFR Financial Reports. Reviewed and discussed Fire Department financial reports prepared by the Chief

10. Fire Chief and Fire Marshal's Reports.

- A. Update on new Engine 1, Attack 3 and Squad 4. *The new Engine is on site and in use. Meets expectations of the department.*
- B. TCFP Site Visit Update and general TCFP Update. *Site visits where successful, only need to finish paper work.*
- C. Update on account transitions. *In progress.*

11. Consider and take appropriate action on the following items:

- A. Adopt an ESD Employee Handbook.
- B. Adopt ESD Job Descriptions.
- C. Receive and file offer letters of employment.
- D. Receive and file HIPAA agreements.
- E. Receive and file Acknowledgment of Receipt of Employee Handbook forms.
- F. Receive USCIS I-9 forms.

For the Record the above items were presented as complete and finalized.

Commissioner Ewart made a motion that the ESD Board accept them and place in the file. Commissioner Keith seconded the motion. The motion was approved 4 to 0 by the board.

12. Consider and take appropriate action authorizing the president and vice president to conduct certain business on behalf of the ESD. Discussed.

Commissioner Ewart made a motion to approve the proposal, Commissioner Keith seconded the motion. Motion passed 4 to 0.

13. The board started the discussion regarding long ambulance response times to critical medical calls in the district. Discussed conducting a work session to identify options to improve ambulance response time in the district. The workshop will be held In conjunction with our next regular meeting now scheduled for November 18th (see item #17) to discuss the topic In greater detail."

14. Receive an update, discuss and take appropriate action on the following Items as needed:

- A. Budget amendment to account for insurance changes, the updated purchase price of Engine 1 and other new reoccurring expenses not included in the original operating budget. *Discussion on multiple invoices from insurance provider. Decision to withhold payment until bills/coverage are finalized.*
- B. TEEX 90/10 grant for safety equipment. *Discussion: Grant remains valid despite change in organization structure. Grant is earmarked for a 2nd set of gear for firemen.*
- C. Safety equipment needs to meet TCFP and NFPA standards.: *Fire Chief working on establishing and documenting standards.*
- D. Zoll Service contract for Autopulse and EKG Monitor. *Required regular maintenance to maintain certification.*
- E. Web redesign, web and social media management and marketing.
- F. Equipment needs to complete the new deployment model.
- G. Helipad and training grounds road base and pavement.
- H. Location improvements for Squad 4. *Open for additional discussion during Strategic Planning Session (Scheduled for November 19, 2024.)*

15. Operating Budget Amendment. After discussion the following operating budget changes were approved.

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| A. Insurance Increase: | \$14,323.00 |
| B. Zoll Service Contract | \$ 340.00 |
| C. 4 SCBA & 8 Bottles | \$ 38,736.00 |
| D. Road base Helo/Training Site | \$ 8,985.00 |
| E. Road base Station 4 | \$ 6,270.00 |
| F. Building Station 4 | \$ 8,938.40 |
| G. Safety Gear (ESD Budget) | \$ 5,490.00 |
| H. Foam | \$ 8,491.60 |
| I. Audit Fee | (Budgeted elsewhere) |
| J. Web Development | \$ 4,000.00 |
| K. Total | \$95,574.00 |

A motion was made by Commissioner Shamard with a second by Commissioner Keith to approve the increase to \$95,574.00 in the operating budget. Motion passed 4 to 0. A separate motion was made by Commissioner Shamard to accept the Agenda One proposal from Suade Marketing. Commissioner Keith seconded. Motion passed 4 to 0.

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 contract options. *ESD #8 Board of Commissioners did not go into a Closed Meeting.*

17. Set the date, time and location for the next ESD #8 board of commissioners meeting: The next meeting will be on Monday November 18, 2024, 5:30 PM, at the Northeast Burnet County Fire Rescue Station # 2, located at 2285 U S 183, Bertram, TX.

18. Adjourn

Burnet County Emergency Services District No. 8

* The District reserves the right to consider and take action on the above agenda items in any order. It also reserves the right to enter into a closed meeting on any agenda item as allowed by law. A Citizens Comment Form must be filed with the Secretary at least 10 minutes prior to the beginning of the meeting for an individual to be allowed to speak during Citizen Comment. The individual executing the Citizen Comment Form understands that he/she is provided a limited amount of time to speak.

Burnet County Emergency Services District No. 8 is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please contact Alice Price, Secretary for Burnet County Emergency Services District No. 8 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may utilize the statewide Relay Texas Program by dialing 7-1-1 or 1-800-735-2988.