



BURNET COUNTY EMERGENCY SERVICES DISTRICT NO. 2
P.O. Box 249
Buchanan Dam, Texas 78609-0249

Special Meeting Minutes (Official) – June 13, 2024

1. (AI)¹ Call meeting to order.

(AD)²At 6:07 p.m., June 13, 2024, the Special Meeting for the Board of Emergency Service Commissioners of Burnet County Emergency Services District No. 2 was called to order by President Sharon Barclay at the Cassie Volunteer Fire Department, 3900 RR 690, Burnet, Texas 78611. Notice of this meeting (Enclosure 1) had been previously posted at the Burnet County Courthouse and the Burnet County website, (Burnet County burnetcountytexas.org) in compliance with the provisions of Chapter 551, Texas Government Code.

2. (AI) Establish a quorum.

(AD) Board member in attendance were:

Sharon Barclay

Jodeen Lee

Felicia Sanchez

William Proffer

Robbie Cheatham



3. (AI) Pledge of Allegiance

(AD) The quorum having been established, the Pledge of Allegiance to the United States was rendered with appropriate honors.

4. (AI) Invocation

(AD) Commissioner Barclay offered the Invocation.

¹ AI – Agenda Item

² AD – Action and/or Discussion by BCESD-2Commissioners

5. (AI) Welcome guests

(AD) Commissioner Barclay welcomed to the meeting:

CVFD Chief Derrick Curtis

CVFD Asst. Chief Schoenfeld

Mrs. Laura Schneider, DVFD Treasurer

Mrs. Megan Paz, ESD2 Administrative Assistant

Overview: This is a meeting to review the Strategic Plan for Burnet Country Emergency Services District No 2 that was written to establish objectives over a five-year cycle from 2024 to 2029. This plan will serve as a living document and guide over work as it progresses; it will be subject to changes with reassessment and evolving circumstances.

Page 5 - Add CVFD Mission statement

Strategic Planning Topic #1 – Structures

Goal 1- No Changes

Goal 2 – will change wording to read “Following the adoption of the Strategic Plan, action to hire an outside consultant will be brought to the ESD Board Meeting. The outside consultant will perform a feasibility study to capture the scope of work through a needs assessment and calculate a recommended budget for the project. The consultant will meet with both the ESD and CVFD representatives to gather information and report on progress.”.

Goal 3 – No Changes

Goal 4 – will change wording to read “...in an expedient manner...”

Strategic Planning Topic #2 - Equipment and Apparatus

Description – will change wording to read “The typical life span for a fire engine is an industry standard of 20 years”

Goal 1- No Changes

Goal 2 - will change wording to read Replace Brush #3 (No. 4451) during FY'25- '26. CVFD to research and present proposals at the Commissioner's Meeting during the Spring of 2025 to include vehicle specifications. Following the presentation, the President will place the proposal on the agenda for the next month for discussion/action on pursuing bids for the replacement brush truck.

Goal 3 - will change wording to read "Replace nine sets of bunker gear during FY'27-28. Bunker gear has a maximum 10-year use. Anticipated cost is \$60,000. CVFD will include this item in their budget proposal for action no later than July 2027."

Goal 4: No Changes

Goal 5: No Changes

Goal 6: No Changes

Goal 7: No Changes

Goal 8: will change wording to read: The Cassie VFD will continue to evaluate the needs for getting a bigger boat for lake response.

Goal 9: added. Continually evaluate equipment and tools for serviceability and safe use. Should a capital expense item present in need of replacement, CVFD will research and bring this item forward at the Commissioner's Meeting with purchase/bid proposals. The Commissioner's will act on the item in a timely manner, usually no later than the meeting following the proposal.

Strategic Planning Topic #3 Staffing Structure, Retention, Recruitment

Description – will change wording to read "Cassie Volunteer Fire Department has a rich history of very committed and qualified volunteers; this was very evident when conducting the SWOT and was the strongest area in the strength measurement for all categories. Currently, there is one paid employee, the Fire Chief/Head of Department. The Fire Chief annually appoints the Line Officers."

Retention – will change wording to read “Goal 1: The Joint Task Force will annually conduct an annual retention assessment to address staffing needs, preferences, and potential issues.”

Goal 2 – No Changes

Goal 3 – No Changes

Goal 4 – No Changes

Goal 5 – No Changes

Recruitment

Goal 1 – will change wording to read “Utilize social media to enhance the Cassie VFD “brand”. Minimally make one Facebook and/or other social media focusing on volunteers, training, and activity once a month.”

Goal 2 – No Changes

Goal 3 – No Changes

Strategic Planning Topic #4 – Training

Description – will change wording to read “Cassie Volunteer Fire Department serves several rural neighborhoods, ranches, businesses, event facilities and homes and recreational areas of Lake Buchanan and Inks Lake. The population is diverse, full-time and part-time, and varies with time of year, holidays and events. The area also attracts a multitude of visitors to its various attractions. Due to the varied terrain and constituency, the CVFD engages in a multitude of complex training procedures to meet the diverse emergencies of the constantly changing population. The department currently meets once a week for equipment checks and every other week for training. The volunteers also have access to regional and state training.

Goal 1 – No Changes

Goal 2 – will change wording to read: “Offer members Emergency Medical Technician or Emergency Medical Responder training”

Goal 3 – will change wording to read: “Offer members Swiftwater Rescue training”

Goal 4 – will change wording to read: “Offer members a ropes technician course”

Goal 5 – No Changes

Goal 6 – No Changes

Goal 7 – No Changes

Strategic Planning Topic #5 – Leadership and Planning

Goal 1 – No Changes

Goal 2 – No Changes

Goal 3 – No Changes

Goal 4 – No Changes

Goal 5 – will change wording to read: “The Treasurer and the President of the ESD will establish a 5-Year Forecasted Budget that will be updated annually. This budget will be aligned with the goals set in the Strategic Plan”

Goal 6 – No Changes

Goal 7 – will change wording to read “Develop and implement performance expectations for Fire Department leadership. All persons employed by the Fire Department will receive an annual performance evaluation with the goal of fostering mentorship for professional, personal, and communication growth. The performance evaluation will be presented at closed fire department board of directors’ session by the evaluator prior to the Fire Department’s June meeting and reported at the August ESD Commissioners Board Meeting“

Strategic Planning Topic #6- Fire Prevention/Education/Pre-Fire Plans

Goal 1 – No Changes

Goal 2 – will change the wording to read “Utilizing public education events and social media, the District and the Fire Department will educate the residents on 911 Address Signs. The Fire Department will utilize an existing resource to order the sign and provide it to the residents at cost. A Fire Department representative will also assist residents in installing the sign at their request”

Goal 3 -No Changes

Strategic Planning Topic #7 – Community Involvement

Description – will change the wording to read “Cassie VFD and Burnet County ESD No. 2 serve a complex area in Burnet County. While the Fire Department has challenges from fluctuating populations, water rescues, and wildland environments, the ESD has its main source of revenue from a small number of taxpayers. It is imperative for our presence to be known in the community so that there is an understanding of the vital roles in which we contribute and garner support for our mission.

Goal 1 – No Changes

Goal 2 – No Changes

Goal 3 – No Changes

Goal 4 – will change the wording to read “Hold an annual CVFD/ESD Open House providing community education information, fire safety for children, and ESD information; report at the ESD Board Meeting following the event”

Goal 5 – No Changes

Goal 6 – No Changes

Goal 7 – Remove

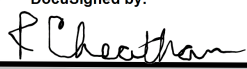
Appendix A – Vehicle Equipment Replacement Plan - No Changes

Appendix B – Call Volume – No Changes

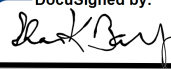
Appendix C – will change to 5-year Budget Projection

(AI) Adjourn

(AD) With no additional business, the Burnet County Emergency Services District No 2, June 13, 2024, Special Meeting was adjourned at 8:45 p.m.

DocuSigned by:

12232399F2A5455...

Robbie Cheatham
Secretary
Emergency Services District No. 2
Burnet County
June 13, 2024

DocuSigned by:

51B493192480430...

Sharon K. Barclay
President
Emergency Services District No. 2
Burnet County
June 13, 2024



POSTED

**Vicinta Stafford
Burnet County Clerk**

By Courtney Gage at 1:39pm, Jun 06, 2024

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

NOTICE OF SPECIAL MEETING

In compliance with the provisions of Chapter 551, Texas Government Code, notice is hereby given of a Special Meeting of the Board of Emergency Services Commissioners of Burnet County Emergency Services District No. 2, to be held at the Cassie Volunteer Fire Department located at 3900 RR 690, Burnet, Texas, 78611 at 6 p.m., Thursday, June 13, 2024. This agenda is posted in the Burnet County Courthouse and on the [Burnet County \(burnetcountytexas.org\)](http://BurnetCounty(burnetcountytexas.org) website) website.

PURPOSE OF MEETING

The purpose for this meeting will be for Strategic and Long-Term Budget Planning.

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