



**BURNET COUNTY EMERGENCY SERVICES DISTRICT #8 SERVING  
BRIGGS/OAKALLA AREAS  
REGULAR MEETING NOTES OF OCTOBER 23<sup>RD</sup> 2023**

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 to order by Commissioner Shamard @645pm.
2. **Pledge of Allegiance and Invocation.** Pledge was led by Commissioner Shamard. Invocation was given by Commissioner Ewart.
3. **Recognition of Citizens and Elected Officials.** None
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
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
6. **Review posted minutes for additions or corrections and approve minutes from the September 25, 2023, Regular Meeting.** Motion was made by Commissioner Keith to approve the minutes of September 25<sup>th</sup> 2023, seconded by Commissioner Ewart. Motion Passed.
7. **Review posted treasurer's report for any questions and approval for the month of September 2023.** Commissioner Newt gave the treasurer's report, see attached. Motion to approve by Commissioner Keith and second by Commissioner Eide. Motion passed.
8. **Consider and take appropriate action on the following item:**
  - A. Approve payment of regular bills- One bill was presented by Commissioner Newt for \$86.50 from Carlton Law firm. This was for legal services regarding the Tax Rate. Motion to approve by Commissioner Shamard and seconded by Commissioner Keith. Motion passed.
9. **Consider and take appropriate action on the following item:**
  - A. NBCFR Performance Measures Report
  - B. NBCFR Financial Reports
  - C. NBCFR End of Year Reports
    - i. Status of debit cards and credit cards

Assistant Chief Potter gave the reports above and informed the board that the debit cards are closed and replaced with credit cards for purchases. This is about as "cashless" as the system can get. No action taken.

**10. Fire Chief's Report.** Report was given by Assistant Chief Potter

- CAD is up and running.
- Burn Ban is still on

**11. Consider and take appropriate action on;**

- A. adopting portions of the international fire code.** Fire code was reviewed. Motion to approve by Commissioner Keith, second by Commissioner Newt. Motion passed
- B. providing for fees to be payable for permits, approvals and inspections;**
- C. requiring a permit or approval for certain hazardous uses and activities;**
- D. providing for civil penalties for violations;**
- E. providing for administration of the fire code and authorizing the fire code official and his/her designees to administer and enforce the code;**
- F. authorizing entry onto property to conduct inspections;**
- G. authorizing stop work orders for work performed in violation of the fire code;**
- H. providing for appointment of an appellate body and for appeals from decisions of the fire code official; and**
- I. providing for severability and an effective date.**

Commissioner Keith motioned to table items 11.B to 11.I until we have a implementation plan. Assistant Chief Potter recommended that he and Chief Freitag take a Fire Code Planning and Review Course. This would provide the district with the ability to review and approve building plans. Once this service is up and running we only need the Fire Marshal Services for any enforcement actions. Board agreed with Chief Potter who said this should be complete by Q224. Commissioner Keith indicated he would update our prospective contract Fire Marshall on this plan.

**12. Consider and take appropriate action on the disbursement of end-of year funds:**

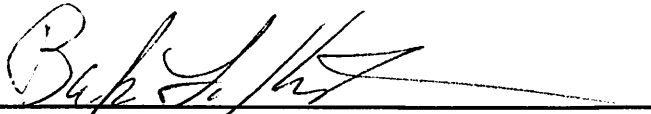
- A. Previously discussed priorities**
  1. Station 2 rainwater collection system completion- Assistant Chief updated us on the plan and is getting more bids.
  2. Station 2 helipad completion- In process
  3. Firefighter turnout gear- Old turnout gear will be donated.
  4. Rapid extraction kits (2)- No action
  5. Fire Code expenses- Will advise when Assistant Chief has the cost of the Planning review courses.
  6. Contingency fund payments- Will review next meeting.
  7. Recruiting Campaign- In process
  8. Other considerations- Assistant Chief Potter introduced the need for A SitCom headset communications system for firefighters in all vehicles. These headsets allow the firefighters on a vehicle to talk

to each other while on a call. Motion to approve \$12,803.80 for four sets was made by Commissioner Keith, seconded by Commissioner Eide. Motion Passed

**Next Meeting will be Monday, November 27, 2023, at 6:45 PM at NBCFR Station #1, located at 9111 FM 963, Oakalla, TX 78608.**

**13. Adjourn:** Motion to adjourn was made by Commissioner Keith, second by Commissioner Ewart, motion passed. Meeting adjourned at 8:16 pm

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**

# Financial Report EDS #8

October 23, 2023

1. Our September property tax deposits totaled \$181.10. The sales tax deposit was \$28,957.29.
2. As of today, our BCAD property tax deposits for this month have been \$771.95.
3. Our October sales tax check was \$31,247.40.
4. Our bank balance September 30 was \$202,273.97. Today the ESD has \$221,778.92.
5. Our contingency account balance as of September 30th (and today) is \$101,902.17.
6. Today I recommend that we make no further distributions to the Department from FY2022-23. In the past 60 days we have made nearly \$80,000 of special distributions to the department for the blacktop, the Helipad, and the acquisition of the engine from Bell County. The operating funds for the department are sound beginning the new fiscal year. One of the lessons from evaluating the "wish list" is that it is very easy to spend money and make very little positive impact on public safety or the safety of our volunteers. I would suggest that we move slowly and direct our funds to improving public safety and enhancing the safety of our firefighters.
7. FY 2022-23 was a very good one for the ESD and the Department. The list of accomplishments for the department only begins to shed light on the dramatic improvement to public safety of residents being provided by the Department. Also, our underlying financial stability is constantly improving. While adding a new fire station and greatly improving our fleet of emergency vehicles, our financial picture has remained strong. The debt level is relatively low.
8. The ESD income for the year was \$671,489.06. Property taxes provided \$349,693.39 and we received \$321,569.37. \$226.30 of interest was earned from funds in our contingency fund.