



**BURNET COUNTY EMERGENCY SERVICES DISTRICT #8
SERVING BRIGGS/OAKALLA AREAS
MEETING MINUTES OF JULY 22nd, 2024 @ NEBCFR STATION #1 LOCATED at
9111 FM 963, OAKALLA, TEXAS.**

The following agenda items were discussed, considered and action take as appropriate.

AGENDA-

- 1. Call to order and establish a quorum.** A quorum was established of Commissioners Shamard, Keith Eide and Ewart. Commissioner Price was absent. Commissioner Shamard called the meeting to order @6:45pm.
- 2. Pledge of Allegiance and Invocation.** The Pledge of Allegiance was given by Commissioner Shamard and invocation by Deputy Fire Chief Travis Akin.
- 3. Recognition of Citizens and Elected Officials.** -Burnet County Commissioner Damon Beierle was present.
- 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 June 24, 2024, Regular Meeting.** Motion was made to approve the minutes from the June 24th, 2024 regular meeting by Commissioner Keith, 2nd by Commissioner Eide. Motion passed.
- 7. Review posted minutes for additions or corrections and approve minutes from the July 17, 2024, Special Call Budget Work Session.** Motion was made to approve the minutes of the Special Call Budget Work Session by Commissioner Keith, 2nd by Commissioner Ewart. Motion passed.
- 8. Review posted treasurer's report for any questions and approval for the month of June 2024-** Report is attached. Motion made to approve the June 2024 Treasurer's report by Commissioner Keith and 2nd by Commissioner Shamard. Motion passed.
- 9. Consider and take appropriate action on the following items:**
 - A. Approve payment of regular bills. Carlton Law Firm \$385.50 and the quarterly payment to the department for \$128,147.50. Motion to approve the regular

bills was made by Commissioner Eide, and 2nd by Commissioner Shamard.
Motion passed.

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

- A. NBCFR Performance Measures Report – Chief Freitag gave his report. He reviewed our accomplishment to date. See attached. No action taken
- B. NBCFR Financial Reports- Chief Freitag gave his report. No action taken

11. Fire Chief's Report. Chief Freitag gave his report. TCFP inspection is coming up. We are ready. The GAP and SWOT Analysis from the budget session will be added to future notes as it changes. See attached.

12. Adoption of Budget & Tax Planning Calendar. Motion was made to adopt the Budget and tax Planning Calendar by Commissioner Shamard, 2nd by Commissioner Eide. Motion passed.

13. Consider and take appropriate action to adopt a budget for fiscal year October 1, 2024, to September 30, 2025.

- A. **Operating Budget-** motion to adopt a \$522,500 operation budget was made by Commissioner Ewart and 2nd by Commissioner Eide. Motion passed.
- B. **Capital Budget-** Motion to approve a Capital Budget of \$350,000 was made by Commissioner Shamard and 2nd by Commissioner Keith. Motion passed.
- C. **ESD Budget-** No action was taken
- D. **Contingency Fund-** No action taken

14. Discuss and consider a proposed tax rate.- A Special Call Meeting was set for 8.5.2024 @ 6:45 pm at Station #1 to discuss and set the tax rate.

15. Consider and take appropriate action on the service delivery model for BCESD 8 and the contract renewal with NBCFR, a 501(c)3 organization, to include but not limited to:

- A. **Allowing the service contract to expire at the end of the term.**
- B. **Request the name change of NBCFR, a 501(c)3 organization to Northeast Burnet County Fire Rescue Auxiliary.**
- C. **Request the 501(c)3 charter be updated to a support role for the Northeast Burnet County Fire Rescue membership.**
- D. **The creation and filing of documents and paying of fees to establish Burnet County Emergency Services District 8 - DBA Northeast Burnet County Fire Rescue.**
- E. **Authorize the creation and execution of a contract with Northeast Burnet County Fire Rescue Auxiliary.**
- F. **Authorize surplus funding under the current contract to the 501(c)3 account.**
- G. **Authorize the establishment of a bank account for the BCESD 8 operations budget.**
- H. **Authorize the procurement of all required insurance coverages.**

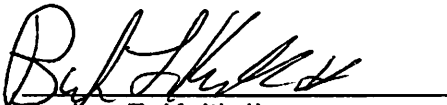
- I. Authorize the transfer of all assets to BCESD 8.
- J. Authorize the hiring of an accounting firm to manage the financial business and transactions of BCESD 8.
- K. Authorize the hiring of the current Fire Chief, Assistant Fire Chief and Deputy Fire Chief.
- L. Authorize the filing of any documents required for BCESD 8 to become a direct service provider.
- M. Authorize the transferring of any loans, agreements, utilities contracts and services to BCESD 8.
- N. Authorize the procurement of a fuel card and credit card account.
- O. Authorize the BCESD 8 President to brief the Burnet County Commissioners Court on the change that will be occurring and highlight key accomplishments. Motion to approve items A through O was made by Commissioner Keith, 2nd by Commissioner Ewart, motion passed. This motion confirms that Burnet County ESD #8 will be a direct provider for 911 first response, fire rescue.

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. - N/A no closed session occurred.

17. Set the date, time and location for the next ESD #8 board meeting: The next meeting will be on Monday August 26, 2024, 6:45 PM, at the Northeast Burnet County Fire Rescue (NBCFR) Station #2, 2285 US 183 Bertram, TX.

18. Adjourn – Motion made by Commissioner Keith to adjourn, 2nd by Commissioner Ewart, motion passed. Meeting adjourned at 8:05pm.

Respectfully Submitted,



Barker F. Keith II
Vice President
Burnet County ESD #8

Financial Report EDS #8

July 22, 2024

1. Our June property tax deposits totaled \$7935.60, and the sales tax check was \$37,789.22.
2. As of July 22nd, our BCAD property tax deposits for this month have been \$4235.77 and we have received \$29,845.99 from sales taxes.
3. Our bank balance June 30th was \$401,395.47. Today the ESD has \$435,477.33 in the Operating Fund.
5. Our contingency account balance as of June 30th (and today) is \$102,285.99.

FY 24-25

Accomplishments

- Now have 4 TCFP certified Firefighters.
- 3 EMT Basics going to test and one in school. This will give the Department 1 Paramedic and 8 EMT's.
- Have contracted a Medical Director.
- TCFP certified Plans examiner and basic fire inspector.
- Adopted IFC 2024 and appointed a Fire Marshal.
- Implemented a Fire prevention program.
- Fire training ground is under construction.
- TCFP regulated entity.
- Avg. Response time of 8 minutes.
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SWOT Analysis

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| Strengths | <ul style="list-style-type: none">• Wide range of capabilities and service delivery• Good perception with public and other entities.• New fire prevention program/ fire codes and community outreach• Dedicated and committed personnel• Department adaptability• Response time |
| Weaknesses | <ul style="list-style-type: none">• Aging apparatus.• Aging equipment• Need for a third engine/tender.• Coverage for North end of District on US 183• Recruitment – low turnout or not qualified• Resistance to change.• Water tanks at FM 963 & CR 207 intersection• Lack of ambulance stationed in district |
| Opportunities | <ul style="list-style-type: none">• Strong community relationships• Expanding Fire prevention program/community outreach• Grants for equipment and training staff.• Increased support from County Government• Community Engagement• Fire, Law enforcement, Ambulance, Primary care all at one location. |
| Threats | <ul style="list-style-type: none">• Wildland/Urban interface, new subdivisions.• Ambulance response time.• Increasing traffic volume.• Water infrastructure• Technology. Solar panels/EV's• Carcinogens• Radio communications |

GAP Analysis

Current

By 2027-2030

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|--------------------------|---|--|
| Medical | One Paramedic, 4 Emt Basics, 3 first response vehicles. | All personnel trained to a minimum of EMT-B. Permanent ambulance at Station 2. Clinic at Station 2. |
| Fire Prevention | New program. Fire Marshal, plans examiner, Fire inspector. | Expand fire prevention community outreach. Permanent fire marshal position. Second certified inspector. |
| Fire Suppression. | | Second engine/tender like Engine 2 by 2025. Begin specking out aerial truck. |
| Training | New fireground under construction | Send personnel to fire academy. |
| Personnel | 3 paid, 16 Volunteer | 3 executive. 2 on shift with 3 shifts at Station 2. |
| Apparatus | 2 engines, one mini pumper, one tender, 3 wildland, 3 command, 1 rehab one utv. | 3 engines, one tender, 4 wildland, 3 command, 1 rehab 1 UTV. |
| Equipment | Old SCBA, upgrade rescue equipment. need PPE second sets. | All new SCBA, Upgraded rescue equipment/ 2 sets PPE for all personnel |
| Water Supply | Tanks at Stations 1,2, and 3. | Water tanks on 963 between CR 207 and Olive Branch road. Tanks on US 183 between Watson and Lampasas county line. Work with existing sub divisions and businesses to install water tanks. Purchase land for future stations and water tank locations. Station 4 on US 183 north and station 5 on FM 963. |
| Communications | Pagers, CAD, radios, Active alert. Dead zones for radio communications. | Work with County for better radio coverage. |