



**BURNET COUNTY EMERGENCY SERVICES DISTRICT #8
SERVING BRIGGS/OAKALLA AREAS
REGULAR MEETING MINUTES FOR JUNE 26, 2023**

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

1. Call to order and establish a quorum: The Meeting was called to order by Commissioner Shamard at 6:48 pm with a quorum of Commissioner Shamard, Keith, Eide & Ewart was present. Commissioner Price was absent.

2. Pledge of Allegiance and Invocation: The Pledge of Allegiance was said by all and the invocation was given by Deputy Chief Travis Akin.

3. Recognition of Citizens and Elected Officials –Burnet County Commissioner Damon Bierel was introduced by Commissioner Shamard.

4. Citizen Comments on items not on the agenda: None

5. Citizen Comments on the agenda: Mr. Steve Schlumpberger requested to speak on item #11.

6. Review posted minutes for additions or corrections and approve minutes from the May 22, 2023 Regular Meeting.

Motion: Commissioner Ewart motioned to accept the Minutes of the May 22, 2023 Meeting.

Second: Commissioner Eide

Discussion: No discussion.

Vote: Motion passed unanimously

7. Review posted treasurer's report for any questions and approval for the month of May 2023.

1. Our May property tax deposits totaled \$5,886.51. The sales tax deposit was \$26,003.99.

2. As of June 25th, our BCAD property tax deposits for this month have been \$7528.09.

3. Our June sales tax check was \$29,784.79.

4. Our bank balance on May 31st, was \$291,138.44 Our bank balance on June 25th is \$328,451.32.

5. Our contingency account balance as of May 31st, and today is \$101,780.67.

Motion: Commissioner Keith motioned to accept the treasures report as stated.
Second: Commissioner Eide
Discussion: None
Vote: Motion passed unanimously

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

A. Approve payment of regular bills: No bills this month. No action taken.

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

A. NBCFR Financial Reports

Discussion: Department President Melissa Duckworth reviewed the reports with the board. She indicated that the CPA was still working on the 2022 Tax return and the requested quick book reports from last meeting.

Commissioner Shamard requested, again, that the department provide an updated quick books files and report of last FY 21-22 and FY 22-23 YTD by the next meeting. Commissioner Keith recommended that the Department utilize an online payroll system such as Square or ADP.

A. NBCFR Performance Measures Report

Discussion: Assistant Chief Potter reviewed the reports with the board.

10. Fire Chief's Report.

Discussion: Nothing unique in last month's response calls to mention other than two automatic Apple I phone 14 emergency calls from citizens who dropped/shocked their phones. These issues with the I phone 14 are of concern. Fire Chief Freitag III discussed some equipment modifications and updates across the fleet.

11. Consider and take appropriate action on the implementation of Uniform Fire & building Codes for the District, including Building Plan Reviews, Inspections and Compliance, Fee Structures and Fire Marshal Services.

Motion: Commissioner Keith Motioned: " To Implement the 2018 Uniform Fire & Building codes for the District to include Building Plan reviews, Inspections and Compliance, Fee Structures and Fire Marshal Services.

Second: Commissioner Ewart

Discussion: Lot of discussion on this matter including concerns for two egress to new developments, fire water storage, how to we implement this UFC, service and manage this decision. Community participant Steve S. highly recommended we implement 2018 codes asap to help guide developers into creating safe developments.

Vote: Motion passed; Commissioner Shamard requested we form a committee to develop a plan for implementation and to report back at the next regular meeting. Commissioner Keith will chair this committee, with Commissioner Eide, Fire Chief Forrest Freitag & Assistant Chief Clayton.

12. Discuss and consider adoption of the tax and budget planning calendar for 2023, authorize payment of tax process publications, and take related action.

Motion by: Commissioner Shamard motioned to adopt the 2023 tax and budget planning calendar.

Second by : Commissioner Keith

Discussion: None

Vote: Motion passed unanimously.

13. Discuss and consider District website status, accessibility, and posting requirements and take any related action.

Discussion: Commissioner Shamard discussed the website and advised us that it has been reviewed by our attorney and it meets the requirements for posting tax rate notices. No action taken.

14. Review the FY 23-24 revenue projections.

Discussion: Commissioner Ewart advised the board that we have received a letter from Burnet County Appraisal Board that our property tax collection should be about \$400,000 and that he predicts our sales tax collection to be about \$370,000. These equal a combined FY 23-24 income of approximately \$628,235.

No action taken.

15. Receive information and discuss the following:

A. NEBCFR FY 23-24 Draft Operating Budget.

Discussion: The department presented the commissioners with a \$402,500 operating budget for FY 23-24. No action taken.

B. NEBCFR FY 23-24 Draft Capital Expense Budget.

Discussion: The department presented the commissioners with a \$229,000 Capital Expense budget for FY 23-24. Items to be considered are

a. Second Auto Pulse for CPR. \$20,000

b. Purchase the current engine that is on loan from SW Bell. Offer \$60,000

c. Purchase a Cardiac Monitor so that our paramedics can operate as paramedics. \$30,000

d. Station #1 renovations- add showers. \$25,000

e. Purchase a second set of fireman turnout gear. \$60,000

f. Rapid Extraction Kit x 2. \$34,000

No action taken.

C. NEBCFR 3-5 Year Budget Needs/Horizon Issues

Discussion: Chief Freitag suggested that we consider our own ALS paramedic Program to keep up with our growing area. No action taken.

D. NEBCFR Performance Measures

Discussion: As we move forward into FY 23-24 performance measures needs to be expanded beyond our current call metrics. No action taken.

16. Discuss, modify and take appropriate action, including the adoption of a NEBCFR FY 23-24 operating and Capital Expense Budget.

Discussion: Tabled to next meeting.

17. Consider and take appropriate action on the following items if needed:

A. Computer Aided Dispatch (CAD)-

Discussion: Chief Freitag III mentioned we should be up and running in July.

B. Watson Water storage tank:

Discussion: Tank has been installed. We have the pump which should be installed by next meeting. Have filled it about 30% with water.

Vote: no action required.

C. NBCFR Station #2 Parking Lot

Discussion: Assistant Chief Potter advised that Burnett County has us on the schedule to complete the hot mix topping as requested. Fire Chief Freitag requested that we build a Helicopter landing zone in the back north east corner of the property and extend the consumer parking lot as far forward toward 183 as possible. \$30, 000 should cover the hot mix, landing zone and helicopter landing pad with a sprinkler system extension to knock down dust

Motion: Commissioner Shamard motioned to spend \$30,000 for these three items.

Second: Commissioner Ewart

Vote: Motion approved unanimously.

D. NBCFR Station #2 road sign. Tabled to next meeting

18. Consider and take appropriate action on funding a full time paid Station 2 Officer and a part-time paid Fire Chief for the remainder of FY 22-23.

Motion: Commissioner Keith motioned to spend \$13,000 for the remainder of 2023 on this matter

Second: Commissioner Ewart

Vote: Motion approved unanimously.

19. Next Regular meeting will be Monday July 24, 2023 at 6:45 pm @ 29111 FM 963 Oakalla, TX 78608.

20. Special Call Meeting will be Monday , July 10, 2023, at 6:45 pm @ 29111 FM 963, Oakalla, TX 78608.

15. Adjourn

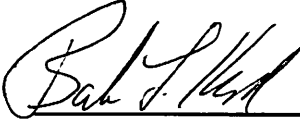
Motion: Commissioner Keith motioned for adjournment

Second: Commissioner Eide

Vote: Motion approved unanimously.

Meeting adjourned at 9:17 pm

Respectfully Submitted,



Barker F. Keith II

Vice President

Burnet County ESD #8