



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

Minutes (Official) – February 15, 2024

1. (AI)¹ Call meeting to order.

(AD)²At 6:01 p.m., January 18, 2024 the Regular 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

Felecia Sanchez

Robbie Cheatham

William Proffer - Absent

Commissioner Barclay confirmed a quorum was present.

3. (AI) Pledge of Allegiance

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

¹ AI – Agenda Item

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

4. (AI) Invocation

(AD) Commissioner Barclay offered the Invocation.

5. (AI) Welcome guests

*(AD) Commissioner Barclay welcomed to the meeting:
CVFD Chief Derrick Curtis
Mrs. Laura Schneider, CVFD Treasurer
Mrs. Megan Paz*

6. (AI) Comments from the Board and Public not scheduled on the agenda may speak, however no action can be taken on these items and the Board will not debate the comments at this meeting. Comments regarding specific agenda items should occur when the item is called. There is a 2-minute speaking limit.

(AD) Commissioner Barclay called for any comments regarding non-Agenda items.

Commissioner Barclay stated that she had recently become aware of the requirement in TAC 775 regarding the Treasurer being bonded. Commissioner Luther is also researching and will involve the County Judge in the process.

7. (AI) Budget change to reflect Contract Administrative Assistant.

(AD) Commissioner Barclay welcomed Megan Paz to the BCESD2 Meeting. Commissioner Barclay stated that Megan Paz comes to the Board with a notable set of professional credentials. Commissioner Barclay and Commissioner Cheatham recommended Mrs. Paz for the Contract Administrative Assistant position. Megan Paz was given the opportunity to introduce herself and was welcomed by the entire Board.

Commissioner Cheatham made the motion to hire Megan Paz as Contract Administrative Assistant with the terms of \$25.00 per hour not to exceed 20 hours a month. Commissioner Sanchez seconded the motion; the motion passed unanimously.

8. (AI) Budget change to reflect Contract Administrative Assistant

(AD) Commissioner Lee presented that with hiring the Contract Administrative Assistant that a budget change will be necessary. Commissioner Lee made the motion to change the FY'23-

24 Budget to reflect a \$4500 expense for the Administrative Assistant. Commissioner Sanchez seconded the motion; the motion passed unanimously. (Enclosure 2)

There was also discussion regarding purchasing an additional External Hard Drive for Mrs. Paz to save ESD documents. Commissioner Lee stated that there was adequate funding in the budget to cover this expense. (Enclosure 2)

9. (AI) Accept Minutes from the January 18, 2024 meeting

(AD) Commissioner Barclay called for corrections to the January 18, 2024 Meeting Minutes: with no additional changes the Minutes were accepted as presented.

10. (AI) ESD #2 Treasurer Report

(AD) Commissioner Lee presented the Treasurer's Report for January 2024. She also reported that there is a \$11.00 change to reimburse the operating account for an expense that should have been withdrawn from the Sales Tax Account.

Commissioner Barclay called for questions or comments for the Treasurer's Report; with no further questions, the report was accepted as presented.

Balances – Checking: \$220,907.54
 Sales Tax: \$24,299.77
 Texas Class Reserve Investment: \$369,805.96
 Texas Class Sales Tax Investment: \$204,846.15
 Total Assets: \$819,859.42

Total Income: \$196,058.82
Expenses: \$59,214.23
Net: \$136,844.59

YTD Income \$297,544.65
Budget \$517,527.67

YTD Expenses \$100,212.29
Budget \$517,527.67
Net Income \$197,332.36 (Enclosure 3)

11. (AI) Discussion and/or action regarding the disbursement of funds

(AD) Commissioner Lee reported that ORW was paid for the Audit in the amount of \$8500 and that the Burnet Bulletin had been paid \$52 for the required Administrative Office post.

Commissioner Barclay called for any questions related to these items; there was no further discussion.

12. (AI) Report from the Cassie Volunteer Fire Department.

A. Report of VFD

- 1. Number of calls.**
- 2. Training, etc.**
- 3. Other department activity or concerns.**

B. Cassie VFD Financial Report

C. Capital Expenditures

(AD) A. Chief Curtis gave the report on CVFD activity for the month of January 2024. January 2024:

CVFD responded to 6 calls – 5 EMS/1 Fire/Other. Mutual Aid –1 given;0 received. There were 0 overlapping calls. Average response time for January was 6.15 minutes; In-District calls 5.2, M-F 7.65, Out-of-District was 6.85. The average personnel per call for January was 4.3. (Enclosure 4)

Chief Curtis reported that there continued to be preparation for the 2024 Eclipse Event in April. The event at Reveille Peak currently has 22,500 registered participants. The Permit from the County should be approved at the February 27, 2024, meeting.

B. Mrs. Schneider provided the CVFD Treasurers Report for January 2024. There was a balance of \$46,667.97 in checking. Expenses for January were \$22,812.71, which included expenses for routine operations and training. Net Income YTD is 36,378.29.

Mrs. Schneider provided the CVFD Account Report– current balance is \$115,997.83. There was a \$1000.00 donation made and a Grant Reimbursement for the Wildfire Training (Enclosure 5). Mrs. Schneider also reported that Taxes were completed and filed today.

C. There are no Capital Expenditures requested.

13. (AI) Report and discussion and/or action from Joint Task Force

(AD) Commissioner Barclay reported that the JTF met January 29, 2024 and spoke about selling Engine #1 and purchasing a Mini Pumper. Chief Curtis discussed the procedures for selling Engine #1. There are several options, some include utilizing a broker with a commission. There is also a potential lead from a Department that may have an immediate need for the Engine.

Commissioner Barclay discussed that the JTF would not be meeting in February or March due to the SAFE-D Conference and other commitments.

14. (AI) Discussion and /or action to authorize Cassie Volunteer Fire Department to sell Engine #1

(AD) Commissioner Barclay discussed that ESD2 has many looming purchases that will be necessary in the next 10-years to be able to provide basic Emergency Services. As many vehicles will need to be replaced, starting with Engine 1 seems to be the financially safe option. She called for discussion and there was general discussion regarding setting the price and the options for sale.

Commissioner Lee made the motion to authorize Chief Curtis and CVFD to sell Engine #1 for a minimum amount of \$175,000. Commissioner Cheatham seconded the motion; the motion passed unanimously.

15. (AI) Discussion and/or action to set up a Special meeting for Long-Term Budget Planning.

(AD) Commissioner Barclay discussed the need to work on long-term planning as a group and asked that the Commissioners be prepared to have a Special meeting in May for the purpose of developing a 10-Year Plan.

16. (AI) Administrative update of the Sales Tax program for ESD #2 including update on reports for HdL.

(AD) Commissioner Barclay said the February Texas Comptroller reports have not been received yet. January Sales Tax was \$7684.00 reflecting a -6.2%. The decrease was largely due to a decrease in the Entertainment event reporting. (Enclosure 6)

Commissioner Barclay contacted the Sponsors for Eclipse, and they assured her that they have their reporting coded correctly. HdL will monitor Sales Tax transactions related to the events in the District. (The Comptroller forwards the funds).

17. (AI) Discussion and/or action regarding ESD Offices.

(AD) Commissioner Barclay discussed the open ESD Offices. Currently the only office open is for the Assistant Treasurer. Commissioner Lee described the position.

Commissioner Lee made the motion to appoint Commissioner Sanchez as the Assistant Treasurer. Commissioner Cheatham seconded the motion; the motion passed unanimously.

18. (AI) Discussion and/or action to appoint Officers with duties to sign checks and account access for FSB Burnet and Texas Class.

(AD) Commissioner Barclay brought forth discussion that it is ESD #2 policy that the President, Vice President, Treasurer, Vice Treasurer are to be check signers and that we will need to have an official action to appoint said persons for FSB and Texas Class. Currently, only Commissioner's Lee and Barclay have check signing capabilities.

Commissioner Lee made the motion to add Commissioner Barclay, Commissioner Proffer, and Commissioner Sanchez as signers for the FSB Accounts, and remove Commissioner Cheatham on the FSB Accounts. Also to add Commissioner Proffer, Commissioner Sanchez, and Commissioner Barclay to Texas Class and to move Commissioner Cheatham to viewing access. Second made by Commissioner Sanchaz. Motion passed unanimously.

19. (AI) Discussion of SAFE-D conference, February 22 – 24, 2024

(AD) Commissioner Barclay noted that the Conference schedule was posted and encouraged the Commissioners to preview them ahead of the Conference.

20. (AI) Cybersecurity Training –[Cybersecurity Awareness Training \(youtube.com\)](https://www.youtube.com/watch?v=...)

(AD) Commissioner Barclay noted that this is a required class for all to take. Please send in a note stating that you have completed it as such for 2024.

21. (AI) Compliance report for filing Special Purpose Report with the State Comptroller.

(AD) Commissioner Barclay noted that this has been completed.

22. (AI) Calendar of Events for March 29, 2024, 830a.m.

A. Standing Agenda items.

B. Discussion regarding information garnered at SAFE-D Conference.

23. (AI) Adjourn

(AD) With no additional business, the Burnet County Emergency Services District No 2, February 15, 2024, Meeting was adjourned at 7:06p.m.

Robbie Cheatham

Robbie Cheatham

Secretary

Emergency Services District No. 2

Burnet County

February 15, 2024

Sharon K. Barclay

Sharon K. Barclay

President

Emergency Services District No. 2

Burnet County

February 15, 2024



POSTED Vicinta Stafford
Burnet County Clerk
By Natalie Chapa at 1:09 pm, Feb 08 2024

Enclosure 1

BURNET COUNTY EMERGENCY SERVICES DISTRICT #2
P. O. BOX 249
BUCHANAN DAM, TEXAS 78609-0249
NOTICE OF REGULAR MEETING

In compliance with the provisions of Chapter 551, Texas Government Code, notice is hereby given of a Regular Meeting of the Board of Emergency Services Commissioners of Burnet County Emergency Services District No. 2, to be held on Thursday, February 15, 2024, at 6:00 p.m. at the Cassie VFD Station located at 3900 RR 690, Burnet, Texas, 78611. This agenda is posted in the Burnet County Courthouse and on the [Burnet County \(burnetcountytxas.org\)](http://burnetcountytxas.org) website.

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

AGENDA

1. Call meeting to order. (Barclay)
2. Establish a quorum. (Barclay)
3. Pledge of Allegiance. (Barclay)
4. Invocation. (Barclay)
5. Welcome guests. (Barclay)
6. Comments from the Board and Public not scheduled on the agenda may be made. However, no action can be taken on these items and the Board will not debate the comments at this meeting. Comments regarding specific agenda items should occur when the item is called. There is a 2-minute speaking limit.
7. Discussion and/or action regarding hiring Contract Administrative Assistant (Barclay)
 - Introduction of Candidate: Megan Paz
 - Term – time of affirmation to September 30, 2024,
 - Necessary access to CVFD Computer and Kitchen area
 - Necessary email and access to ERS and Burnet County website
8. Budget change to reflect Contract Administrative Assistant (Barclay/Lee)
 - Contract Position
 - Necessary equipment – External Hard Drive
9. Accept minutes from the January 18, 2024 meeting. (Barclay)
10. ESD #2 Treasurer Report. (Lee)



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

11. Discussion and/or action regarding the disbursement of funds. (Lee)
12. Report from the Cassie Volunteer Fire Department.
 - A. Report of VFD (Chief Curtis/Asst. Chief Schoenfeld)
 1. Number of calls.
 2. Training, etc.
 3. Other department activity or concerns.
 - B. Cassie VFD Financial Report (L. Schneider)
 - C. Discussion and/or approval of Capital Expenditures for Cassie VFD, if applicable.
(Curtis)
13. Report and discussion and/or action from Joint Task Force (Barclay, Proffer, Curtis, Schoenfeld)
14. Discussion and/or action to authorize Cassie Volunteer Fire Department to sell Engine #1.
15. Discussion and/or action to set up a Special Meeting for Long-Term Budget Planning.
16. Administrative update of the Sales Tax Program for ESD #2 including update on reports from HdL. (Barclay)
17. Discussion and/or action regarding ESD Offices. (Barclay)
18. Discussion and/or action to appoint Officers with duties to sign checks and account access for FSB Burnet and Texas Class.
19. Discussion regarding upcoming SAFE-D Conference, February 22-24, 2024
20. Cybersecurity Training - [Cybersecurity Awareness Training \(youtube.com\)](https://www.youtube.com/watch?v=...); complete and send a letter documenting your compliance to Commissioner Barclay by May 15, 2024.
21. Compliance report for filing Special Purpose District Report with the State Comptroller.
(Barclay)
21. Calendar of events for March 2024. (Barclay)
 - A. Standing Agenda Items.
 - B. Discussion regarding information garnered at SAFE-D Conference.



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

22. Next meeting, at 8:30 a.m. on Friday, March 29, 2024.

23. Adjourn

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

Burnet County Emergency Services District No. 2
FY 2023-2024

	Approved 8/17/23	Approved 11/16/23	Proposed 2/15/24
Income			
Government Contracts	\$405,437.67	\$405,437.67	\$405,437.67
Sales Tax Revenue	\$100,000.00	\$100,000.00	\$100,000.00
Interest Earned	\$90.00	\$90.00	\$90.00
Investments - Interest Earned	\$12,000.00	\$12,000.00	\$12,000.00
Total Income	\$517,527.67	\$517,527.67	\$517,527.67
Expense			
Contract Services			
Accounting Fees	\$9,500.00	\$9,500.00	\$9,500.00
Cassie Volunteer Fire Dept	\$236,764.00	\$236,764.00	\$236,764.00
CVFD-Capital Expenditures	\$6,000.00	\$6,000.00	\$6,000.00
Insurance-Liability & D.O.	\$2,595.00	\$2,595.00	\$2,595.00
Insurance-Workers Compensation	\$454.25	\$454.25	\$454.25
Legal Fees	\$5,000.00	\$5,000.00	\$5,000.00
BCAD Fees	\$6,020.23	\$6,020.23	\$6,020.23
Contract Labor			\$4,500.00
Total Contract Services	\$266,333.48	\$266,333.48	\$270,833.48
Operations			
Newspaper Advertisement	\$100.00	\$100.00	\$100.00
Postage, Mail Service	\$244.00	\$244.00	\$244.00
Total Operations	\$344.00	\$344.00	\$344.00
Other Types of Expenses			
Memberships and Dues	\$275.00	\$275.00	\$275.00
Other Costs / Computer Expense	\$1,000.00	\$1,000.00	\$1,000.00
Total Other Types of Expenses	\$1,275.00	\$1,275.00	\$1,275.00
Travel and Meetings			
Conference, Convention, Meeting	\$5,000.00	\$5,000.00	\$5,000.00
Travel	\$600.00	\$600.00	\$600.00
Total Travel and Meetings	\$5,600.00	\$5,600.00	\$5,600.00
Sales Tax Expenditures - Capital expense	\$5,000.00	\$5,000.00	\$5,000.00
Total Expense	\$273,552.48	\$278,552.48	\$283,052.48
Capital Reserve	\$243,975.19	\$238,975.19	\$234,475.19
	\$0.00	\$0.00	\$0.00

Enclosure 3

10:20 AM
02/07/24
Cash Basis

Burnet County Emergency Services District #2
Balance Sheet
As of January 31, 2024

	<u>Jan 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
First State Bank of Burnet	220,907.54
FSB of Burnet-Sales Tax	24,299.77
Texas Class Invest - Reserve	369,805.96
Texas Class Invest - Sales Tax	204,846.15
Total Checking/Savings	<u>819,859.42</u>
Total Current Assets	<u>819,859.42</u>
TOTAL ASSETS	<u>819,859.42</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	622,527.06
Net Income	197,332.36
Total Equity	<u>819,859.42</u>
TOTAL LIABILITIES & EQUITY	<u>819,859.42</u>

10:26 AM
02/07/24
Cash Basis

**Burnet County Emergency Services District #2
Profit & Loss Budget vs. Actual
October 2023 through January 2024**

	Oct '23 - Jan 24	Budget	\$ Over Budget
Income			
Government Contracts			
Local Government Contracts	258,311.30	405,437.67	-147,126.37
Sales Tax Revenue	29,742.06	100,000.00	-70,257.94
Total Government Contracts	288,053.36	505,437.67	-217,384.31
Interest Earned	139.91	90.00	49.91
Investments			
Interest-Investments	9,351.38	12,000.00	-2,648.62
Total Investments	9,351.38	12,000.00	-2,648.62
Total Income	297,544.65	517,527.67	-219,983.02
Expense			
Capital Reserve	-30,301.38	238,975.19	-269,276.57
Contract Services			
Accounting Fees	0.00	9,500.00	-9,500.00
Cassie Volunteer Fire Dept	118,382.00	236,764.00	-118,382.00
CVFD-Capital Expenditures	6,424.71	6,000.00	424.71
Hdl. Companies	11.00		
Insurance-Liability & D.O.	1,409.00	2,595.00	-1,186.00
Insurance-Workers Compensation	400.00	454.25	-54.25
Legal Fees	925.00	5,000.00	-4,075.00
Outside Contract Services			
Burnet Co. Appraisal Dist.			
Tax Collection Legal Fees	131.95		
Burnet Co. Appraisal Dist. - Other	1,650.01	6,020.23	-4,370.22
Total Burnet Co. Appraisal Dist.	1,781.96	6,020.23	-4,238.27
Total Outside Contract Services	1,781.96	6,020.23	-4,238.27
Total Contract Services	129,333.67	266,333.48	-136,999.81
Operations			
Newspaper Advertisement	0.00	100.00	-100.00
Postage, Mail Service	0.00	244.00	-244.00
Total Operations	0.00	344.00	-344.00
Other Types of Expenses			
computer expense	0.00	1,000.00	-1,000.00
Memberships and Dues	0.00	275.00	-275.00
Total Other Types of Expenses	0.00	1,275.00	-1,275.00
Sales Tax Expenditures-Cap Exp	0.00	5,000.00	-5,000.00
Travel and Meetings			
Conference, Convention, Meeting	1,180.00	5,000.00	-3,820.00
Travel	0.00	600.00	-600.00
Total Travel and Meetings	1,180.00	5,600.00	-4,420.00
Total Expense	100,212.29	517,527.67	-417,315.38
Net Income	197,332.36	0.00	197,332.36

7:09 PM
02/15/24
Cash Basis

Burnet County Emergency Services District #2
Profit & Loss Detail
January 2024

Type	Date	Num	Name	Memo	Balance
Income					
Government Contracts					
Local Government Contracts					
Deposit	01/02/2024	auto	Burnet County Appraisal Dist.	sales tax 12/16 - 12/24/23	78,089.05
Deposit	01/05/2024	auto	Burnet County Appraisal Dist.	sales tax 12/25 - 12/31/23	115,126.41
Deposit	01/19/2024	auto	Burnet County Appraisal Dist.	1/1 - 1/15/24	185,643.26
Total Local Government Contracts					185,643.26
Sales Tax Revenue					
Deposit	01/12/2024	auto	Texas Comptroller	Sales Tax ending 1/9/24	7,683.78
Total Sales Tax Revenue					7,683.78
Total Government Contracts					193,327.04
Interest Earned					
Deposit	01/31/2024			Interest	4.58
Deposit	01/31/2024			Interest	42.05
Total Interest Earned					42.05
Investments					
Interest-Investments					
Deposit	01/31/2024			Interest	1,730.92
Deposit	01/31/2024			Interest	2,689.73
Total Interest-Investments					2,689.73
Total Investments					2,689.73
Total Income					196,058.82
Expense					
Contract Services					
Cassie Volunteer Fire Dept					
Check	01/01/2024	1525	Cassie VFD		59,191.00
Total Cassie Volunteer Fire Dept					59,191.00
Outside Contract Services					
Burnet Co. Appraisal Dist.					
Tax Collection Legal Fees					
Deposit	01/19/2024	auto	Burnet County Appraisal Dist.	1/1 - 1/15/24	23.23
Total Tax Collection Legal Fees					23.23
Total Burnet Co. Appraisal Dist.					23.23
Total Outside Contract Services					23.23
Total Contract Services					59,214.23
Total Expense					59,214.23
Net Income					136,844.59

Cassie VFD/ Burnet ESD 2

Burnet, TX

This report was generated on 2/12/2024 2:17:04 PM



Incident Statistics

Zone(s): All Zones | Start Date: 01/01/2024 | End Date: 01/31/2024

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		5	
FIRE		1	
TOTAL		6	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
C-60	0	0	1
TOTAL	0	0	1
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		1	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
0		0	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Cassie VFD-Elms Station	0:10:39	0:06:51	
AVERAGE FOR ALL CALLS		0:10:31	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Cassie VFD-Elms Station	0:04:48	0:00:06	
AVERAGE FOR ALL CALLS		0:04:09	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Cassie VFD/ Burnet ESD 2		28:08	

Only Reviewed Incidents included. EMS for incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.



Cassie VFD/ Burnet ESD 2

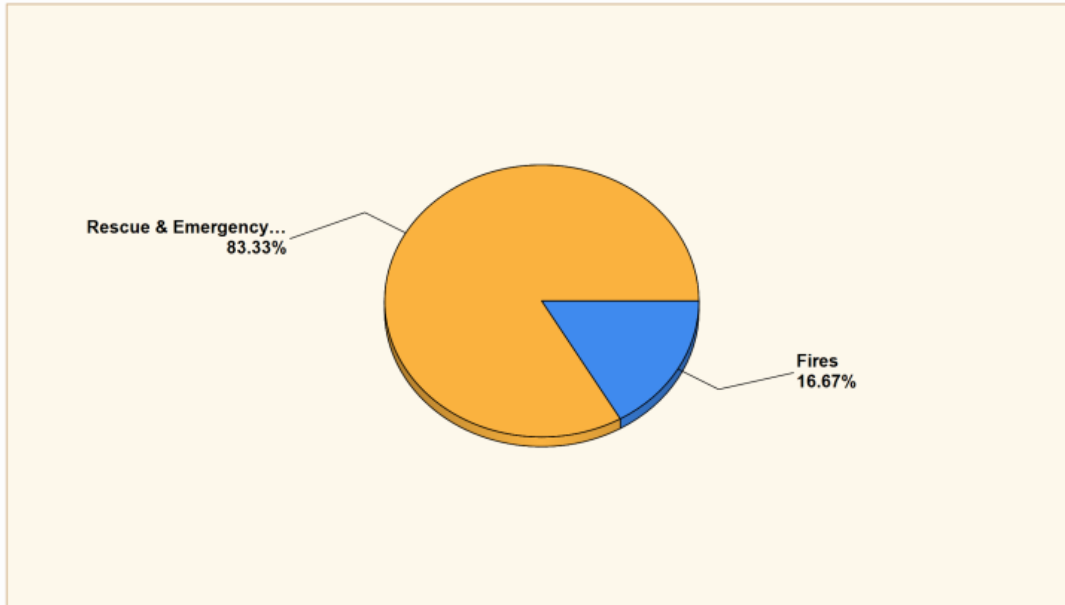
Burnet, TX

This report was generated on 2/12/2024 2:17:21 PM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 01/01/2024 | End Date: 01/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	16.67%
Rescue & Emergency Medical Service	5	83.33%
TOTAL	6	100%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
122 - Fire in motor home, camper, recreational vehicle	1	16.67%
321 - EMS call, excluding vehicle accident with injury	5	83.33%
TOTAL INCIDENTS:	6	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

EMERGENCY REPORTING
emergencyreporting.com
Doc Id: 553
Page # 1 of 2

Cassie VFD/ Burnet ESD 2

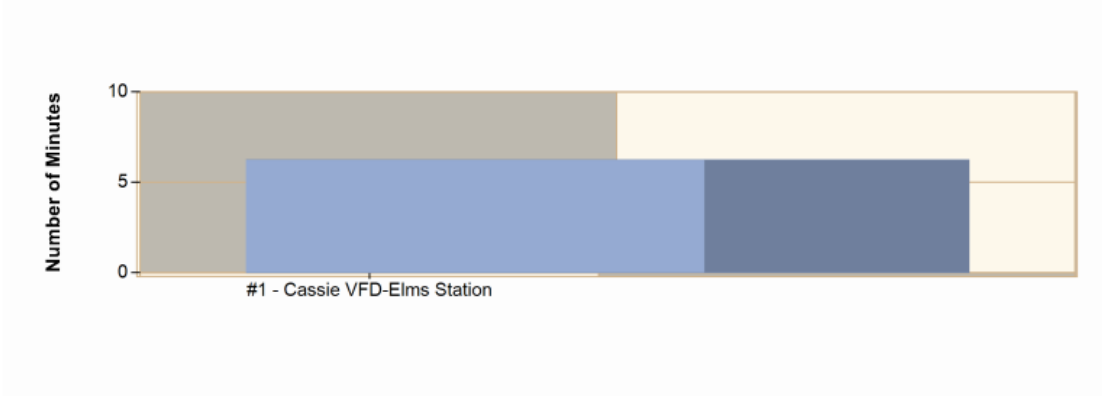
Burnet, TX

This report was generated on 2/12/2024 2:17:42 PM



Average Response Time per Station for Date Range

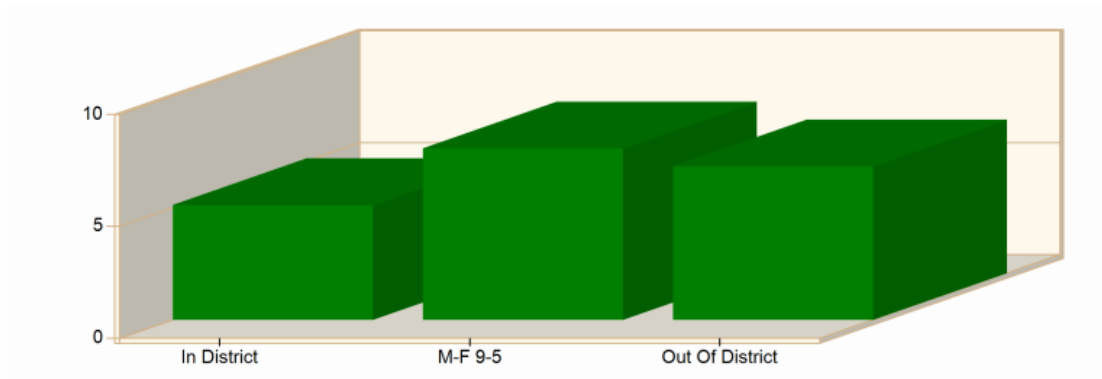
Start Date: 01/01/2024 | End Date: 01/31/2024



STATION	AVERAGE RESPONSE MM:SS (Dispatch to Arrived)
#1 - Cassie VFD-Elms Station	6:15

Incident Average Response Time per Shift for Date Range

Start Date: 01/01/2024 | End Date: 01/31/2024



SHIFT	AVERAGE RESPONSE TIME (min) (Dispatch to Arrived)	CALLS
In District	5.12	3
M-F 9-5	7.65	2
Out Of District	6.85	1
Total Number of Calls:		6

AVERAGE RESPONSE TIME calculated from the average time difference between DISPATCH and ARRIVED times on Basic Info 4. Only REVIEWED incidents included.



3:15 PM
02/05/24
Cash Basis

**Cassie Volunteer Fire Department
Profit & Loss Budget vs. Actual
October 2023 through January 2024**

	Oct '23 - Jan 24	Budget	\$ Over Budget
Income			
4000 · Income			
4005 · ESD payments	118,382.00	236,764.00	-118,382.00
4095 · ESD Pymts-Capital Expenditures	6,634.81	6,000.00	634.81
Total 4000 · Income	125,016.81	242,764.00	-117,747.19
Total Income	125,016.81	242,764.00	-117,747.19
Expense			
5000 · ADMINISTRATIVE			
5005 · Accounting	345.00	2,000.00	-1,655.00
5010 · Legal Services	0.00	100.00	-100.00
5015 · Meetings	0.00	300.00	-300.00
5020 · Office Equipment/Maint.	0.00	258.00	-258.00
5025 · Office Supplies	51.97	1,000.00	-948.03
5030 · Printer Supplies	0.00	300.00	-300.00
5035 · Shipping/Postage/PO Box Rental	66.00	150.00	-84.00
5040 · Subscrptn/Dues/Membrshp/RecMgmt	3,872.98	6,000.00	-2,127.02
5042 · Record Mgmt Systems-ER,PC,CAD	1,420.00	5,500.00	-4,080.00
5045 · Travel Allowance	0.00	100.00	-100.00
5050 · Uniforms (Caps and Shirts)	3,354.20	2,000.00	1,354.20
5055 · Printing Services	0.00	100.00	-100.00
5060 · Banking/SftyDepBox/Chks/BkgdCks	25.00	100.00	-75.00
5070 · Replen Petty Cash/Toll Charges	0.00	350.00	-350.00
5076 · RECRUITMENT & RETENTION	6,428.50	10,200.00	-3,771.50
5078 · Items to be reimbursed by ESD	210.10	0.00	210.10
Total 5000 · ADMINISTRATIVE	15,773.75	28,458.00	-12,684.25
5200 · PAID POSITION			
5205 · Base Salary	21,807.72	63,000.00	-41,192.28
5215 · CVFD SS & Medicare Tax Match	1,668.33	4,819.50	-3,151.17
Total 5200 · PAID POSITION	23,476.05	67,819.50	-44,343.45
5300 · BUILDING AND GROUNDS			
5305 · Botanical Supplies	0.00	50.50	-50.50
5310 · Janitorial Supplies	0.00	200.00	-200.00
5320 · Repairs and Maintenance	1,574.61	2,000.00	-425.39
5325 · Furn&YardEquip Repl/Rep/New	0.99	2,000.00	-1,999.01
5330 · Electrical Service	888.36	4,200.00	-3,311.64
5335 · Telephone Service	1,753.09	6,600.00	-4,846.91
Total 5300 · BUILDING AND GROUNDS	4,217.05	15,050.50	-10,833.45
5600 · COMMUNICATIONS			
5605 · Batteries, Clips, Acc.	0.00	500.00	-500.00
5615 · Non-Warranty Repair	0.00	300.00	-300.00
5620 · Digital Radio and Pagers	0.00	500.00	-500.00
Total 5600 · COMMUNICATIONS	0.00	1,300.00	-1,300.00
6600 · INSURANCE			
6605 · Building and Property	1,988.00	5,800.00	-3,812.00
6610 · Vehicle	4,620.00	12,355.00	-7,735.00
6615 · Personnel Coverage	13,171.00	16,100.00	-2,929.00
Total 6600 · INSURANCE	19,779.00	34,255.00	-14,476.00

3:11 PM
 02/05/24
 Cash Basis

Cassie Volunteer Fire Department
Profit & Loss by Class
 October 2023 through January 2024

	ESD	ESDC	FDE	TOTAL
Income				
4000 · Income				
4005 · ESD payments	82,272.24	0.00	36,109.76	118,382.00
4095 · ESD Pymts-Capital Expenditures	0.00	6,634.81	0.00	6,634.81
Total 4000 · Income	82,272.24	6,634.81	36,109.76	125,016.81
Total Income	82,272.24	6,634.81	36,109.76	125,016.81
Expense				
5000 · ADMINISTRATIVE				
5005 · Accounting	345.00	0.00	0.00	345.00
5025 · Office Supplies	51.97	0.00	0.00	51.97
5035 · Shipping/Postage/PO Box Rental	66.00	0.00	0.00	66.00
5040 · Subscrptn/Dues/Membrshp/RecMgmt	3,872.98	0.00	0.00	3,872.98
5042 · Record Mgmt Systems-ER,PC,CAD	1,420.00	0.00	0.00	1,420.00
5050 · Uniforms (Caps and Shirts)	3,354.20	0.00	0.00	3,354.20
5060 · Banking/SftyDepBox/Chks/BkgdCks	25.00	0.00	0.00	25.00
5076 · RECRUITMENT & RETENTION	6,428.50	0.00	0.00	6,428.50
5078 · Items to be reimbursed by ESD	0.00	210.10	0.00	210.10
Total 5000 · ADMINISTRATIVE	15,563.65	210.10	0.00	15,773.75
5200 · PAID POSITION				
5205 · Base Salary	0.00	0.00	21,807.72	21,807.72
5215 · CVFD SS & Medicare Tax Match	0.00	0.00	1,668.33	1,668.33
Total 5200 · PAID POSITION	0.00	0.00	23,476.05	23,476.05
5300 · BUILDING AND GROUNDS				
5320 · Repairs and Maintenance	1,574.61	0.00	0.00	1,574.61
5325 · Furn&YardEquip Repl/Rep/New	0.99	0.00	0.00	0.99
5330 · Electrical Service	888.36	0.00	0.00	888.36
5335 · Telephone Service	1,753.09	0.00	0.00	1,753.09
Total 5300 · BUILDING AND GROUNDS	4,217.05	0.00	0.00	4,217.05
6600 · INSURANCE				
6605 · Building and Property	1,988.00	0.00	0.00	1,988.00
6610 · Vehicle	4,620.00	0.00	0.00	4,620.00
6615 · Personnel Coverage	13,171.00	0.00	0.00	13,171.00
Total 6600 · INSURANCE	19,779.00	0.00	0.00	19,779.00
7000 · OPERATIONS				
7007 · CAD-Computer Aided Dispatch	6,855.65	0.00	0.00	6,855.65
7012 · Fuelman-Vehicles & Equipment	1,971.79	0.00	0.00	1,971.79
7020 · Fire Extinguisher Test/Repr	130.00	0.00	0.00	130.00
7030 · First Responder Supplies	2,333.91	0.00	0.00	2,333.91
7040 · Minor Tools	15.89	0.00	0.00	15.89
7050 · Personal Protect Equip-PPE	492.34	0.00	0.00	492.34
7057 · Operations - Radio Service Fee	5,459.28	0.00	0.00	5,459.28
7060 · Rehabilitation Supplies	99.20	0.00	0.00	99.20
7072 · SCBA MAINTENANCE & REPAIR	107.98	0.00	0.00	107.98
7080 · Vehicle Maintenance/Repair	62.04	0.00	0.00	62.04
7085 · Vehicle Maint/Repr(Vendor)	724.74	0.00	0.00	724.74
Total 7000 · OPERATIONS	18,252.82	0.00	0.00	18,252.82
8000 · TRAINING				
8005 · AED, CPR, First Aid	207.50	0.00	0.00	207.50
8020 · Training -VENDOR	2,805.94	0.00	0.00	2,805.94
8025 · Per Diem Travel/Lodging	25.80	0.00	0.00	25.80
Total 8000 · TRAINING	3,039.24	0.00	0.00	3,039.24

3:11 PM
02/05/24
Cash Basis

Cassie Volunteer Fire Department
Profit & Loss by Class
October 2023 through January 2024

	<u>ESD</u>	<u>ESDC</u>	<u>FDE</u>	<u>TOTAL</u>
9500 · CAPITAL EXPENDITURES				
9523 · Tires- 6 New Tires for E2-4421	0.00	6,424.71	0.00	6,424.71
Total 9500 · CAPITAL EXPENDITURES	<u>0.00</u>	<u>6,424.71</u>	<u>0.00</u>	<u>6,424.71</u>
Total Expense	<u>60,851.76</u>	<u>6,634.81</u>	<u>23,476.05</u>	<u>90,962.62</u>
Net Income	<u>21,420.48</u>	<u>0.00</u>	<u>12,633.71</u>	<u>34,054.19</u>

3:03 PM
 02/05/24
 Cash Basis

**Cassie Volunteer Fire Department
 Profit & Loss Detail
 January 2024**

Date	Name	Memo	Class	Paid Amount
Income				
4000 - Income				
4005 - ESD payments				
01/03/2024	BCESD#2	2nd quarter distribution for fire protection for ESD2-...	ESD	41,136.12
01/03/2024	BCESD#2	2nd quarter distribution for salary for Fire Chief	FDE	18,054.88
Total 4005 - ESD payments				59,191.00
Total 4000 - Income				59,191.00
Total Income				59,191.00
Expense				
5000 - ADMINISTRATIVE				
5005 - Accounting				
01/12/2024	Chase Card Services	Taber & Burnett-updating payroll information in quic...	ESD	70.00
Total 5005 - Accounting				70.00
5025 - Office Supplies				
01/12/2024	Chase Card Services	Apple-icloud storage for reports-no receipt	ESD	0.99
Total 5025 - Office Supplies				0.99
5040 - Subscrptn/Dues/Membrshp/RecMgmt				
01/12/2024	Chase Card Services	YMCA January 2024 membership for - G. Sanchez ...	ESD	58.00
01/12/2024	Chase Card Services	YMCA January 2024 membership for - C. Kelley - f...	ESD	68.00
01/12/2024	Chase Card Services	YMCA January 2024 membership for - T. Herwig - ...	ESD	41.00
01/12/2024	Chase Card Services	YMCA January 2024 membership for - M. Rivera - ...	ESD	39.00
01/12/2024	Chase Card Services	YMCA January 2024 membership for - D. Lee - sen...	ESD	41.00
01/12/2024	Chase Card Services	YMCA January 2024 membership for - D. Dupont - ...	ESD	58.00
01/12/2024	Chase Card Services	YMCA January 2024 membership for - D. Curtis - fa...	ESD	68.00
01/12/2024	Chase Card Services	YMCA January 2024 membership for - N. Ganci - fa...	ESD	68.00
Total 5040 - Subscrptn/Dues/Membrshp/RecMgmt				441.00
5076 - RECRUITMENT & RETENTION				
01/12/2024	Chase Card Services	SP Firedeptclothing-replacement jacket for N. Nehri...	ESD	73.89
01/12/2024	Chase Card Services	HEB-Recruit and retention x-mas meeting - 6 gal of ...	ESD	83.00
01/12/2024	Chase Card Services	Lupe tortilla--Recruitment and Retention X-mas me...	ESD	984.95
Total 5076 - RECRUITMENT & RETENTION				1,141.84
Total 5000 - ADMINISTRATIVE				1,653.83
5200 - PAID POSITION				
5205 - Base Salary				
01/12/2024	Derrick R Curtis	Salary-Payroll for period ending 1-12-2024	FDE	2,423.08
01/22/2024	Derrick R Curtis	Salary-Payroll for period ending 1-26-2024	FDE	2,423.08
Total 5205 - Base Salary				4,846.16
5215 - CVFD SS & Medicare Tax Match				
01/12/2024	Derrick R Curtis	Employer Social Security & Medicare	FDE	185.37
01/22/2024	Derrick R Curtis	Employer Social Security & Medicare	FDE	185.37
Total 5215 - CVFD SS & Medicare Tax Match				370.74
Total 5200 - PAID POSITION				5,216.90
5300 - BUILDING AND GROUNDS				
5330 - Electrical Service				
01/15/2024	PEC	Acct#30000098825-monthly stmt for period 11-20-2...	ESD	199.83
Total 5330 - Electrical Service				199.83

3:03 PM
 02/05/24
 Cash Basis

**Cassie Volunteer Fire Department
 Profit & Loss Detail
 January 2024**

Date	Name	Memo	Class	Paid Amount
5335 · Telephone Service				
01/12/2024	Chase Card Services	VZWRLS-monthly stmt for period 11-11-2023--12-1...	ESD	250.60
01/12/2024	Chase Card Services	In CommonHaus--upfront cost to begin working on ...	ESD	250.00
01/12/2024	Chase Card Services	281 Internet-service for period 12-10-2023--1-9-2024	ESD	167.00
Total 5335 · Telephone Service				667.60
Total 5300 · BUILDING AND GROUNDS				867.43
6600 · INSURANCE				
6605 · Building and Property				
01/04/2024	VFIS of Texas	Inv#9852-Acct-CASSVFD-01-2nd quarter installme...	ESD	994.00
Total 6605 · Building and Property				994.00
6610 · Vehicle				
01/04/2024	VFIS of Texas	Inv#9852-Acct-CASSVFD-01-2nd quarter installme...	ESD	2,294.00
Total 6610 · Vehicle				2,294.00
Total 6600 · INSURANCE				3,288.00
7000 · OPERATIONS				
7007 · CAD-Computer Aided Dispatch				
01/04/2024	Tyler Technologies, L...	Inv#130-140222a-CAD system maintenance for per...	ESD	4,839.28
01/04/2024	Tyler Technologies, L...	Inv#130-136419B-CAD system maintenance for per...	ESD	2,016.37
Total 7007 · CAD-Computer Aided Dispatch				6,855.65
7012 · Fuelman-Vehicles & Equipment				
01/04/2024	Fuelman	12-11-23-4460-calls and regular fill up	ESD	44.07
01/04/2024	Fuelman	12-19-23-4460-regular fill and calls	ESD	35.83
01/04/2024	Fuelman	12-31-23-4460-calls and meetings and regular fill up	ESD	50.20
01/04/2024	Fuelman	12-5-23-4450-gas can/pump-regular fill up-pump	ESD	10.42
01/04/2024	Fuelman	12-26-23-4420-regular fill up	ESD	22.46
01/04/2024	Fuelman	12-5-23-4440-regular fill up	ESD	43.41
01/04/2024	Fuelman	12-5-23-4450-regular fill up	ESD	61.02
Total 7012 · Fuelman-Vehicles & Equipment				267.41
7020 · Fire Extinguisher Test/Repr				
01/18/2024	San Saba Fire Safet...	Inv#044268-Annual fire extinguisher maintenance, t...	ESD	130.00
Total 7020 · Fire Extinguisher Test/Repr				130.00
7030 · First Responder Supplies				
01/04/2024	Bound Tree Medical ...	Inv#85183795-several medical items ordered to out...	ESD	2,013.07
01/12/2024	Chase Card Services	HEB-3 glucose test meters, 2 boxes of test strips, 1...	ESD	77.68
Total 7030 · First Responder Supplies				2,090.75
7060 · Rehabilitation Supplies				
01/12/2024	Chase Card Services	Dollar General--rehab beverages	ESD	45.74
Total 7060 · Rehabilitation Supplies				45.74
7080 · Vehicle Maintenance/Repair				
01/09/2024	NAPA	Inv#230-661873-adapter for comm line in 4460	ESD	3.29
01/12/2024	Chase Card Services	NAPA-3-containers of def for diesel vehicles	ESD	37.77
Total 7080 · Vehicle Maintenance/Repair				41.06
Total 7000 · OPERATIONS				9,430.61

3:03 PM
02/05/24
Cash Basis

Cassie Volunteer Fire Department
Profit & Loss Detail
January 2024

Date	Name	Memo	Class	Paid Amount
8000 - TRAINING				
8020 - Training -VENDOR				
01/12/2024	Chase Card Services	CE Solutions-EMT Recertification for D. Shields	ESD	206.94
01/12/2024	Chase Card Services	Clarion - registration for Fire chief conference for D....	ESD	649.00
01/16/2024	Texas Fire Resource...	Inv# 853 - Vehicle Rescuer-Level 1 training for 5 C...	ESD	1,500.00
Total 8020 - Training -VENDOR				2,355.94
Total 8000 - TRAINING				2,355.94
Total Expense				22,812.71
Net Income				36,378.29

3:32 PM
02/05/24
Cash Basis

Cassie Volunteer Fire Dept. & EMS
Balance Sheet
As of January 31, 2024

	Jan 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1010 - FSB of Burnet - 68007	115,997.83
Total Checking/Savings	115,997.83
Total Current Assets	115,997.83
Other Assets	
1090 - Transfers (In/Out)	-70,000.00
Total Other Assets	-70,000.00
TOTAL ASSETS	45,997.83
LIABILITIES & EQUITY	
Equity	
3010 - Unrestricted Net Assets	48,297.40
Net Income	-2,299.57
Total Equity	45,997.83
TOTAL LIABILITIES & EQUITY	45,997.83

3:36 PM
 02/05/24
 Cash Basis

Cassie Volunteer Fire Dept. & EMS
Profit & Loss Detail
 January 2024

Date	Name	Memo	Class	Paid Amount
Income				
4000 · INCOME				
4010 · Individual Donations				
01/24/2024	Individual Donatio...	Randy and Tammy Chambers	FD	1,000.00
Total 4010 · Individual Donations				1,000.00
4065 · GRANT REIMBURSEMENT				
01/03/2024	Texas A& M Fore...	Grant #23-24-002-Wildland Fire Fir...	FD	450.00
Total 4065 · GRANT REIMBURSEMENT				450.00
Total 4000 · INCOME				1,450.00
Total Income				1,450.00
Expense				0.00
Net Income				1,450.00

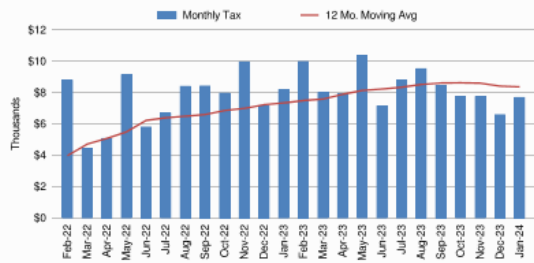
HdL Companies
SALES TAX SNAPSHOT
 Burnet Co ESD 2

Jan-24

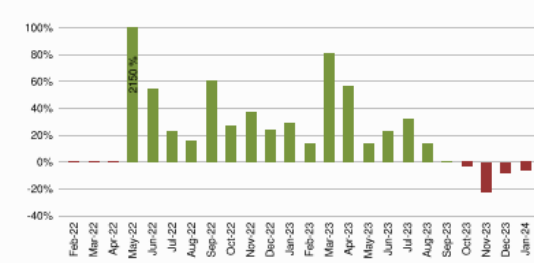
Sales Tax Net Payments

FY Mo.	FY2023	FY2024	YoY % Change
Oct	\$ 7,965	\$ 7,725	-3.0%
Nov	\$ 9,955	\$ 7,743	-22.2%
Dec	\$ 7,155	\$ 6,591	-7.9%
Jan	\$ 8,190	\$ 7,684	-6.2%
Feb	\$ 9,980		
Mar	\$ 8,004		
Apr	\$ 7,909		
May	\$ 10,373		
Jun	\$ 7,142		
Jul	\$ 8,779		
Aug	\$ 9,518		
Sep	\$ 8,457		
FYTD	\$ 33,266	\$ 29,742	-10.6%
FY Total	\$ 103,428		

Sales Tax Net Payments Trend



Sales Tax Net Payments Change - YoY



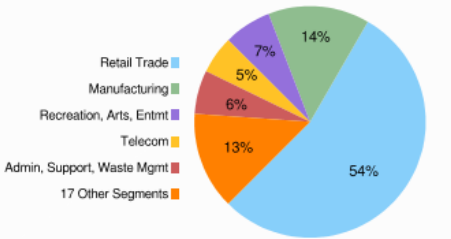
Top 10 Taxpayers

Rank	Company	FYTD Collections	% Total
1	AMAZON.COM SERVICES INC (MARKETPLACE)		
2	SMS BUCHANAN BUSINESS INC		
3	AMAZON.COM SERVICES LLC		
4	BUCHANAN SEPTIC TANKS INC.		
5	UTOPIAFEST LLC		
6	JIM EACHUS		
7	REVEILLE PEAK RANCH SOLUTIONS LLC		
8	MARK W MARDIS		
9	APPLE INC.		
10	REVEILLE PEAK RANCH L.L.C.		
Top 10 Companies		\$ 19,582	64.6%
949 Other Large Companies		\$ 9,419	31.1%
Small Companies/Other		\$ 1,042	3.4%
Single Local Tax Rate (SLT)		\$ 291	1.0%
Total		\$ 30,334	100.0%

Industry Segment Collections Trend - YoY % Chg

SEGMENT	Aug	Sep	Oct	Nov	Dec	Jan
Retail Trade	-12.6%	10.6%	-13.0%	-5.9%	1.4%	-5.8%
Manufacturing	297.9%	-34.1%	104.4%	-2.8%	-21.4%	332.6%
Recreation, Arts, Entmt	53.0%	-59.5%	-70.3%	-71.0%	-67.0%	-79.8%
Admin, Support, Waste Mgmt	-5.6%	20.5%	-12.9%	-7.5%	5.6%	-5.8%
Telecom	5.3%	105.8%	42.9%	77.4%	17.4%	13.9%
All Others	15.5%	-28.5%	-56.1%	-56.3%	-23.9%	50.0%
Total Collections	12.0%	-0.2%	-5.5%	-23.8%	-8.7%	-3.5%

Sales Tax Collections by Industry Segment



© 2024 All Rights Reserved

Data Source: Texas Comptroller of Public Accounts

