



BURNET COUNTY EMERGENCY SERVICES DISTRICT NO. 2

P.O. Box 249

Buchanan Dam, Texas 78609-0249

Minutes (Official) – September 16, 2025

1. (AI)¹ Call meeting to order.

(AD)²At 6:03 p.m., September 16, 2025, a 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 Community Center, 3920 RR 690, Burnet, Texas 78611. Moved from CVFD to Cassie Community Center to accommodate guests. 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 members in attendance were:

Sharon Barclay

William Proffer

Felecia Sanchez

Robbie Cheatham

Jodeen Lee



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.

(Enclosure 2)

5. (AI) Welcome guests

(AD) Commissioner Barclay welcomed all visitors to the meeting:

*Attorney, Ken Campbell
Commissioner Pct 1, Jim Luther
Fire Chief, Derrick Curtis
Assistant Fire Chief, Chuck Schoenfeld
Captain George Sanchez
Thomas Herwig
Donna Hewig
Nancy Nehring
Patty Lee
Dan lee
Marnie Schoenfeld
Mike Rivera
Mrs. Laura Schneider, CVFD Treasurer
Mrs. Kim Nave
Mrs. Megan Paz ESD2 Administrative Assistant*

6. (AI) Comments from the Board and Public not scheduled on the agenda may be made. However, no action can be taken on these matters, 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 Sanchez noted she had received a letter given anonymously to give to Commissioner Barclay and Assistant Chief Schoenfeld.

(Enclosure 3)

Commissioner Barclay called for any further comments regarding non-agenda items. No items were brought forward for discussion

7. (AI) Discussion and/or action regarding the service provider contract with Cassie Volunteer Fire Department. (Barclay/Rivera)

(AD) Commissioner Barclay acknowledged that there have been ongoing issues in recent months and mentioned the review of the Cassie contract. The purpose of this meeting is to address these issues, assess the status of improvements, and discuss potential future enhancements. (Enclosure 4)

Development of Job descriptions:

Assistant Chief Schoenfeld noted that this topic was tabled, the Standard of Practice and Policies are unknown at this time. Assistant Chief Schoenfeld noted that Chief Curtis might have received some mentorship from the MF Chief, but he is unsure. Yearly performance evaluations were not completed, per Assistant Chief Schoenfeld.

Chief Curtis stated that there is a form sent out and review is done with when he gives out the retention bonus. Captain Sanchez said that this started last year and other General Board membership commented that they have not had any kind of yearly performance evaluations, with the board or the Fire Chief. Laura noted that she had received her yearly evaluation.

Develop PTO and employee hours Policy:

Assistant Chief Schoenfeld stated that this has not been handled. SOP and job description(s) are needed first. Commissioner Barclay stated that she had reports from the Fire board regarding employee(s) and the hours. Fire board member Laura made comment regarding Chief having a personal appointment, that he just goes. Commissioner Sanchez stated that she has had several complaints that the Chief and command vehicle are in Spicewood and has with concern for who is covering the Cassie area. At this time, it is tabled and will be reconvened next month.

Developing a policy for employees with outside employment:

Assistant Chief Schoenfeld noted that this has not been developed yet. Commissioner Sanchez noted that it was brought up because when questioned, Chief Curtis had given several different reasons including "none of your business". General membership agrees that there is no communication from their chain of command on all topics. Chief stated that the Board takes care of board operations and Daily operations fall under the Chief. General membership wants to know Chain of Command for ESD, Fire Board and Fire Chief. Commissioner Barclay cleared up those questions and noted that the ESD expects all to do their jobs and do it with accountability. Commissioner Barclays challenges all to be the very best at your job. Performance standards and Cost of Living should both be included in this policy.

Vehicle Policy:

Assistant Chief Schoenfeld stated that this has not been addressed. He noted that it was brought to Volunteers and Commissioners that the vehicle was seen in Spicewood. Assistant Chief Schoenfeld stated that there was a letter given by board, to Chief Curtis regarding the vehicle and travel. Nothing further has been completed at this time. Questions regarding gas and maintenance were also addressed. Chief Curtis states that he has a gas card from Spicewood and they do cover maintenance. Laura stated that she has not seen an increase in cost of gas.

Members noted that when questioned by outside community about a second job and referred to it as "chief at another location" these members noted they knew nothing of it.

Other members are questioning the vehicle policy and how it might affect them & if command will be / will not be allowed to use for personal use, to travel back and forth to Spicewood nor beyond the North end service area.

Commissioner Proffer questioned will policy require Chief Curtis to respond to calls when off duty or in Spicewood. At this time, if Chief Curtis is out of the area, he needs to notify others that he will not be available to respond to calls.

Chief stated that he was told it is against state law for him to be classified as paid employee and volunteer during "off hours". Ken Campbell noted that this was false, and they have no jurisdiction over Volunteer Fire Departments. Fire administration and Fire Marshal. So, at this time, if Chief Curtis is out of the area, he needs to notify others that he will not be available to respond to calls.

Communication gaps:

Respectful communication, transparency, integrity – this needs to apply across the Department: Commissioner Barclay asked the fire board how they plan to address this. Laura noted that they start with a meeting and start working on policy. Assistant Chief Schoenfeld stated that he was unhappy with the concerns brought about previously and nothing has been done, to this day. Commissioner Barclay stated that his is not new behavior and not addressing this is enabling which causes a weak department.

Assistant Chief Schoenfeld brought up that Michael was voted as president of the Fire Board and will be active in October yet tried to overturn the budget last month.

Other conversation from general memberships of meeting date/times. Agenda posting for interest and attendance. General members were upset over presentation over budget and monies shifted to supplement payroll.

General members stated that everyone deserve respectful communication.

Collaboration between Department, Fire Board, Chief, and ESD:

Commissioner Barclay stated that this is absolutely expected and to be across every department. ESD is open and willing to work with the department. Integrity is a must.

ESD expectations to perform role that was paid for by the ESD:

Commissioner Barclay noted that she brought this forward as citizens pay for member to go to training and expectation are for that duty to be performed and used in our district.

YMCA Policy:

Commissioner Barclay noted we want our firefighters to be fit. If this is not going to be used, then you should not waste it. Per Laura, a policy is not written yet. Laura noted the last time she went and will be willing to go again for audit purposes to help with writing policy.

By-Laws – must be adhered to:

Commissioner Barclay stated that it has been brought up by all parties –to the Fire Board, learn the by-laws.

Many violations have been happening. Commissioner Barclay asked how they would adhere to these. Michael stated just reading them together and discussing, will be the elementary place to start.

Examples given: Membership; a person that has experience can be brought from basic to probation with a recommendation if they have the experience. Probation can't be an active member immediately. They must go through the probation period. There are no voting rights while on probation. Commissioner Barclay noted that there were members voted from Applicant to full membership without completing a Probationary Period.

SOP – review and update:

All personnel should be familiar with these. Commissioner Barclay asked about this being worked on, Michael Rivera stated that it was. Commissioner Barclay noted asked how checks and balances are being done? Assistant Chief Schoenfeld stated not any at this time.

Commissioner Barclay stated that Chief should create it and if there is a problem, the Board should give oversight and collaboration as what is best for department. Final of SOP, does need to come back to the Fire Board for approval.

Need for By-Law change to go back to elected chief:

Commissioner Barclay questioned about going to an elected Chief – and an appointed Fire Administration. IS this legal? Per council, it is not a good idea to have a chief elected. Board is still the governing body. Fire Commission has no legal authority over Volunteer Fire Departments. Charge to fire board to find out what is best for Cassie VFD.

Commissioner Barclay took a moment to read the anonymous letter to those in attendance.

RE: Michael Rivera as President – Serious concerns & relationship with Fire Chief, Derrick Curtis. (Enclosure 3)

Commissioner Barclay gave a challenge to board to identify and handle where leadership issues are.

Chief Initiatives:

District coverage: Chief Curtis verifies who is available; verbally let others know, Michael also writes on calendar days away from department. Michael feels like the response crew is adequate for calls, usually the same reliable crew show.

Commissioner Proffer questions how Chief Curtis is accomplishing working 40 hours with CVFD and 20 hours with Spicewood. Chief Curtis says that he only goes twice a month and his average for CVFD is somewhere between 40-60 hours.

Equipment: Purchasing unnecessary items. Questions in ESD Meeting that is designated for one person. To the Fire Board, are you looking at the financial reports and how you are going to develop how money will be spent appropriately?

Michael Rivera and Laura noted that they usually review monthly.

Commissioner Barclay asked about equipment being purchased for staff, training/play and use of. Michael Rivera said that the helmet is a search and rescue helmet, and it is being held in his vehicle as he is testing it.

Communication expectations:

General members are stating that they have heard of such, but nothing has ever been shown or discussed. Chief Derrick stated that he assigns equipment to personnel; this could be a shared if needed. General members want to be informed and transparent with courtesy.

Public comment: Assistant Chief Schoenfeld gave his thanks for those that showed up with approach of fixing the issues at hand.

General member asked about the time frame on all changes. Commissioner Barclay noted that they will be working on that.

Commissioner Barclay called the BCESD2 Meeting into Executive Session in accordance with Texas Government Code 551.072 at 8:16 to Confer with the Attorney regarding the Service Provider contract.

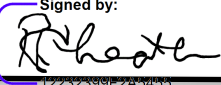
Commissioner Barclay called the BCESD2 Meeting back to order in open session at 8:44pm.

8. (AI) Next meeting – Thursday, September 18, 2025, 6p.m. at the Cassie Volunteer Fire Department

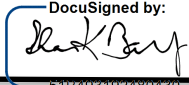
(AD) Commissioner Barclay announced that the next regular BCESD2 Meeting will be on September 18, 2025, at 6pm at the Cassie Volunteer Fire Department

9. (AI) Adjourn

(AD) With no additional business, the Burnet County Emergency Services District No 2, September 16, 2025, Meeting was adjourned at 8:44 p.m.

Signed by:

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Robbie Cheatham
Secretary
Emergency Services District No. 2
Burnet County
September 16, 2025

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Sharon K. Barclay
President
Emergency Services District No. 2
Burnet County
September 16, 2025



POSTED Vicki Stafford
Burnet County Clerk
By Stephanie Sherrill at 12:48 pm, Sep 10 2025

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

AGENDA

Burnet County Emergency Services District No. 2 Special Meeting

In compliance with the provisions of Chapter 551, Texas Government Code, notice is hereby given that the Burnet County Emergency Services District No. 2, will hold a Special Meeting to discuss contract expectations/resolutions with Cassie Volunteer Fire Department. The meeting will be held at the Cassie Volunteer Fire Department located at 3900 RR 690, Burnet, Texas, 78611 at 6 p.m., Tuesday, September 16, 2025. This agenda is posted in the Burnet County Courthouse and on the [Burnet County \(burnetcountytexas.org\)](http://burnetcountytexas.org) website.

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 matters, 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 the service provider contract with Cassie Volunteer Fire Department. (Barclay/Rivera)
8. Next meeting – Thursday, September 18, 2025, 6p.m. at the Cassie Volunteer Fire Department

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



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

The Board of Commissioners of Burnet County Emergency Services District No. 2 reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters as authorized by the Texas Government Code including, but not limited to, Sections: 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Security Devices/Security Audits), 551.087 (Economic Development), 418.183 (Deliberations about Homeland Security Issues).

The ultimate measure of a man is not where he stands in moment of comfort and convenience, but where he stands in times of challenge and controversy.

The time is always right to do what is right.

Martin Luther King, Jr.

Cassie Volunteer Fire Department Mission

To respond in a safe and efficient manner to all reported emergencies in the Cassie Fire District and to our mutual aid areas. With the resources available and with the utmost regard for the safety of our volunteers, work to the best of our abilities to limit the loss of life and property through effective education/training, prevention, fire suppression, and emergency medical service. To this end, Cassie Volunteer Fire Department /EMS is committed to our residents and visitors for our continues education, training, updated engines, equipment, and apparatus.

Burnet County ESD No. 2 Mission

To serve the citizens and visitors of Burnet County Emergency Services District No. 2 with integrity and collaboration to provide high quality Fire, Rescue, and Emergency Medical Responder Services with utmost fiscal accountability.

To Whom It May Concern,

I am submitting this letter as a formal request to reconsider and void the recent nomination and acceptance of EMS Lieutenant Michael Rivera. This request arises from significant concerns regarding the ongoing instability within the department, as well as the erosion of trust and integrity that appear closely connected to both Lt. Rivera and Chief Derrick Curtis.

Lt. Rivera has not demonstrated the visibility or engagement expected of someone in his position. Moreover, his recent appointment as EMS Lieutenant is puzzling to many of us, particularly given his tenure with the department of less than five years and the lack of transparency surrounding the process by which he attained this role.

For our department to move forward and rebuild trust and unity, it is imperative that leadership be impartial, competent, and held to the highest standards of accountability. The close personal relationship between Lt. Rivera and Chief Curtis raises serious concerns regarding objective leadership. Multiple members, including myself, question whether Lt. Rivera possesses the experience and impartiality necessary to oversee or discipline Chief Curtis if needed, and worry that Lt. Rivera may prioritize loyalty over the department's best interests.

Chief Curtis himself has been the subject of ongoing concern due to visible insubordination during meetings, disrespect toward the Board and volunteers, disregard for volunteers during training, poor communication, and a lack of transparency. Despite repeated attempts to address these issues during meetings and private discussions, Chief Curtis has shown little willingness to accept responsibility or implement meaningful changes. His behavior continues to contribute to division, low morale, and distrust among members. There is also a perception that, now insulated from direct member votes (We as a department cannot elect a new Chief if we see the need), he views himself as beyond reproach. Basically, it does not matter what we think, he is the Chief.

Concerns also extend to the Board's effectiveness in holding leadership accountable. It is understood that Assistant Chief Chuck Schoenfeld declined to seek re-election as Board President due to a lack of support when addressing serious issues involving Chief Curtis and another department member, as well as contentious budget matters including Chief Curtis's request for a substantial pay increase. Assistant Chief Schoenfeld indicated that his efforts were hindered by fellow Board members when corrective actions were advised and directed by the ESD Board, further fueling perceptions of bias and protectionism within leadership which is not something he wants to be accused of. His departure represents a significant loss given his extensive supervisory, management, and fire service experience.

Recent budget discussions have further eroded trust. Chief Curtis claimed a 5% raise was promised to him last year; however, no confirmation was provided when he was excused from the meeting. He also proposed a considerably larger increase, coinciding with cuts in other budget areas, raising concerns about fiscal transparency and responsibility. One member said, "It's robbing Peter to pay Paul." Which is not far from what a lot of us were feeling and when questions were asked Chief Curtis was angry and defensive.

I appreciated the option to vote anonymously, particularly considering Chief Curtis's reputation for retaliation when outcomes do not align with his preferences. Assistant Chief Schoenfeld acknowledged

challenges with the process, noting that he was accused of not strictly following Robert's Rules of Order—a practice not previously emphasized within the department. It is telling that this procedural concern arose only after Chief Curtis's desired outcome, namely the pay increase, was not achieved.

Assistant Chief Schoenfeld managed the voting process with fairness and transparency, ensuring all members received information and ballots via email or in person. He appointed an independent, unaffiliated individual to oversee vote counting and abstained from voting himself to avoid conflicts of interest, especially in the event of a tie. Throughout, he provided equal opportunity for members to express opinions and communicated feedback from those members who emailed him, in a neutral, unbiased manner.

Unfortunately, Chief Curtis's response to the results was unprofessional. At one point, he refused to fulfill his duties as Fire Marshal due to lack of separate compensation and made remarks such as, "You do not know how much I do for you." It is important in any professional environment to accept outcomes without personalizing them and to maintain decorum.

I firmly believe Assistant Chief Schoenfeld conducted the process with integrity and impartiality, minimizing risks of bias or retaliation.

Following the department's decision, Lt. Rivera and Lt. Schneider approached the ESD Board and behaved in a manner that many viewed as inappropriate and unprofessional. Their actions effectively undermined the decision made by the volunteers, which has resulted in a significant loss of trust and respect toward both individuals. Lt. Rivera expressed a desire to restore the department to its former state; however, given his role as a key contributor to the current challenges, it is difficult for members to have confidence in, or follow, two leaders for whom trust and respect have eroded.

The department is currently at a critical juncture, and the leadership choices made now will have lasting impact. It is essential that those in leadership roles inspire confidence, professionalism, and respect within the department and among neighboring organizations. Regrettably, with Lt. Rivera and Chief Curtis both in major roles the leadership dynamic falls short of these standards.

Thank you for your consideration of this request.

Department Initiative

Develop job descriptions

Develop and implement performance expectations for leadership as well as personnel roles, consistent with Cassie Volunteer Fire Department bylaws and provide collaborative feedback and opportunity for continuing education as appropriate

Develop PTO and employee hours policy

Develop policy for employees with outside employment

Employee yearly wages should look at least two components: cost of living and performance eval. The performance eval should be objective and preset to align with Department goals and mission. Performance eval should include a look at the next year in setting SMART goals. Performance eval should hold a component on evaluation of goals from last year.

All persons employed by the Service Provider will receive an annual Performance Evaluation with the goal of fostering mentorship for professional, personal, and communication growth

Vehicle Policy

Communication gaps – respectful communication, transparency, integrity – this needs to apply across the Department

Collaboration between Department, Fire Board, Chief, and ESD

ESD expectation to perform a role that was paid for by the ESD

YMCA policy

By-Laws – must be adhered to

SOP – review and update. All personnel should be familiar with these

Need for By-Law change to go back to elected chief

Chief Initiatives

District coverage when not available during working hours

Assure, to the extent reasonably possible for a volunteer organization, that qualified personnel are available to respond to each emergency call on which the Service Provider is dispatched.

Equipment – purchase of unnecessary items

Communication expectations: the need for communication to the fire department and respect from every member of the fire department to each other. Language matters, and words will be remembered. No cursing when around others or on calls.

No favoritism shown to anyone on the VFD.

Integrity matters.

Fire Board

More active involvement from all Fire Board members. Look at structure to possibly include outside member(s) role.