

## BURNET COUNTY EMERGENCY SERVICES DISTRICT NO. 7

### MINUTES

January 22, 2024

A regular meeting of the Board of Commissioners of Burnet County Emergency Services District No. 7 was held on **Monday, January 22, 2024, at 5:30 p.m.**, at the Burnet Community Center at 401 E. Jackson Street, Burnet, Texas 78611, for the following purposes:

1. Call meeting to order: Meeting was called to order by John Smallwood at 5:27 p.m. Present were: Commissioners John Smallwood, Clayton Smith, Roy Hallmark, Brenda Goble and Randy Hartman. No Commissioners were absent. County Commissioner Damon Beierle, as well as members of the Burnet Volunteer Fire Department and the City of Burnet Fire Department, were also present.
2. Public Comment on Agenda Items: None.

### ADMINISTRATIVE

3. Approve and accept statements and oaths of office for reappointed Commissioner Smallwood and Commissioner Hartman: Roy Hallmark moved to approve and accept the statements and oaths of office. Clayton Smith seconded, and the motion passed unanimously.
4. Action regarding election of officers for Board of Commissioners: Brenda Goble moved for the Commissioners to retain the same officer positions. Randy Hartman seconded, and the motion passed unanimously.

### REPORTS

5. Receive monthly report from the Treasurer and consider:
  - (a) approval of payment of monthly bills and invoices :
  - (b) approval of monthly financial report:

John Smallwood moved to approve the financial report and payment of monthly bills and invoices for the months of November and December. Clayton Smith seconded, and the motion passed unanimously.
  - (c) approval of quarterly investment report for 4<sup>th</sup> quarter of 2023: John Smallwood moved to approve the quarterly investment report; Roy Hallmark seconded; the motion passed unanimously.
  - (d) current year budget amendments as necessary: None.
6. Receive monthly report from Burnet Volunteer Fire Department regarding financial matters, training, management activities, membership, and emergency operations and out of station times (including breakdown by apparatus) and call volume for fire/rescue calls and for EMS calls: Report presented by Chief Daniels.
7. Receive monthly report from Lampasas Volunteer Fire Department regarding financial matters, training, management activities, membership, and emergency operations and out

of station times (including breakdown by apparatus) and call volume for fire/rescue calls and for EMS calls: **None.**

8. Receive monthly report from the City of Burnet Fire Department regarding financial matters, training, management activities and personnel, membership, and emergency operations and out of station times (including breakdown by apparatus) and call volume for fire/rescue calls and for EMS calls: **Report presented by Curtis Murphy.**

#### **DISCUSSION/ACTION ITEMS**

9. Review and consider approval of the November 27, 2023, regular meeting minutes: **John Smallwood moved to approve the November meeting minutes. Randy Hartman seconded, and the motion passed unanimously.**
10. Review training requirements and compliance status for each Commissioner: **John Smallwood moved to approve Roy Hallmark conducting required training through the SAFE-D website and approve reimbursement of Roy's associated expenses. Brenda Goble seconded the motion, and it passed unanimously.**
11. Discuss and approve annual report submitted to the Division of Emergency Management through SAFE-D portal: **Item was tabled and not addressed.**
12. Approve annual publication of the District's notice of administrative office location: **Brenda Goble moved to approve the annual publication. Randy Hartman seconded, and the motion passed unanimously.**
13. Discuss and consider updates from Subcommittee on District's fire code: **Randy Hartman provided an update; no action taken.**
14. Discuss planned installation of and access to water tank at Reliable Tire Disposal, 3345 East State Highway 29 in Burnet, and consider partially funding cost of installation for District benefit: **Item was tabled with no action.**
15. Receive status report on strategic planning issues, discuss short-term and long-term goals for the District, and consider taking any necessary action: **Item was tabled and not addressed.**
16. Public Comment: **None.**
17. Discuss agenda, time, and date for next meeting: **The next regular meeting will be held at 5:30 p.m. on Monday, February 26<sup>th</sup>.**

/s/ Roy Hallmark  
Roy Hallmark, Secretary for Burnet County  
Emergency Services District No. 7

February 26, 2024