

## BURNET COUNTY EMERGENCY SERVICES DISTRICT NO. 7

### MINUTES

January 25, 2021

Notice is hereby given that a meeting of the Board of Commissioners of Burnet County Emergency Services District No. 7 will be held on **Monday, January 25, 2021, at 5:30 p.m.**, at the Burnet Community Center at 401 E. Jackson Street, Burnet, Texas 78611, for the following purposes.

**Due to the state of emergency and/or local disaster caused by the COVID-19 pandemic, the Board of Commissioners of Burnet County Emergency Services District No. 7 may hold its meeting via telephone conference and/or videoconference because of the difficulty and risks of convening a quorum in one location. If initiated, the call will be broadcast at the meeting location and recorded as required by the Texas Open Meetings Act.**

1. Call meeting to order; **by Clayton Smith at 05:36, present Clayton Smith, Randy Hartman, Brenda Goble and Roy Hallmark. John Smallwood arrived late, at approx. 06:00 hours.**
2. Public Comment on Agenda Items: Individual members of the public may address the Board for a maximum of three minutes per person per agenda item. Individuals may address the Board once per item. Members of the public may collectively address the Board for a total of thirty minutes per item on the agenda. Members of the public will speak on an agenda item after comments on the item are called for by the presiding officer, but before Board discussion and consideration of the item. **There were no comments.**

### ADMINISTRATIVE

3. Approve and accept statements and oaths of office for reappointed commissioners; **Clayton Smith, Brenda Goble and Roy Hallmark were administered oaths of office by Burnet County Precinct 2 Commissioner Damon Beierle.**
4. Action regarding elections of officers for Board; **motion was made by Roy Hallmark to keep the commissioners in their current positions. Second was added by Clayton Smith, motion passed unanimously.**

### REPORTS

5. Receive monthly report from the Treasurer and consider: **a motion was made by Roy Hallmark with a second added by Clayton Smith to approve both a&b. Motion passed unanimously. An email from Treasurer Brenda Goble explaining a question on last month's financial report has been received and this issue has been resolved.**
  - (a) approval of payment of monthly bills and invoices;
  - (b) approval of monthly financial report;

- (c) approval of quarterly investment report for 4<sup>th</sup> quarter of previous year; and a motion by Clayton Smith to approve this item with a second added by Randy Hartman and the motion passed unanimously.
  - (d) current year budget amendments as necessary; there were no current budget amendments necessary.
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; a report by Chief Daniels was given which included a report on the proposed sub-station at Black Buck Ridge.
  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; a report by Jim Machan was received.
  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; a report by Chief Ingram was received.

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

9. Review and consider approval of the December 28, 2020, meeting minutes; John Smallwood made a motion to accept the meeting minutes of the December 28, 2020 meeting. A second by Randy Hartman was added and the motion passed unanimously.
10. Action regarding renewing Treasurer's bond; Brenda Goble was going to check on this item. Brenda's question was whether we needed to up our bond limit. After meeting with the attorney's office Roy Hallmark found out that this item was put on the agenda in case the office of the Treasurer was changed.
11. Review training requirements and compliance status for each commissioner; Roy Hallmark was going to check on this item. Randy Hartman, John Smallwood and Clayton Smith are due to renew their training hours. Roy Hallmark, after visiting with the attorney's office, found out that there is no exemption at this time for COVID-19 pandemic. Training is to be done online.
12. Discuss and consider District's fire code; discussion was held on this item and Commissioner Pct. 2 Damon Beierle was going to check with the County Commissioners Court in regards to this issue county wide. No action was taken and the item was tabled.
13. Discuss and consider service provider contracts, including contract renewals and amendments, including amending the Lampasas Volunteer Fire Department contract and City of Burnet Fire Department contract; a report was given regarding new contracts with both entities. No action was taken on this item.
14. Receive status report on strategic planning issues, discuss short-term and long-term goals for the District, and consider taking any necessary action; a question was raised about why the City did not utilize their ladder truck on a residential structure fire on Park

Road 4. Chief Ingram gave his reasons why this was not done. Main issue was a lack of personnel to man this vehicle.

- 15. Public Comment: Individual members of the public may address the Board for a maximum of three (3) minutes regarding general topics that are not on the current agenda. Members of the public may collectively address the Board for a total of thirty minutes on items not on the current agenda. In accordance with the Texas Open Meetings Act, any response to a public comment that is made on an item that is not on the published final agenda will be limited to a statement of factual information or a statement of existing policy given in response to the public comment. Any deliberation or decision by the Board must be limited to a proposal to place the subject on a future agenda; and **there were no public comments.**
- 16. Discuss agenda, time, and date for next meeting. **Next meeting will be held February 22<sup>nd</sup>, at 05:30 at 401 E. Jackson St. Burnet Texas.**

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**A packet containing all supportive documentation for this agenda is available for inspection at the offices of The Carlton Law Firm, P.L.L.C., 4301 Westbank Drive, Suite B-130, Austin, Texas 78746, between the hours of 9:00 a.m. and 5:00 p.m.**

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

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 Burnet County Emergency Services District No. 7 is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call Roy Hallmark, Secretary for Burnet County Emergency Services District No. 7 at (512) 756-3359 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may utilize the statewide Relay Texas Program by dialing 7-1-1 or 1-800-735-2988.

The Board may retire to Executive Session any time between the meeting's opening and adjournment for any purpose authorized by the Texas Open Meetings Act, including, but not limited to: consultation with legal counsel (Section 551.071 of the Texas Government Code); personnel matters (Section 551.074) and/or discussion of real estate acquisition (Section 551.072). Action, if any, will be taken in open session.