

BURNET COUNTY EMERGENCY SERVICES DISTRICT NO. 7

MINUTES

April 26, 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, April 26, 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 John Smallwood at 05:34. Present John Smallwood, Clayton Smith, Randy Hartman, Brenda Goble and Roy Hallmark. Absent none.**
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. **A representative of the U.S. FISH AND WILDLIFE SERVICE BALCONES CANYONLANDS WILDLIFE REFUGE, MARBLE FALLS, TEXAS, presented a MEMORANDUM OF UNDERSTANDING between themselves and BURNET VOLUNTEER FIRE DEPARTMENT (BVFD), and BURNET COUNTY EMERGENCY SERVICES DISTRICT NO. 7 (BCESD#7) BURNET, TEXAS.**

REPORTS

3. Receive monthly report from the Treasurer and consider:
 - (a) approval of payment of monthly bills and invoices; **John Smallwood made the motion to approve item (a) with the addition of \$79.88 to Office Depot. A second was added by Clayton Smith, motion passed unanimously.**
 - (b) approval of monthly financial report; **a motion by John Smallwood was made to approve item (b). A second was added by Randy Hartman and the motion passed unanimously.**
 - (c) approval of quarterly investment report for 1st quarter; **and a motion was made by John Smallwood to pass item (c) with a second being added by Roy Hallmark. The item passed unanimously.**
 - (d) current year budget amendments as necessary; **and there were no current year budget amendments.**

4. 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; **the report was given by Chief Daniels.**
5. 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; **the report was given by Jim Machan.**
6. 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; **the report was given by Curtis Murphy.**

DISCUSSION/ACTION ITEMS

7. Review and consider approval of the March 29, 2021, meeting minutes; **a wrong set of minutes were presented. March 29, 2021 minutes will be considered for approval at the May meeting.**
8. Review Records Management Program and make changes as appropriate; **John Smallwood made the motion to approve the Records Management Program as presented with no changes, a second was added by Randy Hartman. The motion passed unanimously.**
9. Conduct annual review of investment policy and investment strategies and adopt resolution; **John Smallwood made the motion to approve the annual review of the investment policy and investment strategies and adopt a resolution approving this item. A second was made by Randy Hartman and the motion passed unanimously.**
10. Discuss and consider District's fire code; **no action was taken on this item.**
11. Discuss and consider service provider contracts, including contract renewals and amendments, including the City of Burnet Fire Department contract and amending the Burnet Volunteer Fire Department contract; **no action was taken on this item.**
12. Receive status report on strategic planning issues, discuss short-term and long-term goals for the District, and consider taking any necessary action; **no action was taken on this item.**
13. 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 comments.**

14. Discuss agenda, time, and date for next meeting. **Next meeting will be May 24, 2021 at 05:30. Meeting will be held at 401 E. Jackson St., Burnet Texas 78611.**

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

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.