

## BURNET COUNTY EMERGENCY SERVICES DISTRICT NO. 7

### MINUTES

December 20, 2021

Notice is hereby given that a meeting of the Board of Commissioners of Burnet County Emergency Services District No. 7 was held on **Monday, December 20, 2021, 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; **the meeting was called to order at 05:30 by President John Smallwood. Present John Smallwood, Brenda Goble, Roy Hallmark and Randy Hartman. Absent Clayton Smith.**
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 public comments.**

### REPORTS

3. Receive monthly report from the Treasurer and consider: **John Smallwood made the motion to approve the payment of monthly bills and invoices and approval of monthly financial report with the addition of \$2500.00 to be paid to the Burnet County Tax Appraisal District. A second was added by Randy Hartman and the motion carried unanimously.**
  - (a) approval of payment of monthly bills and invoices;
  - (b) approval of monthly financial report;
  - (c) current year budget amendments as necessary; **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 Deputy Chief Miller.**

### DISCUSSION/ACTION ITEMS

7. Review and consider approval of the November 22, 2021, regular meeting minutes; **a motion was made by Brenda Goble to approve the November 22, 2021 regular meeting minutes. A second was added by John Smallwood and the motion passed unanimously.**
8. Discuss and consider submitting required annual report to the Division of Emergency Management; **Roy will submit this report.**
9. Discuss and consider Resolution Adopting Fund Balance Policy and Minimum Contingency Fund Balance; **after discussion Brenda Goble made the motion to keep \$200,000.00 in the Contingency Fund, a second was added by Randy Hartman and the motion passed unanimously. No action was taken on the Resolution Adopting Fund Balance Policy and Minimum Contingency Fund Balance.**
10. Discuss and consider District's fire code; **no action was taken on this item.**
11. 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.**
12. 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; **there was no public comment.**
13. Discuss agenda, time, and date for next meeting. **The next meeting will be held at the Burnet Community Center located at 401 E. Jackson Street, Burnet, Texas 78611. The date for the meeting is Monday January, 24<sup>th</sup>, 2022 at 05:30.**

/s/ Roy Hallmark

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

January 24, 2021