

BURNET COUNTY EMERGENCY SERVICES DISTRICT NO. 7

MINUTES

December 28, 2020

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, December 28, 2020, 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; **meeting called to order by John Smallwood at 05:30. Present John Smallwood, Randy Hartman and Roy Hallmark. Absent Clayton Smith and Brenda Goble.**
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.**

REPORTS

3. Receive monthly report from the Treasurer and consider:
 - (a) approval of payment of monthly bills and invoices; **motion by Roy Hallmark to approve payment of monthly bills and invoices and monthly financial report. Second added by Randy Hartman. A clarification was asked for on an item on page one of the Balance Sheet 12/28/20 by John Smallwood. Item is duly noted in the financial transaction record for clarification. Motion passed unanimously.**
 - (b) approval of monthly financial report; and
 - (c) current year budget amendments as necessary; **no amendments needed at this time.**
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; **report was presented by Brandon Anderson.**
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; **report was presented by Jim Machan. An issue had occurred on a call by Lampasas and Burnet VFD units involving an address discrepancy. Burnet Co. Commissioner Beierle was in attendance and said he would check into the matter.**

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; **report presented by Captain Fowler,**

DISCUSSION/ACTION ITEMS

7. Review and consider approval of the November 23, 2020, meeting minutes; **a motion was made by John Smallwood to approve this item with a second added by Randy Hartman. A change was noted from the meeting notes and the final meeting minutes regarding an address change for the meeting. Motion passed unanimously.**
8. Presentation of and discussion regarding acceptance of September 30, 2020, audit from Charity Taber, CPA; **the audit report was presented by CPA Charity Tabor. A motion was made by Roy Hallmark to accept the audit and a second was added by John Smallwood. The motion passed unanimously.**
9. Consider approval of publication in January of the annual notice of the address of the District's administrative office; **a motion was made by Roy Hallmark to approve this item with a second added by Randy Hartman. The motion passed unanimously.**
10. Discuss and consider submitting required annual report to the Division of Emergency Management, **Roy Hallmark reported that he had filled out the report but could not get it to send. He contacted the lawyers office for guidance. No action taken on this item.**
11. Discuss and consider District's fire code; **this item was tabled. No action taken.**
12. 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; **this item was tabled and no action was taken.**
13. Receive status report on strategic planning issues, discuss short-term and long-term goals for the District, and consider taking any necessary action; **an address discrepancy was found on a call by Lampasas F.D. Discussion was held about a possible substation in the subdivision of Black Buck Ridge in far northwest Burnet co.**
14. 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.**
15. Discuss agenda, time, and date for next meeting. **Next meeting will be held on January 25th at 05:30. Meeting place will be at 401 East Jackson St. Burnet Texas. The meeting was adjourned at 05:52**

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.