



## **Burnet Office Emergency Management**



**Burnet County CERT  
Officers Meeting  
Agri-Life, 607 N Vandever St,  
South Wing, Rm 13, Burnet, Tex.  
December 11, 2025- 1800 Hours**

**Call to Order: Brenda Conn, President**

- Minutes from General Meeting - Posted (16 attended)**
- Minutes from Officers Meeting - Posted (6 attended)**
- Revisions C306 in progress**
- Revisions on SOG for Activation Policy**
- Update Activation list annually**
- Bopate - (7 Participants)**

### **OFFICER REPORTS:**

**Brenda Conn- President & Membership, Lynn Smith- Vice-President,  
Ann Hoskins- Secretary, Vee Brown- Web Master, Toni Hauer- Logistics,  
Jim Gallagher-Support Position, Robyn Richter- Training**

**CERT Executive Staff Report – Derek Marchio**

### **NEW BUSINESS:**

**Finalize training dates -(Istat, Stop the Bleed, Cribbing, Shelter Simulation)**

### **ANNOUNCEMENTS:**

- General Meeting - January 8, 2026**
- Officers Meeting - March 12, 2026**
- General Meeting - April 16, 2026**

**ADJOURN**



## **Burnet County Office Emergency Management**

### **Burnet County CERT Executive Board Meeting**

**Agri-Life, 607 N Vandever St,  
South Wing, Rm 13, Burnet, Tex.  
December 18, 2025 - 1800 Hours**



**Called to Order:** 1800 hours by President Brenda Conn with concurrence as all expected were present and concurred.

**Board Members in Attendance:** Brenda Conn, Lynn Smith, Jim Gallagher, Robyn Richter, Vee Brown, Toni Hauer, and Ann Hoskins.

#### **Old Business:**

1. Minutes from the October 9, 2025 General Meeting are completed and posted. There were 16 present at the General Meeting.
2. Minutes from September 18, 2025 Officers Meeting are completed and posted. There were 6 present at the Officers Meeting.
3. Revisions to C306 and volunteer acknowledgement form are being revised by Derek
5. Household and Hazardous Waste Collection Day on October 26, 2025 with 7 CERT participants.

#### **Officer's Reports:**

Brenda Conn, President, opened discussion on activation list. The activation list will be updated annually and Vee will send an email to the current list for activation status.

Lynn Smith, Vice President, reported 7 CERT participants at Household and Hazardous Waste Collection Day on October 26, 2025. Reported many Burnet county residents to donate and many participants to assist with Collection Day. Reported information on status of 501(c)(3), the need for a registered agent, minimum of three Board members, and minimum of two officers (president and secretary), bank account, and register with the IRS. Tom Hauer to assist Lynn in establishing a 501(c)(3) for CERT.

Robyn Richter, Training Officer, reported the need for refresher training for CERT members. One area is bandaging and splinting, and another is ICS training. Training at

January 8, 2026 General meeting will be from ICS training to cover the command structure for CERT's role in an activation.

Stop the Bleed state wide event in the spring of 2026.

Jim Gallagher will schedule a cribbing class on a Saturday in 2026.

Derek Marchio, Burnet County Emergency Manager Coordinator, stated February is a good month for Severe Weather and Flooding Training (previously Sky Warn).

Suggestion from CERT member for CPR training as a future training.

**Upcoming Events:**

1. General Meeting on January 8, 2026
2. Officers Board Meeting on March 12, 2026
3. General Meeting, on April 16, 2026

**Adjourned @ 1845**

**Submitted by Ann Hoskins**