



Burnet Office Emergency Management



**Burnet County CERT
Officers Meeting
Agri-Life, 607 N Vandevener St,
South Wing, Rm 13, Burnet, Tex.
September 18, 2025- 1800 Hours**

Call to Order: Brenda Conn, President

- Minutes from General Meeting - Posted (19 attended)**
- Minutes from Officers Meeting - Posted (5 attended)**
- Revisions on C305, C303, and C306 in progress**
- Activations - After action report**

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:

Discuss new class curriculum and training

ANNOUNCEMENTS:

- General Meeting January 8, 2026**
- Officers Meeting - December 11, 2025**

ADJOURN



Burnet County Office Emergency Management

Burnet County CERT Executive Board Meeting

**Agri-Life, 607 N Vandever St,
South Wing, Rm 13, Burnet, Tex.
September 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, and Ann Hoskins.

Old Business:

1. Minutes from the August 21, 2025 General Meeting are completed and need to be posted. There were 19 present at the General Meeting.
2. Minutes from Officers Meeting on June 12, 2025 are posted. There were 5 present at the Officers Meeting.
3. Revisions to C305, C303, and C306 for CERT organizational documents.
5. After action meeting and report after August 21, 2025 General Meeting.

Officer's Reports:

Brenda Conn, President, will have the August 21, 2025 General Meeting minutes posted. Also, the Activation list on CERT site will be updated. Volunteer hours plus Derek Marchio hours for second quarter are 249 hours.

Lynn Smith, Vice President, reported contact with Lorinda Peters in reference for assist to establish a 501(c)(3) and contact was not able to assist. Tom Hauer will be contacted for assistance in completing the IRS form for the 501(c)(3). Lynn will be the contact for BOPATE event on October 26, 2025 to coordinate volunteers. Four Board members volunteered to attend the BOPATE event.

Ann Hoskins, Secretary requested format for revisions to C303, C305, and C306 and Derek will provide the template.

Robyn Richter, Training Officer, reported on meeting with Jim Gallagher to discuss next training class, curriculum, and format. After discussion all agreed the training class

needs more hands on activities and less lecturing. If additional training is required it should be addressed at Saturday classes. The class hours are going to be seven three hour lectures and two Saturday classes for a total of 24 hours. The eighth class will be graduation and review. Agreed the summer of 2026 for the #14 training class.

Jim Gallagher, Support Officer shared an activation policy. Derek will review and it will be a separate Standard Operating Guideline (SOG)

Derek Marchio, Burnet County Emergency Manager Coordinator, stated the Volunteer Acknowledgment Form needs update on wording and that personal information will be in Warn Central Texas through CAPCOG (Capital Area Council of Governements). Dereck stated the BOPATE on October 25, 2025 will need five to eight volunteers.

Upcoming Events:

1. General Meeting on October 9, 2025 with training on short versions of a GO BAG
2. Officers Board Meeting on December 11, 2025
3. General Meeting, on January 8, 2026

Adjourned @ 1900

Submitted by Ann Hoskins