

**MINUTES OF OPEN MEETING OF
BOARD OF COMMISSIONERS BURNET COUNTY ESD NO. 9
October 14, 2020**

1. Commissioner Bruett called the meeting of the Board of Commissioners of Burnet County ESD No. 9 (BCESD9) to order at 6:04 pm via Zoom with Commissioners Mills, Steele, and Hollingsworth present.

Also, in attendance were M Logan (Logan Consulting), David Bailey (Spicewood Fire Chief), Kevin Naumann (Operations Manager Marble Falls Area EMS) Sam Stacks (Spicewood Fire Marshall), Lark Camacho (Logistics Manager) and Carol Gallagher (SVFD Bookkeeper) via Zoom.

2. Pledges to the flags of the United States and the State of Texas were recited.
3. An invocation was given by Kevin Naumann.
4. Public Comments – None
5. Approval of prior meeting minutes – Commissioner Mills made the motion to accept the minutes from the Hearing Meeting September 10, 2020 and was seconded by Commissioner Steele. The motion passed with Commissioner Hollingsworth abstaining. Commissioner Mills made the motion to accept the minutes from the Regular Meeting September 10, 2020 and was seconded by Commissioner Steele. The motion passed with Commissioner Hollingsworth abstaining.
6. Approval of Resolutions – (if any) – None
7. Monthly Operational Reports –
 - a. MFAEMS - Kevin Naumann from Marble Falls Area EMS reported that there was a total of 31 calls for September with 12 being transported.
 - b. District Administrator – discussion and possible action on: Transition Items, Department Operations and Facilities Management – David Bailey presented his report (attached). Commissioner Bruett made the motion to accept the Interlocal agreement with Burnet County for Asphalt Paving in FY21 and was seconded by Commissioner Mills. The motion passed unanimously.

Commissioner Mills made the motion to accept the bid for \$1,800.00 with Aqualine Water Tanks for the water treatment system and was seconded by Commissioner Steele. The motion passed unanimously.

c. Fire Marshall Report – Sam Stacks presented his report (attached).

d. Carol Gallagher reviewed the September financial report, via Zoom, noting a net loss at \$10,983.34 and cash in all accounts \$99,026.17.

8. Treasurers Report

a. Financial Review was given, and no questions were asked. September Income \$49,805.88 and Expenses \$73,278.21 with a net loss \$23,472.33. Total Cash in all accounts \$7712,558.27. A motion to accept the financial reports was made by Commissioner Mills and seconded by Commissioner Steele. The motion passed unanimously.

b. The paid October disbursements were reviewed with Commissioner Hollingsworth moving approval, seconded by Commissioner Mills. The motion passed unanimously. October paid: Corix Utilities \$196.20 by auto draft, PEC \$332.04 by auto draft, Logan Consulting \$2,830.00, Kelly Kelso \$3,060.00, Lawn Ranger \$325.00, Texas Disposal \$85.86, Frontier \$143.77 and Marble Falls Area EMS \$42,833.33 mailed late October for a November 1, 2020 arrival. ** new report attached w/ all*

c. Review and action on written capital requests per board policy F-4 – None

9. Standing Committee Reports –

a. Budget and Finance Committee –

i. Discuss and act on setting up a Square Account to accept permit payments – Commissioner Mills made the motion to set up Square and was seconded by Commissioner Steele. The motion passed unanimously.

b. Strategic Planning Committee –

i. Update on ESD and SVFD transition – Ms. Logan stated that the process was moving along well and that she was working closely with Ms. Gallagher and the CPA, Charity Taber to ensure a smooth merging of the books.

ii. Discuss and take action on Fire Chief Contract – Commissioner Bruett made the motion to extend the current Fire Chief Contract to November 30, 2020 to allow the attorney to review the new contract and was seconded by Commissioner Mills. The motion passed unanimously.

10. Executive Session – None

11. Adjourn - There being no further business Commissioner Bruett adjourned at 7:10 pm.

Attest: *J Randolph Steub*

Approved: *[Signature]*

GR1000-03a Minutes/Written



Sept. 31st, 2020

Monthly Report to the Burnet County ESD 9 Commissioners

From:

David Bailey, District Administrator, Acting Fire Chief
Spicewood Fire Rescue

Summary for September

Next 45 days

RESPONSE / OPERATIONS

Total Calls: 44

30 Calls were Med Assistance
Ave response time of **13** min.
Two or more members responded on 28 of 30 calls (93%)

14 Calls were for Fire
1 request **by** TCESD8 (Pedernales)
Ave response time of **13** min.
Two or more members responded on all 14 calls (100%) (**backup map**)

Highest member run-participation rate in Aug. = 86%, 48, 43, 39, 36 %
Ave. run-participation rate in Sept. was 17%. (**see backup spreadsheet**)

PERSONNEL / RECRUITMENT

- 16 official members (1 removal for personal choice.)
 - Five members to receive R & R funds: Hunt, Johnson, Denney, Laake, Perez
- Year End 2020: we used \$~~5500~~⁵⁰⁰ of the budgeted \$10,000.

Explore incentives such as mileage reimbursement.

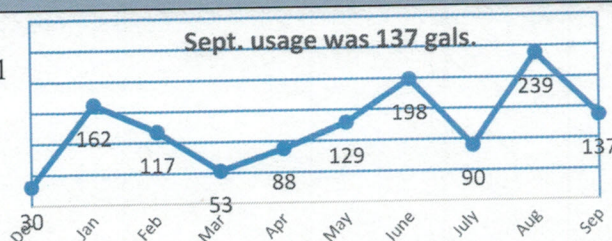
TRAINING

Eight Offerings: Sept. 1st, 5, 8, 12, 15, 19, 26, 30
Average attendance was **48%** of the members at any one session.

October is Fire Attack lines.

APPARATUS

- New Apparatus Decals
- R&R Exhaust, Command 91



Cosmetic repair to Rescue 91, backing accident.

Rescue 91	Engine 91	BT 91	BT 92	BT 93	Tender 91	POV
18 calls	13 calls	16 calls	3 calls	5 calls	6 call	33 calls
	New medical Equipment		R&R starter on the fire pump		New radio. R& R steering- wheel tilt mechanism.	

ADMIN & FINANCE	
1) Update on Station Bay Apron Extension- more concrete. \$10,250 from FY 2020. 2) Receipt of a very generous donation from Horseshoe Bay- \$9100- for services provided during the large wildland fire on Sept. 18- 19. (9/30 photo op)	- Please sign a new Interlocal w BC for Asphalt paving (new Fiscal year). - Asphalt payment of ~\$12K coming due.
FACILITIES	
<ul style="list-style-type: none"> ▪ R&R to Station Air Compressor. ▪ Drinking water, treatment system: three bids (see backup 3) ▪ Additional concrete work for parking lot. ▪ Better inventories- needs better storage and organization. (Shelving purchases) 	Install new water treatment system. (~\$2,000)
✓ TRANSITION ITEMS (Last month for this heading)	
<ul style="list-style-type: none"> ✓ Consolidation of Insurance Policies ✓ Consolidation of checking accounts / PO Boxes ✓ Registered as a Community 1st Responder Org. ✓ 2 News Paper articles. ✓ Notification of Dispatchers, new policy. ✓ 9 new Operational Policies in Place ✓ Fire Hall Property deed transferred and Bill of Sale. ✓ Consolidated FY21 budget for the District. ✓ Organization definition (shift captains named) ✓ TCFP registration- ✓ All vehicles titles transferred to BCESD9. ✓ New Fire Chief job description. ✓ Updated Book Asset Detail- much better idea of inventory. ✓ Community 1st Responder- ✓ Texas Commission on Fire Protection- ✓ Flier, Community Update handout (see backup) 	

September 2020 Member Contributions

SPICEWOOD FIRE RESCUE	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16
September Calls	100	0	1800	800	1400	0	1100	0	3800	1400	2000	200	100	1700	100	700
How often do they respond to calls?	2%	0%	41%	18%	32%	0%	25%	0%	86%	32%	45%	5%	2%	39%	2%	16%
Training																
9/1- CPR Class (2.5hrs)	250		250		250				250	250	250		250		250	250
9/5 -Intro to Vehicle Extrication (3hrs)					300			300	300	300	300					
9/8-Extrication (2hrs)			200	200	200			200	200	200			200	200		
9/12-Vehicle Extrication (2hrs)				200	200				200	200						
9/15-Vehicle Extrication Fundamentals (2hrs)	200		200	200					200	200			200	200	200	200
9/19 Vehicle Extrication (2hrs)			200	200			200		200	200						
9/26-Extrication (3hrs)					300		300	300	300	300		300		300		
9/29 Station Clean up/Tool Room (4hrs)			400		400				400	400			400	400		
Community Outreach																
9/19 Funeral Procession (2.5hrs)									250		250					
9/19-Community Trash Pick up (3hrs)					300											
9/23-Spicewood Elementary Cluster Drills (3hrs)			300													
TOTAL POINTS	550	0	3350	1600	3350	0	1600	800	6100	3450	2800	500	1150	2800	550	1150

September 2020 Fire Calls

Zone 1

3 calls on Vista Trails for
Illegal Burning
Control Burn on CR 411

Zone 2

Fire Alarm on Cloudland Ct.
Illegal Burn on Rustic Lane.
Control Burn on Bedford
Grass Fire on CR 410
Controlled Burn on CR 404

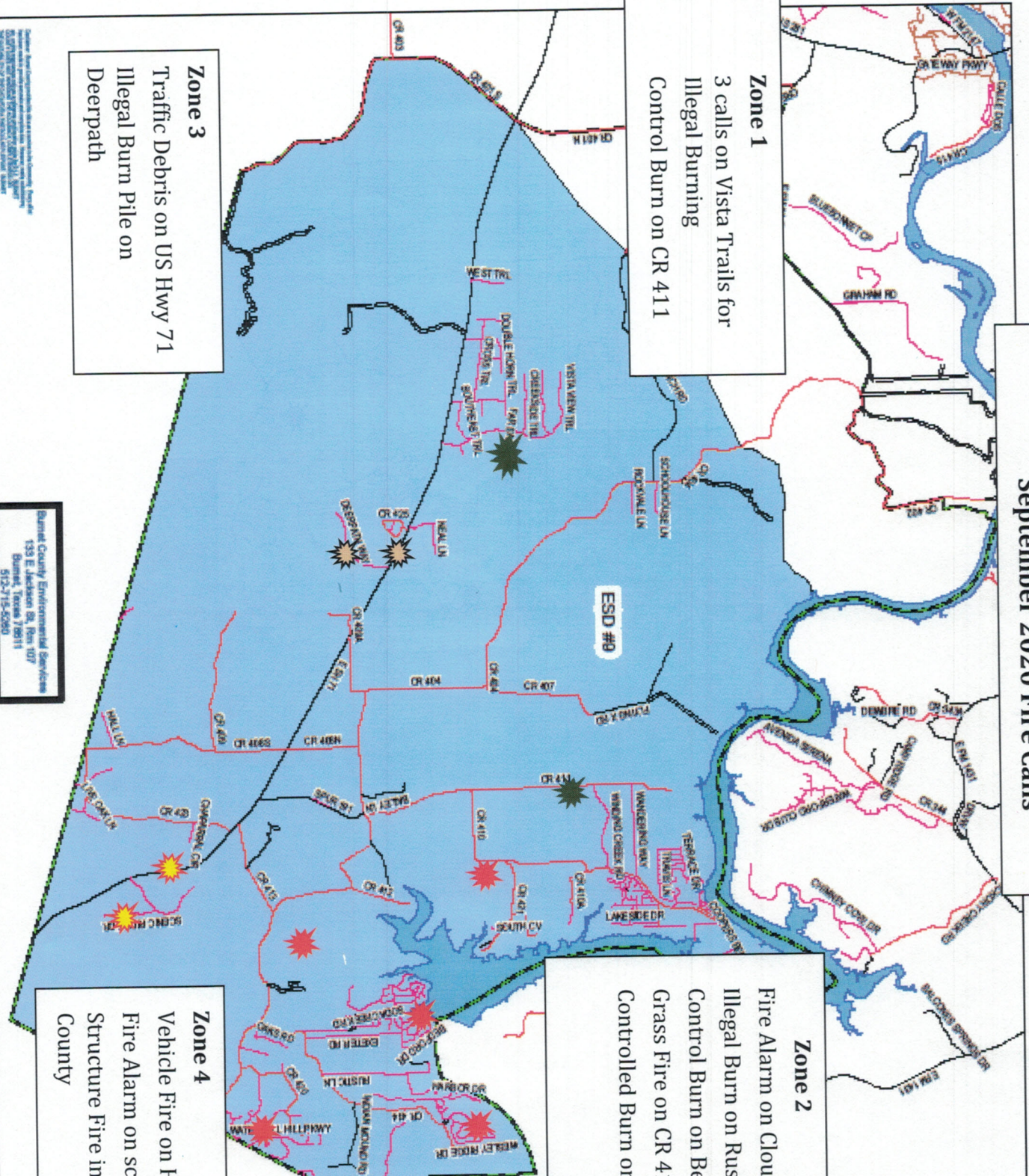
Zone 3

Traffic Debris on US Hwy 71
Illegal Burn Pile on
Deerpath

Zone 4

Vehicle Fire on Hwy 71
Fire Alarm on scenic Ridge
Structure Fire in Travis
County

ESD #8



Spicewood Fire Rescue Internal Documentation		
Effective Date	Title	For
Oct. 1, 2020	Bid sheet- Water Treatment System	ESD9 board

Commissioners-

During the months of August and September 2020, staff solicited bids for the installation of a water treatment system for the fire hall. The current domestic water supply is 100% harvested rainwater. There is also a shallow well but, it is not operational.

Bidders were asked to provide a cost to provide:

- A water treatment system that uses Ultra-Violet technology to sterilize the water.
- Appropriate filtration for hard water deposits or calcification.

Solicitations were sought from the following companies, who were found through an internet search of companies in the area and through personal referral of staff and board members.

Factor to be considered were: Price and availability. The following chart summarizes the bids we received.

Bidder	availability	Price
IWP, INC	Immediate	\$2,800
Aqua Sphere	2-week	\$3,808
Aqualine Water Tanks	Immediate	\$1,800

Staff's recommendation is Aqualine Water Tanks

Submitted-

October 1st, 2020

DBailey

Burnet County Emergency Service District 9

Explaining those “services”



- Fire Suppression: Wildfires, Structure Fires, Car fires.
- Rescues at Vehicle Pin-Ins, Lost & Injured Hikers & Swimmers, Broken limbs from falls.
- Hazardous Materials spills, roadway clean ups.
- Basic-Life-Support Medical responders.

- Advanced-Life-Support Medical Response.
- Paramedics & Advanced EMTS
- Defibrillation, drug therapies, Intubations
- Patient Transport; via Ambulance and Helicopter.

- Provided by the District's Fire Department: Spicewood Fire Rescue.
- The department has 17 rostered volunteer responders, 4 of which hold TCFP certifications.

- Provided through a contract with Marble Falls Area EMS.
- Two paramedics, 24/7/365, in-district.

Total of 348 emergency incidents in calendar 2019; 2020 should reach 400

Fire Prevention Division

- Paid Fire Marshall for building inspections and building-development permits
- Outdoor burning, fire education, community planning Knox Boxes & Fire Hydrants.

Administrative Staff

- Fire Chief
- Assistant Chief of Logistics
- Administrative Assistance
- Finance Manager

How do we pay for it?

40 % of the operating cost comes from your tax dollar at \$.10 per \$100 valuation.

58 % comes from a 2-cent sales tax on purchases within the district.

2 % comes from other donations, gifts and grants.

	MONTHLY REPORT FOR September 2020
To:	Burnet County ESD 9 Commissioners
From:	Sam Stacks Fire Marshal - Burnet County ESD 9

Inspections

Annual Inspections:

Re-inspections:

Plan Review

1 – Residential Solar Panel project

Meetings

POA/HOA Meetings: 1 Red Bluff Estates

Pre-Development Meetings: 1 – Red Bluff Estates

Professional Meetings: 3 – Corix Texas, Aqua Texas, and Asphalt Inc

Site Visits

Construction Sites: 1 – Spicewood Trails

Training

Training Hours: 4 hours of Extrication training

Public Relation Events

1 – Bret Denny participated in a neighborhood trash pickup event using an apparatus as a blocking device and performed a show and tell with the kids who participated in the event

Updates

- Burn permits – Online permits are available, 28 submissions
- Obtained bids for water filtration system
- Began furthering my education by enrolling into college pursuing an Associates Degree in Fire Service Leadership

Burnet County ESD No. 9
Check Detail
October 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	ACH	10/03/2020	Corix Utilities		1001 · Operating - BCS 6...	
					6221 · Utilities - EMS Station	-98.09
TOTAL						-98.09
Check	ACH	10/03/2020	PEC		1001 · Operating - BCS 6...	
					6221 · Utilities - EMS Station	-332.04
TOTAL						-332.04
Check	ACH	10/05/2020	Quill Corporation	Office Supplies	1001 · Operating - BCS 6...	
				PO 3842	6190 · Office Supplies/Equi...	-78.97
TOTAL						-78.97
Check	ACH	10/05/2020	NFPA	Catalog Subscription	1001 · Operating - BCS 6...	
				PO 3843	6297 · Fire Prevention Pro...	-175.00
TOTAL						-175.00
Check	ACH	10/05/2020	Atkins Pharmacy	Supplies/Inspection	1001 · Operating - BCS 6...	
				PO 3853	6186 · Supplies & Equipt - ...	-2.53
TOTAL						-2.53
Check	ACH	10/05/2020	CVS	Supplies/Inspection	1001 · Operating - BCS 6...	
				PO 3852	6186 · Supplies & Equipt - ...	-63.38
TOTAL						-63.38
Check	ACH	10/05/2020	Quill Corporation	Office Supplies	1001 · Operating - BCS 6...	
				PO 3844	6190 · Office Supplies/Equi...	-238.96
TOTAL						-238.96
Check	ACH	10/05/2020	TAT Services	T93 install radio Inv 2588	1001 · Operating - BCS 6...	

Burnet County ESD No. 9
Check Detail
October 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
TOTAL				PO 3845	6227 · Maintenance & Rep...	-260.00
Check	ACH	10/05/2020	Signs2Go	redecal all vehicles	1001 · Operating - BCS 6...	-1,082.79
				PO 3854	6227 · Maintenance & Rep...	-1,082.79
TOTAL						-1,082.79
Check	ACH	10/05/2020	HEB	shots for members	1001 · Operating - BCS 6...	-810.00
				PO 3855 shots for members	6219 · Training - Member	-810.00
TOTAL						-810.00
Check	ACH	10/05/2020	TAT Services	Inv 2603	1001 · Operating - BCS 6...	-197.62
				PO 3856 Install hose reel	6225 · Maintenance & Rep...	-197.62
TOTAL						-197.62
Check	ACH	10/05/2020	Printworks of Texa...	business cards Sam/Lark	1001 · Operating - BCS 6...	-94.00
				PO 3857	6190 · Office Supplies/Equi...	-94.00
TOTAL						-94.00
Check	ACH	10/05/2020	Home Depot	storage hardware	1001 · Operating - BCS 6...	-25.25
				PO 3858	6225 · Maintenance & Rep...	-25.25
TOTAL						-25.25
Check	ACH	10/05/2020	Badge & Wallet	badge/holder Bailey	1001 · Operating - BCS 6...	-103.50
				PO 3859 badge Bailey	6187 · Firefighting Supplies...	-103.50
TOTAL						-103.50
Check	ACH	10/06/2020	Frontier		1001 · Operating - BCS 6...	

1:02 PM
11/10/20

Burnet County ESD No. 9
Check Detail
October 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
TOTAL				Telephone	6223 · Utilities - Fire Hall	-143.77
						-143.77
Check	ACH	10/06/2020	Texas Disposal Sy...	Trash	1001 · Operating - BCS 6...	-85.86
					6223 · Utilities - Fire Hall	-85.86
TOTAL						-85.86
Check	ACH	10/10/2020	USOXO	Cylinder Lease Inv 17611 PO 3860	1001 · Operating - BCS 6... 6186 · Supplies & Equipt - ...	-148.32 -148.32
TOTAL						-148.32
Check	ACH	10/10/2020	TAT Services	T92 various repairs PO 3861	1001 · Operating - BCS 6... 6227 · Maintenance & Rep...	-418.37 -418.37
TOTAL						-418.37
Check	ACH	10/10/2020	Quill Corporation	white board/TP PO 3862	1001 · Operating - BCS 6... 6190 · Office Supplies/Equi...	-89.47 -89.47
TOTAL						-89.47
Check	ACH	10/10/2020	Home Depot	storage shelves PO 3863	1001 · Operating - BCS 6... 6225 · Maintenance & Rep...	-215.42 -215.42
TOTAL						-215.42
Check	ACH	10/10/2020	Texas Commission...	A Hunt, D Bailey PO 3864 PO 3864 cc fees	1001 · Operating - BCS 6... 6170 · Memberships 6250 · Miscellaneous	-150.00 -3.63
TOTAL						-153.63
Check	ACH	10/10/2020	Home Depot	shelving	1001 · Operating - BCS 6...	

Burnet County ESD No. 9
Check Detail
October 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
TOTAL				PO 3865	6225 · Maintenance & Rep...	-30.92
Check	ACH	10/10/2020	Quill Corporation	hand soap	1001 · Operating - BCS 6...	-49.99
				PO 3866	6185 · Supplies & Equipt - ...	-49.99
TOTAL						-49.99
Check	ACH	10/10/2020	Signs2Go	front logos on all vehicles	1001 · Operating - BCS 6...	-390.24
				PO 3867	6227 · Maintenance & Rep...	-390.24
TOTAL						-390.24
Check	ACH	10/10/2020	Asphalt Inc.	paving at station Inv 19620	1001 · Operating - BCS 6...	-11,334.60
				PO 3869	6260 · Capital Funding	-11,334.60
TOTAL						-11,334.60
Check	ACH	10/10/2020	Yellow Dog Coffee ...	training session	1001 · Operating - BCS 6...	-111.63
				PO 3871	6219 · Training - Member	-111.63
TOTAL						-111.63
Check	ACH	10/10/2020	GrubHub	gift card Eric Wuensch	1001 · Operating - BCS 6...	-50.00
				PO 3872 gift card Eric W	6296 · Retension & Recruit...	-50.00
TOTAL						-50.00
Check	ACH	10/10/2020	Fire Supply Inc.	shelving for fire gear Inv 30473	1001 · Operating - BCS 6...	-1,588.41
				PO 3873	6185 · Supplies & Equipt - ...	-1,588.41
TOTAL						-1,588.41
Check	ACH	10/10/2020	Quill Corporation	white board	1001 · Operating - BCS 6...	-59.66
				PO 3874	6190 · Office Supplies/Equi...	-59.66

Burnet County ESD No. 9
Check Detail
October 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
TOTAL						-59.66
Check	ACH	10/15/2020	Gulf Coast Paper P...	paper tpwels Inv 1951328	1001 · Operating - BCS 6...	-47.73
TOTAL				PO 3875	6185 · Supplies & Equipt - ...	-47.73
Check	ACH	10/15/2020	McCoy's Building ...	shelving Inv 42421850	1001 · Operating - BCS 6...	-83.72
TOTAL				PO 3876	6225 · Maintenance & Rep...	-83.72
Check	ACH	10/15/2020	Walmart	coffee et al	1001 · Operating - BCS 6...	-37.77
TOTAL				PO 3878	6185 · Supplies & Equipt - ...	-37.77
Check	ACH	10/19/2020	PEC	utilities	1001 · Operating - BCS 6...	-410.50
TOTAL				utilities	6223 · Utilities - Fire Hall	-410.50
Check	ACH	10/19/2020	WEX	Fuel	1001 · Operating - BCS 6...	-39.20
TOTAL				R91	6228 · Fuel	-19.22
				E91	6228 · Fuel	-78.09
				C91	6228 · Fuel	-40.14
				B92	6228 · Fuel	-63.07
				B91	6228 · Fuel	-26.00
				cc fees	6250 · Miscellaneous	1.70
				rebate	6228 · Fuel	-364.02
Check	ACH	10/22/2020	Justice Pest Servic...	Fire Hall pest control	1001 · Operating - BCS 6...	-135.00
TOTAL				Fire Hall pest control	6223 · Utilities - Fire Hall	-135.00

Burnet County ESD No. 9
Check Detail
October 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	ACH	10/22/2020	USOXO	oxygen Inv 107425	1001 · Operating - BCS 6...	
				oxygen Inv 107425	6186 · Supplies & Equipt - ...	-14.95
TOTAL						-14.95
Check	ACH	10/23/2020	Homesmart	Security Oct-Dec 2020 Inv 47214	1001 · Operating - BCS 6...	
				Security Oct-Dec 2020 Inv 47214	6225 · Maintenance & Rep...	-80.97
TOTAL						-80.97
Check	ACH	10/25/2020	Aqualine Water Ta...	water system fire hall Inv 1810	1001 · Operating - BCS 6...	
				PO 3880	6260 · Capital Funding	-1,800.00
				PO 3880 cc fees	6250 · Miscellaneous	-54.00
TOTAL						-1,854.00
Check	ACH	10/25/2020	Amazon	printer cables power cord	1001 · Operating - BCS 6...	
				PO 3881	6190 · Office Supplies/Equi...	-35.70
TOTAL						-35.70
Check	ACH	10/25/2020	Home Depot	shelving	1001 · Operating - BCS 6...	
				PO 3882	6225 · Maintenance & Rep...	-142.98
TOTAL						-142.98
Check	ACH	10/25/2020	Home Depot	shelving	1001 · Operating - BCS 6...	
				PO 3883	6225 · Maintenance & Rep...	-108.23
TOTAL						-108.23
Check	ACH	10/25/2020	Johnson Sewell Fo...	R91 repairs Inv 183494	1001 · Operating - BCS 6...	
				PO 3884	6227 · Maintenance & Rep...	-1,105.48
TOTAL						-1,105.48
Check	ACH	10/30/2020	Austin Flag & Flag...	Nylon flag	1001 · Operating - BCS 6...	

Burnet County ESD No. 9
Check Detail
October 2020

Type	Num	Date	Name	Memo	Account	Paid Amount
TOTAL				PO 3885	6185 · Supplies & Equipt - ...	-66.82
Check	ACH	10/31/2020	BanCorp South	Service Charge	1001 · Operating - BCS 6...	-20.00
TOTAL				Service Charge	6250 · Miscellaneous	-20.00
Check	1637	10/01/2020	Marble Falls Area E...	Inv 2278	1001 · Operating - BCS 6...	-42,833.33
TOTAL				Inv 2278	6290 · EMS Service Contract	-42,833.33
Check	1638	10/08/2020	Logan Consulting	Inv 21-10	1001 · Operating - BCS 6...	-2,350.00
TOTAL				as per contract 8 hours FINAL	6160 · Contract Business ... 6161 · Transition Expenses	-480.00
Check	1639	10/08/2020	Lawn Ranger	Inv 8075022	1001 · Operating - BCS 6...	-325.00
TOTAL				Inv 8075022	6224 · Maintenance & Rep...	-325.00
Check	1640	10/08/2020	Kelly Kelso	Inv 11	1001 · Operating - BCS 6...	-3,060.00
TOTAL				Inv 11	6104 · Administrative Assis...	-3,060.00