

MINUTES OF OPEN MEETING OF
BOARD OF COMMISSIONERS BURNET COUNTY ESD NO. 9

November 8, 2018

1. President Zinn called the meeting of the Board of Commissioners of Burnet County ESD No. 9 (BCESD9) to order at 6:30 p.m. Commissioners Bindseil, Steele, Bruett and Hollingsworth were present, and a quorum was declared.

Also, in attendance were Darlene Parker (Captain, Marble Falls Area EMS), M. Logan, Logan Consulting, Patsy Lester (EMS Chief, Spicewood VFD-EMS, Inc), Matt Maas, Billy Ludwig, Lark Comacho (Acting Chief Spicewood VFD), Dennis Levlon, David Bailey, Cragen King, Kelly Kelso (Administrator SFVD), Donna Herring (Bookkeeper SFVD) and Marilyn Hollingsworth.

2. Pledges to the flags of the United States and the State of Texas were recited.
3. An invocation was given by President Zinn.
4. President Zinn presented a summary of the open meeting notice as given, and no objections were noted.
5. Public Comments – President Zinn introduced Kelly Kelso as the new administrator for the Spicewood Volunteer Fire Department and Donna Herring as the new bookkeeper for same.
6. Commissioner Bruett made the motion to accept the minutes from the Regular Meeting October 11, 2018 with the added statement on Item 11: “The service contract was then signed by both parties” and was seconded by Commissioner Bindseil. The motion passed by unanimous vote. President Zinn made the motion to accept the minutes from the Special Meeting October 16, 2018 with the correction of Byron Zinn spelling and was seconded by Commissioner Hollingsworth. The motion passed by unanimous vote. President Zinn made the motion to accept the minutes from the Special Meeting October 22, 2018 and was seconded by Commissioner Bindseil with Commissioner Bruett abstaining. The motion passed.

7. Monthly Operational Reports –

a. SVFD

- i. Lark Comacho reviewed the combined fire and EMS reports for the SVFD during the month of October. There were 25 Tone Outs for the month of October with an average time to respond at 2.4 minutes. There were zero Mutual Aid calls. Commissioner Bruett stated that she met with Marble Falls Area EMS, Spicewood VFD and David Bailey to discuss metrics on improved reporting between the EMS and VFD. They are working on this with a target date of January 2019.
- ii. Marilyn Hollingsworth reviewed the financial report noting a net loss for October at \$21,376.23 and cash in all accounts \$111,630.46. Balance in Capital account: Information unavailable. There was a discussion pertaining to policy and procedures regarding bookkeeping going forward. The bookkeeper, Donna Herring, is a contractor with the ESD and is putting into place certain policies that will be finalized and adopted in the December 2018 meeting.

b. MFAEMS - Captain Parker from Marble Falls Area EMS reported that there was a total of 21 calls for October with 11 being transported. She stated it was a fairly busy month.

8. Treasure's Report

- a. Financial Review was given, and no questions were asked. October Income \$81,900.44 and Expenses \$57,617.94 with a net surplus of \$24,282.50. Total Cash in all accounts \$430,638.67
- b. The pending disbursements were reviewed with President Zinn moving approval, seconded by Commissioner Bruett. The motion passed by unanimous vote. Pending paid: Corix Utilities \$91.10 by auto draft, PEC \$254.74 by auto draft, Logan Consulting \$1,226.00, SAFE-D Conference \$255.00, Donna Herring \$600.00 Oct, Donna Herring \$300.00 Nov 15, Donna Herring \$300.00 Nov 30, and Marble Falls Area EMS \$39,666.67 mailed late November for a December 1 arrival.
- c. Review and action on written capital requests per board policy F-4 – None

9. Discussion and probable action on any surplus funds from FY2018 budgets: Commissioner Bruett made the motion to apply the FY2018 surplus as follows - \$27,389 surplus in SVFD be transferred to the ESD Capital Account, \$50,000.00 surplus in ESD be used to pay down the pumper note and the remaining \$98,080.00 be transferred into ESD Operating Reserve. This motion was seconded by President Zinn and was unanimously approved. Ms. Logan made the statement that the transfers will not occur until January 2019.

10. Information and discussion concerning land directly behind SVFD: Commissioner Hollingsworth stated that the land in question is now up for sale and she will keep the board and fire department apprised of status.

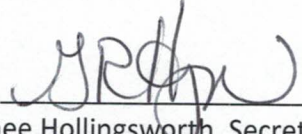
11. General discussion on SVFD organization: President Zinn had a discussion regarding hiring some personnel to assist with the day to day running of the SVFD paid for by the ESD. Commissioner Bruett discussed hiring an Operations Manager to help with the asset retention and help with the evolution of the fire department. It was suggested a Task Force be formed with the ESD and SVFD to begin the process and move forward. Commissioners Bruett and Hollingsworth from the ESD board will be on the task force. The fire department will apprise their choices after their next meeting.

12. Standing Committee Reports –

a. Budget/Finance/Administrative Committee - None

b. Strategic Planning Committee – It was discussed, and decided to move the meeting from 6:30 pm to 6:00 pm starting with the December 13, 2018 meeting.

13. There being no further business, President Zinn moved to adjourn at 8:09 pm, was seconded by Commissioner Bruett and unanimously approved.

By: 
Renee Hollingsworth, Secretary

Approved: 
Byron Zinn, President