



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

1. Commissioner Bruett called the meeting of the Board of Commissioners of Burnet County ESD No. 9 (BCESD9) to order at 6:02. pm. Commissioners Mills, Steele, Mynk, and Hollingsworth were present, and a quorum was declared.

Also, in attendance were Kevin Naumann (Operations Manager Marble Falls Area EMS), M Logan, Logan Consulting, Lark Camacho (Chief Spicewood VFD), David Bailey, Donna Wall, Dakota Meyer, Don Conley, Ken Campbell (Attorney), Andrew Hunt, Hector Valdez, Kelly Kelso (Administrator SVFD), and Carol Gallagher (Bookkeeper SVFD)

2. Pledges to the flags of the United States and the State of Texas were recited.
3. An invocation was given by Commissioner Hollingsworth.
4. Public Comments – None
5. Approval of prior meeting minutes and resolutions, if any – Commissioner Mills made the motion to accept the minutes from the Regular Meeting March 12, 2020 with the title correction for Patsy Lester and the adjourned by correction to Bruce Mills and was seconded by Commissioner Hollingsworth. The motion passed with Commissioner Bruett abstaining. Commissioner Bruett made the motion to accept the minutes from the Special Meeting April 2, 2020 with the correction that Commissioner Bruett added as an attendee via telephone and was seconded by Commissioner Mills. The motion passed unanimously. Commissioner Hollingsworth made the motion to accept the minutes from the Special Meeting April 26, 2020 with the name correction of Price to Steele on the Procurement Committee and was seconded by Commissioner Steele. The motion passed unanimously.
6. Attorney update on transition documents – Mr. Campbell stated that the by-laws for Spicewood Fire Department are being prepared and the accounts will be transferred before the end of May as per Donna Wall. Assets are also being worked on to transfer. A special meeting will be called at a later date to have all resolutions approved for banking and titles, etc.

7. Attorney update on apparatus procurement – The transfer of funds has been handled and the Tanker is ready to be delivered. Lark Camacho and David Bailey will work together to get that set up.
8. Approval of Resolutions – Commissioner Bruett made the motion to accept the resolution 05-14-20-08 transferring operation of Spicewood Fire Department-EMS Services to Burnet County ESD #9 and was seconded by Commissioner Mills. The motion passed unanimously.
9. Approval of Amended FY20 Budget – Commissioner Bruett made the motion to accept the amended FY20 budget and was seconded by Commissioner Steele. The motion passed unanimously.
10. Review and Approve Contract with David Bailey – Commissioner Bruett made the motion to approve the contract with David Bailey and was seconded by Commissioner Mills. The motion passed unanimously.
11. Monthly Operational Reports –
 - a. MFAEMS - Kevin Naumann from Marble Falls Area EMS reported that there was a total of 19 calls for March with 11 being transported and 23 calls for April with 13 being transported.
 - b. SVFD - Lark Camacho reviewed the combined fire and EMS reports for the SVFD during the month of March. There were 25 Tone Outs for the month of March. 19 calls were for Medical assistance with 10 minutes average time to respond and 6 calls were for Fire with 10 minutes average time to respond. He also presented the same reports for the month of April. There were 32 Tone Outs for the month of April. 23 were for Medical assistance with 9 minutes average time to respond and 9 calls were for Fire with 11 minutes average time to respond.
 - c. Fire Marshal Report – David Bailey in for Sam Stacks, provided the following for March: Completed 4 annual inspections; 1 Re-inspections, 2 Plan reviews were completed; 1 pre-development meeting, 4 professional meetings and took 15 hours of training – Knox Box program – Devices are now programmed. Burn Permits – Online registering has been good. Mr. Bailey also provided the April report: No inspections were done due to Covid-19. There were no plan reviews; 1 Pre-development meeting; 5 Professional meetings. 1 Construction site visit with Spicewood Business Park with no change noted. 20 Training Hours; Community Wildfire Protection Program is on hold until further notice.
 - d. Carol Gallagher reviewed the March financial report noting a net loss at \$6,059.55 and cash in all accounts \$102,103.97. She also stated the April financial report noting a net loss at \$3,860.44 and cash in all accounts \$98,243.53.

12. Treasurers Report

- a. Financial Review was given, and no questions were asked. March Income \$39,026.45 and Expenses \$61,623.14 with a net loss of \$22,596.69. Total Cash in all accounts \$1,009,209.40. A motion to accept the financial reports was made by Commissioner Mills and seconded by Commissioner Hollingsworth. The motion passed unanimously. April Income \$45,509.43 and Expenses \$59,089.79 with a net loss of \$13,580.36. A motion to accept the financial reports was made by Commissioner Mills and seconded by Commissioner Steele. The motion passed unanimously.

- b. The paid March disbursements were reviewed with Commissioner Bruett moving approval, seconded by Commissioner Mills. The motion passed by unanimously. March paid: Corix Utilities \$100.80 by auto draft, PEC \$173.30 by auto draft, BankcorpSouth \$66,870.27 by auto draft, Logan Consulting \$1,350.00, Carol Gallagher \$912.50, Lark Camacho \$2,100.00, Sam Stacks \$3,125.00, Kelly Kelso \$3,000.00, Bruce Mills \$17.99, Printworks \$815.88, Burns & Jury \$481.80 Taber & Burnett, CPA \$4,950.00 and Marble Falls Area EMS \$41,250.00 mailed late April for an May 1, 2020 arrival. The pending April disbursements were reviewed with Commissioner Bruett moving approval, seconded by Commissioner Mills. The motion passed unanimously. April paid: Corix Utilities \$105.29 by auto draft, PEC \$189.31 by auto draft, Burns & Jury \$400.00, HdL Companies \$670.00, Sam Stacks \$3,125.00, Logan Consulting \$1,350.00, Kelly Kelso \$3,000.00, Lark Camacho \$2,100.00, Carol Gallagher \$793.75 and Marble Falls Area EMS \$41,250.00 mailed late May for a June 1, 2020 arrival.
- c. Review and action on written capital requests per board policy F-4 – None
- d. Approval of funding for District Administrator – approved by Amended FY20 Budget
- e. Approval of funding for Legal Expenses – approved by Amended FY20 Budget

13. Standing Committee Reports –


- a. Budget and Finance Committee – Ms. Logan stated the budget cycle would ramp up in June.
- b. Strategic Planning Committee –
 - 1. Transition Subcommittee – (D Bailey, K Bruett, B Mills) – Process is ongoing.
 - 2. Organizational Redesign Subcommittee – (D Bailey, A Mynk, R Hollingsworth) – Process is ongoing.
 - 3. Asset Management Subcommittee – (D Bailey, A Mynk, R Steele) – Process is ongoing.
 - 4. Update on Recruitment and Retention – (D Bailey and R Hollingsworth) – Process is ongoing.

14. Other Business - a. Update on Firefighter Application Process and Status - D Bailey developed the application packet and 20 individuals picked up. As of May 14th, 12 applications were received, and background checks are in the process. See attached report.

b. Review and approve ESD9 Firefighter Application Scoring Matrix/Disqualifiers- D Bailey is developing the Matrix and the process is ongoing.

15. Executive Session – Board moved to Executive Session at 7:13 pm. Board came out of Executive Session and 7:55 pm

16. Adjourn - There being no further business Commissioner Bruett adjourned at 8:00 pm.

Attest: 

Approved: 