



MINUTES OF OPEN MEETING OF
BOARD OF COMMISSIONERS BURNET COUNTY ESD NO. 9
January 14, 2021

1. Commissioner Bruett called the meeting of the Board of Commissioners of Burnet County ESD No. 9 (BCESD9) to order at 6:03 pm via Zoom with Commissioner's Steele, Hollingsworth, Mills and Mynk in person.

Also, in attendance were M Logan (Logan Consulting), David Bailey (Spicewood Fire Chief), Captain Stephanie Holland (Marble Falls Area EMS) Sam Stacks (Spicewood Fire Marshall), Lark Camacho (Logistics Manager), Andrew Hunt, and Marley Porter

2. Pledges to the flags of the United States and the State of Texas were recited.
3. An invocation was given by Allen Mynk.
4. Public Comments – None
5. Elect Officers – Reconstitute Board – Commissioner Bruett made the motion for Bruce Mills to be President, Karen Bruett Vice President, Allen Mynk Secretary, Randy Steele Treasurer and Renee Hollingsworth Assistant Treasurer. The motion was seconded by Commissioner Mynk and passed unanimously.
6. Approval of prior meeting minutes – Commissioner Bruett made the motion to accept the minutes from the Regular Meeting December 10, 2020 and was seconded by Commissioner Mills. The motion passed unanimously. Commissioner Bruett made the motion to accept the December 22, 2020 Executive Session minutes with the following correction: Item 5 wording changed from “personnel” to Fire Chief and was seconded by Commissioner Mills and passed unanimously.
7. Approval of Resolutions – (if any) – None
8. Fire Station Design Presentation – Marley Porter - Mr. Porter provided draft schematics of possible redesign of the fire station to make room for administrative support and firefighters. (attached) After

discussion it was decided to form a Building Committee that will review all options and report back to the board at a future meeting.

9. Monthly Operational Reports –

a. MFAEMS - Captain Holland from Marble Falls Area EMS reported that there was a total of 31 calls for December 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). After discussion it was decided to have Fire Marshall, Sam Stacks, get with the Marble Falls Area EMS to review the Knox Box Program. After review and discussion, Commissioner Mills made the motion to accept the Procurement Policy as presented and was seconded by Commissioner Steele. The motion passed unanimously.

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

10. Treasurers Report

a. Financial Review was given, and no questions were asked. December Income \$361,233.38 and Expenses \$75,124.69 with a net surplus of \$286,108.69. Total Cash in all accounts \$1,218,191.37. A motion to accept the financial reports was made by Commissioner Hollingsworth and seconded by Commissioner Mills. The motion passed unanimously.

b. The paid January disbursements were reviewed with Commissioner Mills moving approval, seconded by Commissioner Bruett. The motion passed unanimously. January check detail attached.

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

11. Discuss Building Use Policy – After discussion it was decided to continue to work on and fine tune until a draft can be sent to legal counsel for approval prior to adopting.

12. Standing Committee Reports –

a. Budget and Finance Committee –

i. Discuss Amending FY21 Budget – After discussion it was decided Ms. Logan will update the budget as needed and bring the amended budget to February meeting for approval and adoption.

b. Strategic Planning Committee – Discussion regarding reaching out to Curtis Reitz as a possible Committee Member by David Bailey.

13. Executive Session – None

14. Adjourn - There being no further business Commissioner Bruett adjourned at 8:21 pm.

Attest:  _____

Approved:  _____



December 31th, 2020

**Monthly Report to the
Burnet County ESD 9 Commissioners**

From:

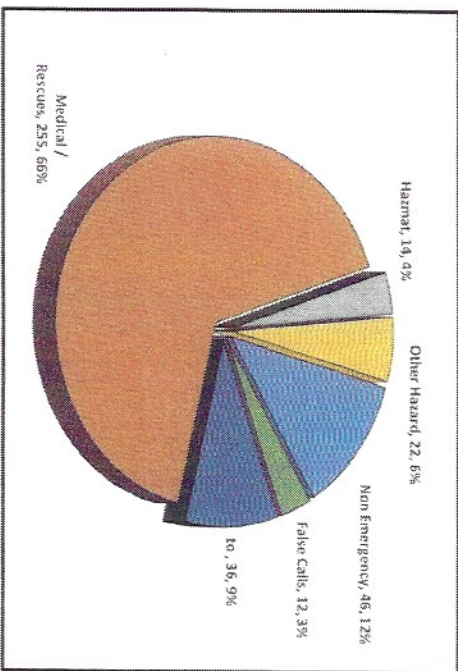
**David Bailey, District Administrator, Acting Fire Chief
Spicewood Fire Rescue**

Summary for December		Next 45 days																										
RESPONSE / OPERATIONS																												
Total Calls: 43																												
34 Calls were Med Assistance. Ave response time of 9 min. Two or more members responded on 29 of 34 calls (85%)	9 Calls were for Fire. Ave response time of 12 min. Two or more members responded on all 9 calls (100%)	Meetings with Dispatch: 1) regarding changes in Outdoor Burning Notifications 2) Unit ID changes... ie E91, Tender 92, etc. Jan. 7th & Jan 14th.																										
Highest member run-participation rate in Dec. = 83%, 63%, 49%, 35% Ave. run-participation rate in December was 22%. (see backup 1)																												
PERSONNEL / RECRUITMENT / OUTREACH																												
<ul style="list-style-type: none"> ▪ Covid-19 vaccines- (6 got Rd. 1) ▪ 15 official members. ▪ 1 new application- moved into The Place. Onboarding now. ▪ Christmas parade (Santa on a Fire Truck) 		-Member holiday dinner. 1/6 -Elementary school visits. 1/14																										
TRAINING																												
12/1 Medical / Nebulizers (33% attendance) 12/5 Fire Attack Lines (33%) 12/8 PPE Care and Maintenance Testing (53%) 12/15 Brush Fire Ops (53%) 12/19 Vital Signs. patient assessment (73%) 12/22 Pump operations (53%) 12/29 New weekly checklist for Friday readiness checks. (67%)		Member Mike Hawkins has enrolled in a four-month FF academy- \$4,000. Will be seeking reimbursement upon completion.																										
APPARATUS																												
<table border="1"> <caption>Fuel Usage, gal.</caption> <thead> <tr> <th>Month</th> <th>Fuel Usage (gal)</th> </tr> </thead> <tbody> <tr><td>Dec 30</td><td>162</td></tr> <tr><td>Jan</td><td>117</td></tr> <tr><td>Feb</td><td>53</td></tr> <tr><td>Apr</td><td>88</td></tr> <tr><td>May</td><td>129</td></tr> <tr><td>June</td><td>198</td></tr> <tr><td>July</td><td>90</td></tr> <tr><td>AUG</td><td>239</td></tr> <tr><td>Sep</td><td>137</td></tr> <tr><td>Oct</td><td>87</td></tr> <tr><td>Nov.</td><td>88</td></tr> <tr><td>Dec.</td><td>174</td></tr> </tbody> </table>		Month	Fuel Usage (gal)	Dec 30	162	Jan	117	Feb	53	Apr	88	May	129	June	198	July	90	AUG	239	Sep	137	Oct	87	Nov.	88	Dec.	174	See Vehicle Main. Log. (monthly, annual, as needed repairs).
Month	Fuel Usage (gal)																											
Dec 30	162																											
Jan	117																											
Feb	53																											
Apr	88																											
May	129																											
June	198																											
July	90																											
AUG	239																											
Sep	137																											
Oct	87																											
Nov.	88																											
Dec.	174																											

ADMIN & FINANCE	
<p>Q1 mileage reimbursement checks.</p> <p>Approval of new Procurement policy- New Website docs.</p>	<p>Board Signatures and member request signatures.</p>
FACILITIES	
<ul style="list-style-type: none"> • Discussion of Building Use policy- discussion and directions. <ul style="list-style-type: none"> • 3 requests have been denied: The Conley Fundraiser, The Member holiday party, The Double Horn POA (with offer to use the training room) • Master Facility Plan? Meeting/ site visit with Marley Porter, designer/ architect. 12/16, 1 /4/21 & 1/14/21 (See backup drawing) 	

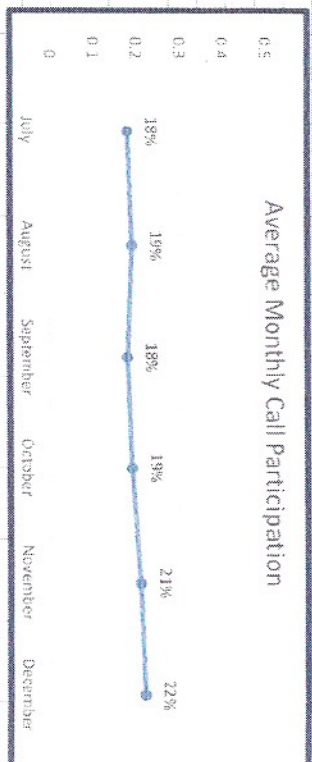
Calendar 2020- 384 INCIDENTS
to 34 different incident TYPES

to	Medical / Rescues	Hazmat	Other Hazard	Non Emergency	False Calls				
100 - Fry, other	1	300 - Rescue, EMS incident, other	2	571 - Water evacuation	1	611 - Dispatched & cancelled	30	700 - False alarm or false call, other	2
111 - Building fire	3	311 - Medical assist, assist EMS crew	2	531 - Smoke or odor removal	5	622 - No incident found on	6	735 - Alarm system sounded due to	3
118 - Trash or rubbish fire	2	320 - Emergency medical service, other	1	552 - Police matter	1	631 - Authorized controlled	6	745 - Alarm system activation, no	4
122 - Fire in motor home, car	1	322 - Motor vehicle accident with injuries	9	554 - Assist, invalid	8	651 - Smoke scare, order of	2	900 - Special type of incident, other	2
131 - Passenger vehicle fire	3	324 - Motor vehicle accident with no injuries	1	561 - Unauthorized burning	7	653 - Smoke from barbecue	2	911 - Citizen complaint	1
142 - Brush or brush-and-gr	8	352 - Extraction of victim(s) from vehicle							
143 - Grass fire	17	365 - Watercraft rescue							
154 - Dumpster or other out	1								
	36		14		22		46		12
		255							



December 2020 Member Contributions

	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14
SPICEWOOD FIRE RESCUE														
December Calls = 43	0	0	27	4	14	0	2	36	5	21	1	15	0	7
How often do they respond to calls?	0%	0%	63%	9%	33%	0%	5%	84%	12%	49%	2%	35%	0%	15%
Department average = 22 %														
Training														
12/1 Nebolizer			2					2		2		2	2	
12/5 Attach Hose					2			2		2		2	2	
12/8 PPE Care & Maintenance		2			2	2		2	2	2		2	2	
12/15 Brush Fire Operations			3		3	3		3	3	3	3	3	3	
12/29 Friday Weekly Check List, SCBA Usage			2	2	2	2		2	2	2	2	2		
Community Outreach														
12/12 Spicewood Beach Christmas Parade			3					3				3		
TOTAL HOURS	0	2	38	6	23	7	2	51	11	28	8	27	2	14



Spicewood Fire Rescue FY Q1 Mileage Reimbursement

Spicewood, TX

This report was generated on 1/4/2021 12:40:42 PM

Total Incidents per Personnel for Date Range

Personnel: All Personnel | Sort By: Personnel | Start Date: 10/01/2020 | End Date: 10/31/2020

PERSONNEL	COUNT	PERCENTAGE	
Camacho, Lark	8	37%	\$ 80.00
Denney, Brett	6	20%	\$ 60.00
Hawkins, Michael	17	57%	\$ 170.00
Hunt, Andrew	13	43%	\$ 130.00
Johnson, Jason	3	10%	\$ 30.00
Meyer, Dakota	3	10%	\$ 30.00
Perez, Pete	6	20%	\$ 60.00
Wuensch, Eric	15	50%	\$ 150.00
Sum of Individual Responses	71		\$ 710.00
Total Incidents for Date Range	30		

Personnel: All Personnel | Sort By: Personnel | Start Date: 11/01/2020 | End Date: 11/30/2020

PERSONNEL	COUNT	PERCENTAGE	
Camacho, Lark	13	56%	\$ 130.00
Conley, Don	2	6%	\$ 20.00
Denney, Brett	11	34%	\$ 110.00
Hawkins, Michael	2	6%	\$ 20.00
Hunt, Andrew	23	72%	\$ 230.00
Johnson, Jason	3	9%	\$ 30.00
Meyer, Dakota	24	75%	\$ 240.00
Perez, Pete	6	19%	\$ 60.00
Wuensch, Eric	6	19%	\$ 60.00
Sum of Individual Responses	90		\$ 900.00
Total Incidents for Date Range	32		

Personnel: All Personnel | Sort By: Personnel | Start Date: 12/01/2020 | End Date: 12/31/2020

PERSONNEL	COUNT	PERCENTAGE	
Camacho, Lark	24	63%	\$ 240.00
Conley, Don	4	9%	\$ 40.00
Denney, Brett	14	33%	\$ 140.00
Hogan, Tom	2	5%	\$ 20.00
Hunt, Andrew	36	84%	\$ 360.00
Johnson, Jason	5	12%	\$ 50.00
Meyer, Dakota	21	49%	\$ 210.00
Moore, Patrick	1	2%	\$ 10.00
Perez, Pete	15	35%	\$ 150.00
Wuensch, Eric	7	16%	\$ 70.00
Sum of Individual Responses	129		\$ 1,290.00
Total Incidents for Date Range	43		

Totals for FY21	COUNT	Check amount
Camacho, Lark	45	\$ 450.00
Conley, Don	6	\$ 60.00
Denney, Brett	31	\$ 310.00
Hawkins, Michael	19	\$ 190.00
Hogan, Tom	2	\$ 20.00
Hunt, Andrew	72	\$ 720.00
Johnson, Jason	11	\$ 110.00
Meyer, Dakota	48	\$ 480.00
Moore, Patrick	1	\$ 10.00
Perez, Pete	27	\$ 270.00
Wuensch, Eric	28	\$ 280.00
Sum of Individual Responses	290	\$ 2,900.00
Mileage cost pre incident	105	\$ 27.62

Spicewood Fire Rescue Internal Documentation		
Date	Title	For
January 1 st , 2021	Sharing donated funds with other Assisting Departments	ESD9 board

Commissioners-

SFR responded to a large brush fire at the Paw Print Ranch, located at 1210 CR 407, Sunday evening December 13th. The owners have generously donated \$3,000.00 to the organization.

As the Incident Commander, I requested Mutual Aid from other Burnet County fire departments. It was dark, the wind chill was at 34 degrees and dropping and we had wind gusts up to 30 mph at 8pm at night.

Cottonwood Shores, Granite Shoals and Marble Falls VFD all send resources to the fire and assisted us for approximately two hours once they arrived.

The table below shows the resources committed.

Cottonwood Shores VFD	One brush truck	2 FFs
Granite Shoals VFD	One brush truck and one tender	3 FFs
Marble Falls VFD	Two brush trucks and one tender	5 FFs
Spicewood Fire Rescue	Two brush trucks, one tender, one engine and one command element.	6 FFs
	10 units	16 personnel

I would propose we divide the \$3,000 by the number of responding apparatus (10) and allocated those funds to each agency accordingly.

Please approve the following checks be written:

Cottonwood Shores VFD - \$300.00

Granite Shoals VFD - \$600.00

Marble Falls VFD - \$900.00

Submitted-

David Bailey, December 28th, 2020

Spicewood Fire Rescue

Spicewood, TX

This report was generated on 1/12/2021 9:02:40 AM

Maintenance History for Vehicle Number for Maintenance Type for Apparatus for Date Range

Apparatus: All Apparatus | Maintenance Types: All Maintenance Types | Personnel: All Personnel | Vehicle(s): All Vehicles | Start Date: 10/01/2020 | End Date: 12/31/2020

Completed Date	Title	Done By	Maintenance Notes	Hours	Parts Cost	Labor Cost	Other Cost	Total
Apparatus: BT 91 Vehicle:								
10/16/2020	Fuel	Completed By: Wex		0			\$49.96	\$49.96
11/09/2020	Fuel	Completed By: Wex		0			\$12.46	\$12.46
11/24/2020	Special Repair	Completed By: TAT Services	11/24/2020: Install Wiper Blades	0	\$56.08			\$56.08
11/24/2020	Monthly Check	Completed By: TAT Services	11/24/2020: Preventative Maintenance	0	\$0.00	\$25.00		\$25.00
11/25/2020	Fuel	Completed By: Wex		0			\$16.40	\$16.40
12/04/2020	Fuel	Completed By: Wex		0			\$13.50	\$13.50
12/13/2020	Fuel	Completed By: Wex		0			\$9.90	\$9.90
12/17/2020	Special Repair	Completed By: TAT Services	12/17/2020: Shop Supplies Service & Reseal water	0	\$371.34	\$765.00	\$5.68	\$1,142.02
12/17/2020	Annual Preventative Maintenance	Completed By: TAT Services	12/17/2020: Shop Supplies Preventative Maintenance	0	\$308.26	\$340.00	\$15.00	\$663.26
12/29/2020	Monthly Check	Completed By: TAT Services	12/29/2020: No Failures Found at this time.	0		\$17.00		\$17.00
12/31/2020	Special Repair	Completed By: TAT Services	12/31/2020: Shop Supplies Rebuild Exhaust System and	0	\$1,617.24	\$1,190.00	\$10.00	\$2,817.24
Maintenance Totals:				0	\$2,352.92	\$2,337.00	\$132.90	\$4,822.82

Apparatus: BT 92 Vehicle:								
11/24/2020	Monthly Check	Completed By: TAT Services	11/24/2020: Preventative Maintenance	0		\$25.00		\$25.00
11/26/2020	Fuel	Completed By: Wex		0			\$20.05	\$20.05
12/13/2020	Fuel	Completed By: Wex		0			\$22.57	\$22.57

12/17/2020	Fuel	Completed By: Wex		0			\$2.61	\$2.61
12/17/2020	Annual Preventative Maintenance	Completed By: TAT Services	12/17/2020: Shop Supplies Preventative Maintenance	0	\$260.83	\$340.00	\$14.00	\$614.83
12/25/2020	Fuel	Completed By: Wex		0			\$30.34	\$30.34
Maintenance Totals:				0	\$260.83	\$365.00	\$89.57	\$715.40

Apparatus: BT 94 Vehicle:

11/24/2020	Monthly Check	Completed By: TAT Services	11/24/2020: Preventative Maintenance	0		\$25.00		\$25.00
11/25/2020	Fuel	Completed By: Wex		0			\$14.30	\$14.30
12/17/2020	Annual Preventative Maintenance	Completed By: TAT Services	12/17/2020: Shop Supplies Preventative Maintenance	0	\$57.95	\$297.50	\$13.00	\$368.45
12/29/2020	Monthly Check	Completed By: TAT Services	12/29/2020: Valve Cover Gasket Leak	0		\$17.00		\$17.00
Maintenance Totals:				0	\$57.95	\$339.50	\$27.30	\$424.75

Apparatus: BT 95 Vehicle:

11/25/2020	Fuel	Completed By: Wex		0			\$25.82	\$25.82
12/29/2020	Monthly Check	Completed By: TAT Services	12/29/2020: Transfer Case Leaking	0		\$17.00		\$17.00
Maintenance Totals:				0	\$17.00	\$17.00	\$25.82	\$42.82

Apparatus: BT93 Vehicle:

11/20/2020	Annual Preventative Maintenance	Completed By: TAT Services	11/20/2020: Shop Supplies Oil Disposal Fee	0	\$8.61	\$127.50	\$7.21	\$143.32
12/29/2020	Monthly Check	Completed By: TAT Services	12/29/2020: Valve Cover Leaking	0		\$17.00		\$17.00
Maintenance Totals:				0	\$8.61	\$144.50	\$7.21	\$160.32

Apparatus: Cmd91 Vehicle:

11/25/2020	Fuel	Completed By: Wex		0			\$11.75	\$11.75
11/25/2020	Monthly Check	Completed By: TAT Services	11/25/2020: Preventative Maintenance	0		\$25.00		\$25.00
12/17/2020	Fuel	Completed By: Wex		0			\$6.33	\$6.33
12/23/2020	Annual Preventative Maintenance	Completed By: TAT Services	12/23/2020: Shop Supplies Preventative Maintenance	0	\$144.09	\$170.00	\$5.00	\$319.09
12/29/2020	Monthly Check	Completed By: TAT Services	12/29/2020: Technician noticed that water was under	0		\$17.00		\$17.00
Maintenance Totals:				0	\$144.09	\$218.33	\$16.75	\$379.17

Apparatus: ENG91 Vehicle:

10/31/2020	Fuel	Completed By: Wex		0			\$25.69	\$25.69
11/09/2020	Fuel	Completed By: Wex		0			\$17.17	\$17.17
11/13/2020	Fuel	Completed By: Wex		0			\$19.60	\$19.60
11/18/2020	Fuel	Completed By: Wex		0			\$10.26	\$10.26
11/25/2020	Annual Preventive Maintenance	Completed By: TAT Services	11/25/2020: Shop Supplies Oil Filter	0	\$546.52	\$212.50	\$5.00	\$764.02
11/30/2020	Special Repair	Completed By: TAT Services	11/30/2020: Generator will not start, fuel supply switch	0		\$85.00		\$85.00
12/05/2020	Fuel	Completed By: Wex		0			\$23.19	\$23.19
12/12/2020	Fuel	Completed By: Wex		0			\$18.86	\$18.86
12/15/2020	Fuel	Completed By: Wex		0			\$23.31	\$23.31
12/18/2020	Fuel	Completed By: Wex		0			\$41.19	\$41.19
12/29/2020	Monthly Check	Completed By: TAT Services	12/29/2020: Preventative Maintenance Inspection	0		\$17.00		\$17.00

Maintenance Totals: 0 \$546.52 \$314.50 \$184.27 \$1,045.29

Apparatus: ENG92 Vehicle:

11/24/2020	Monthly Check	Completed By: TAT Services	11/24/2020: Preventative Maintenance	0		\$25.00		\$25.00
12/14/2020	Special Repair	Completed By: TAT Services	12/14/2020: Shop Supplies Replace Transmission Filter	0	\$66.28	\$85.00	\$5.00	\$156.28
12/17/2020	Fuel	Completed By: Wex		0			\$39.60	\$39.60
12/29/2020	Special Repair	Completed By: TAT Services	12/29/2020: Replace Hydraulic Hose & Fittings	0	\$173.97	\$170.00		\$343.97

Maintenance Totals: 0 \$240.25 \$280.00 \$44.60 \$564.85

Apparatus: R 91 Vehicle:

10/09/2020	Fuel	Completed By: Wex		0			\$30.60	\$30.60
10/29/2020	Fuel	Completed By: Wex		0			\$26.25	\$26.25
10/29/2020	Special Repair	Completed By: Johnson Sewell Ford	10/29/2020: Side was damaged backing into Fire Hall, left side was too close to the bay door	0	\$53.98	\$775.00	\$276.50	\$1,105.48
11/20/2020	Fuel	Completed By: Wex		0			\$20.95	\$20.95

11/20/2020	Annual Preventative Maintenance	Completed By: TAT Services	11/20/2020: Shop Supplies Main Svs	0	\$224.07	\$170.00	\$5.00	\$399.07
11/25/2020	Special Repair	Completed By: TAT Services	11/25/2020: Shop Supplies LED Spotlight	0	\$154.05	\$170.00	\$5.00	\$329.05
12/08/2020	Special Repair	Completed By: TAT Services	12/08/2020: Shop Supplies Install Front Grill emergency	0	\$67.07	\$127.50	\$5.00	\$199.57
12/08/2020	Special Repair	Completed By: TAT Services	12/08/2020: Vehicle loss power, the fuel pedal had to	0			\$90.00	\$90.00
12/12/2020	Fuel	Completed By: Wex		0			\$37.77	\$37.77
12/29/2020	Monthly Check	Completed By: TAT Services	12/29/2020: Valve Cover Leaking	0		\$25.00		\$25.00
Maintenance Totals:				0	\$499.17	\$1,267.50	\$497.07	\$2,263.74

Apparatus: TDR91 Vehicle:

11/20/2020	Annual Preventative Maintenance	Completed By: TAT Services	11/20/2020: Shop Supplies Maint Svs	0	\$240.44	\$170.00	\$5.00	\$415.44
Maintenance Totals:				0	\$240.44	\$170.00	\$5.00	\$415.44

Apparatus: TDR92 Vehicle:

10/09/2020	Special Repair	Completed By: TAT Services	10/09/2020: Shop Supplies, Adjust E-Brake sensor tab,	0	\$73.37	\$255.00	\$90.00	\$418.37
11/18/2020	Registration	Completed By: Burnet County Registration	11/18/2020: Registration	0			\$35.50	\$35.50
11/20/2020	Special Repair	Completed By: TAT Services	11/20/2020: Diagnostic Labor The CTIS system is not	0		\$127.50	\$5.00	\$132.50
11/20/2020	Special Repair	Completed By: TAT Services	11/20/2020: Shop Supplies Reseal R/F Wheel Seal	0	\$208.95	\$127.50	\$5.00	\$341.45
12/05/2020	Fuel	Completed By: Wex		0			\$21.80	\$21.80
12/29/2020	Monthly Check	Completed By: TAT Services	12/29/2020: Transmission is leaking and needs to be	0		\$17.00		\$17.00
12/29/2020	Monthly Check	Completed By: TAT Services	12/29/2020: Transmission Leak on or above passenger	0			\$25.00	\$25.00
Maintenance Totals:				0	\$282.32	\$527.00	\$182.30	\$991.62

Apparatus: TDR93 Vehicle:

10/05/2020	Special Repair	Completed By: TAT Services	10/05/2020: Install Radio, Shop Supplies, Service Call	0		\$170.00	\$90.00	\$260.00
11/23/2020	Special Repair	Completed By: TAT Services	11/23/2020: Shop Supplies Replace Both Batteries	0	\$319.90	\$127.50	\$15.00	\$462.40
12/29/2020	Monthly Check	Completed By: TAT Services	12/29/2020: Valve Cover Leaking	0		\$17.00		\$17.00
Maintenance Totals:				0	\$319.90	\$314.50	\$105.00	\$739.40

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

Inspections

Annual Inspections: 2

Re-inspections: 0

Fire Protection Systems: 0

Foster Home Inspections: 0

Plan Review

Completed plan reviews: 1

Meetings

POA/HOA Meetings: 0

Pre-Development Meetings: 6

Professional Meetings: 4

Site Visits

Construction Sites: 3

Training

Training Hours: 10

Updates

Burn Permits – 5 online

Verbal agreement from a project to install an approved above ground water storage tank

Burnet County ESD 9 / Spicewood Fire Rescue		
	Procurement Policy	November 1 st , 2020

I. Purpose

Burnet County ESD9 strives to ensure a fair and objective process for acquiring equipment, goods, and services. Purchasing activities aim to achieve advantageous procurement outcomes by:

- (a) Promoting value for money,
- (b) Exercising due diligence with taxpayer and/or grant funds, and
- (c) Providing reasonable opportunity for all persons/businesses who participate in the procurement process.

II. Responsibilities:

Commissioners

- (a) Will review and provide feedback of the procurement process to ensure the most effective purchasing of resources, assets and services is provided.
- (b) We utilize the knowledge of the Commissioners' respective disciplines, along with Staff and Department members, to advise on the practicality, usability and need regarding purchases obtained under taxpayer and/or grant funds.
- (c) Will understand the accountability and requirements associated with being a Commissioner.
- (d) Will provide oversight of grant purchases regardless of cost range involved.
- (e) Will have available all current updates & financials balances prior to all purchases.
- (f) Commissioners will operate with a broad, strategic vision of how expenditures will affect the overall, long-term mission of the District.

Finance Manager

- (a) Will establish procurement processes based on the Generally Accepted Accounting Principles (GAAP) set forth by the Federal Accounting Standards Board. (FASP)

- (b) Will ensure that all procurement processes and all purchases are appropriate to the goals set by the Board of Commissioners as seen in the annual budget and meet the intent of those goals.
- (c) Will ensure that relevant information is given to the BCESD9 Commissioners and the Fire Chief regarding the use of taxpayer and/or grant funds.
- (d) Will generate monthly reports that track year-to-date progress of the spending plan.

Fire Chief and Staff

- (a) Will adhere to the established procurement procedures.
- (b) Will execute a spending plan that spreads out major purchases throughout the year.
- (c) Will give priority to areas of legal mandates and requirements.
- (d)

II - Approval Processes, based on circumstance:

For Budgeted Expenses:

- (a) Funds earmarked within a specific General Ledger line are considered approved for those related expenses.
- (b) Execution of the spending plan (the budget) is the responsibility of the Fire Chief and the Logistics Chief.
- (c) Approval of any purchase must be accompanied by an identified General Ledger line number.
- (d) Approval of any purchase must be accompanied by the signature of either the Fire Chief or the Logistics Chief.

For Re-Occurring, budgeted Expenses:

Normal monthly overhead expenses (telephone, trash, fuel, electricity, etc.) that are included in the adopted budget, will be handled by the admin assistant, with review by the Logistics Chief.

For Emergency Purchases:

The Fire Chief has the authority to immediately address:

- 1) Critical apparatus repairs, without which a mission cannot be accomplished.
- 2) Immediate facility issues that threaten department assets.

Any emergency expense that would exceed a budgeted line item and would necessitate a budget adjustment, requires prior approval from both the Commissioners and Finance Manager.

III. Procurement Procedures

BCESD 9 and its fire department- Spicewood Fire Rescue (SFR) - have created these procedures which shall provide that:

- (1) BCESD9-SFR will avoid purchasing unnecessary items.
- (2) Where appropriate, BCESD9-SFR will analyze which would be the most economical and practical procurement by reviewing lease and purchase alternatives.
- (3) BCESD9-SFR will require that **solicitations** for goods and services provide for the following information:
 - a. A clear and accurate description of the technical requirements for the material, product, or service to be procured.
 - b. Requirements which the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals.
 - c. A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
 - d. The specific features of “brand name or equal” descriptions that bidders are required to meet when such items are included in the solicitation.
 - e. **BID REQUIREMENTS**
 - a. By State law, any expenditure greater than \$50,000 requires three bids.
 - b. By this BCESD9-SFR internal policy, any expense over \$5000 will include a formal bid selection report.
 - c. All solicitations for bids- via phone call, email, or site visits- (whether the vendor was responsive or not), shall be included in the selection report.
 - d. The selection report will include the Staff’s recommendation.

IV. Evaluation Criteria

Fair and equitable consideration will be given to all applicants/suppliers. BCESD9-SFR reserves the right to reject any or all proposals, to consider alternatives, to waive irregularities and to resolicit quotation opportunities or proposals. Selection will be based on the most responsible and responsive quotation/proposal which is determined to be within the best interests of BCESD9-SFR. The following criteria shall be considered:

- (a) Cost,
- (b) Best value for the cost,
- (c) The reputation, experience, and efficiency of the applicant / supplier,
- (d) The ability of the applicant / supplier to perform the contract or provide the goods and services within the time specified,
- (e) The comparative quality of the goods and services bid,
- (f) The applicant / supplier's performance under previous contracts with BCESD9-SFR,
- (g) The number and scope of conditions attached to the quotation / proposal; and
- (h) The applicant / supplier's interest in the project, as well as their understanding of the project scope and the specific requirement of BCESD9-SFR.

V. Selection process:

- (a) Products and services will be evaluated based on pertinent criteria, such as ease of use, functionality, interoperability, price, and criteria associated with the solicitation. Although price should be a high consideration in selection, it is not the sole criteria and, therefore, should be considered along with other criteria.
- (b) If a contract cannot be negotiated between BCESD9-SFR and the selected applicant, the negotiations with the next most qualified applicant will commence. BCESD9-SFR makes no guarantees to any applicant until such time as the BCESD9-SFR submits a purchase order or the Fire Chief / Logistics Chief approve the negotiated contract.

VI. Documentation/Procurement Records

All source documents supporting any given transaction (receipts, purchase orders, invoices, bid materials and selection reports) will be retained and filed in an appropriate manner. Whatever form of documentation and filing is employed, the purpose of this section is to ensure that a clear and consistent audit trail is established.

- At a minimum, source document must be sufficient to establish the basis for selection, basis for cost, and basis for payment.
- The **Purchase Order book**, that creates duplicate records and provides a PO number for reference, will be utilized to initialize **every** expenditure. The Finance Manager will use the white copy to enter transactions and reconcile expense statement; while the Admin Assistant retains the yellow copy for internal, office reference.
 - The PO record will contain: 1) an authorization signature 2) the GL number 3) a full description of the purchase, to include a vehicle ID number.

VII. **Conflict of Interest**

Persons associated with BCESD9-SFR shall not participate in the preparing of specifications, qualifying of vendors or the selection of successful bidders on products or services, in any procurements *where they have an interest in the award*. Such personal gain or interest would be deemed as a conflict of interest and shall not be permitted.

No one associated with BCESD9-SFR shall solicit or accept gratuities, favors or anything of monetary value from contractors or subcontractors.

VIII. **Penalties**

Anyone associated with BCESD9-SFR who knowingly and deliberately violates the provisions of this procurement policy will be open to civil suit by the BCESD 9. Such a violation of these procurement standards is grounds for dismissal by BCESD9-SFR or such sanctions as available under the law (if an elected official). Any potential contractor who knowingly and deliberately violates the provisions of these procurement standards will be barred from future transactions with the BCESD9-SFR.

Burnet County ESD No. 9
Check Detail
January 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		01/31/2021			1001 · Operating - ...	-15.00	-15.00
					6250 · Miscellaneous	-15.00	15.00
TOTAL						-15.00	15.00
Check	ACH	01/01/2021	Texas Disposal Sy...		1001 · Operating - ...	-86.67	-86.67
					6223 · Utilities - Fire...	-86.67	86.67
TOTAL						-86.67	86.67
Check	ACH	01/06/2021	WEX		1001 · Operating - ...	-405.87	-405.87
					6228 · Fuel	-59.27	59.27
					6228 · Fuel	-145.57	145.57
					6228 · Fuel	-39.60	39.60
					6228 · Fuel	-5.69	5.69
					6228 · Fuel	-6.33	6.33
					6228 · Fuel	-21.80	21.80
					6228 · Fuel	-55.52	55.52
					6228 · Fuel	-47.43	47.43
					6228 · Fuel	-26.00	26.00
					6228 · Fuel	1.34	-1.34
TOTAL						-405.87	405.87
Check	ACH	01/07/2021	USOXO		1001 · Operating - ...	-228.05	-228.05
					6186 · Supplies & E...	-228.05	228.05
TOTAL						-228.05	228.05
Check	ACH	01/07/2021	PEC		1001 · Operating - ...	-172.32	-172.32
					6221 · Utilities - EM...	-172.32	172.32
TOTAL						-172.32	172.32
Check	ACH	01/07/2021	PEC		1001 · Operating - ...	-37.50	-37.50
					6223 · Utilities - Fire...	-37.50	37.50

Burnet County ESD No. 9
Check Detail
January 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-37.50	37.50
Check	ACH	01/07/2021	PEC		1001 · Operating - ...		-363.99
					6223 · Utilities - Fire...	-363.99	363.99
TOTAL						-363.99	363.99
Check	ACH	01/07/2021	Corix Utilities		1001 · Operating - ...		-98.02
					6221 · Utilities - EM...	-98.02	98.02
TOTAL						-98.02	98.02
Check	ACH	01/07/2021	Frontier		1001 · Operating - ...		-106.88
					6223 · Utilities - Fire...	-106.88	106.88
TOTAL						-106.88	106.88
Check	ACH	01/07/2021	Delta Industrial Ser...		1001 · Operating - ...		-635.54
					6187 · Firefighting S...	-635.54	635.54
TOTAL						-635.54	635.54
Check	ACH	01/07/2021	TAT Services		1001 · Operating - ...		-2,817.24
					6227 · Maintenance ...	-2,817.24	2,817.24
TOTAL						-2,817.24	2,817.24
Check	ACH	01/07/2021	TAT Services		1001 · Operating - ...		-17.00
					6227 · Maintenance ...	-17.00	17.00
TOTAL						-17.00	17.00
Check	ACH	01/07/2021	TAT Services		1001 · Operating - ...		-17.00
					6227 · Maintenance ...	-17.00	17.00
TOTAL						-17.00	17.00

Burnet County ESD No. 9
Check Detail
January 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	ACH	01/07/2021	TAT Services		1001 · Operating - ...	-17.00	-17.00
					6227 · Maintenance ...	-17.00	17.00
TOTAL						-17.00	17.00
Check	ACH	01/07/2021	TAT Services		1001 · Operating - ...	-17.00	-17.00
					6227 · Maintenance ...	-17.00	17.00
TOTAL						-17.00	17.00
Check	ACH	01/07/2021	TAT Services		1001 · Operating - ...	-17.00	-17.00
					6227 · Maintenance ...	-17.00	17.00
TOTAL						-17.00	17.00
Check	ACH	01/07/2021	Firepenny		1001 · Operating - ...	-74.54	-74.54
					6187 · Firefighting S...	-74.54	74.54
TOTAL						-74.54	74.54
Check	ACH	01/07/2021	TAT Services		1001 · Operating - ...	-17.00	-17.00
					6227 · Maintenance ...	-17.00	17.00
TOTAL						-17.00	17.00
Check	ACH	01/07/2021	TAT Services		1001 · Operating - ...	-343.97	-343.97
					6227 · Maintenance ...	-343.97	343.97
TOTAL						-343.97	343.97
Check	ACH	01/07/2021	TAT Services		1001 · Operating - ...	-17.00	-17.00

Burnet County ESD No. 9
Check Detail
January 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL					6227 - Maintenance ...	-17.00	17.00
Check	ACH	01/07/2021	TAT Services		1001 - Operating - ...	-17.00	17.00
TOTAL					6227 - Maintenance ...	-25.00	25.00
Check	ACH	01/07/2021	TAT Services		1001 - Operating - ...	-25.00	25.00
TOTAL					6227 - Maintenance ...	-25.00	25.00
Check	ACH	01/07/2021	TAT Services		1001 - Operating - ...	-25.00	-25.00
TOTAL					6227 - Maintenance ...	-25.00	25.00
Check	ACH	01/07/2021	Amazon		1001 - Operating - ...	-112.56	-112.56
TOTAL					6187 - Firefighting S...	-112.56	112.56
Check	ACH	01/07/2021	Amazon		1001 - Operating - ...	-112.56	-112.56
TOTAL					6187 - Firefighting S...	-112.56	112.56
Check	ACH	01/07/2021	Driven Creative		1001 - Operating - ...	-400.00	-400.00
TOTAL					6187 - Firefighting S...	-400.00	400.00
Check	ACH	01/07/2021	Driven Creative		1001 - Operating - ...	-400.00	-400.00
TOTAL					6187 - Firefighting S...	-400.00	400.00
Check	ACH	01/07/2021	Promotional Crea...		1001 - Operating - ...	-390.00	-390.00
TOTAL					6187 - Firefighting S...	-390.00	390.00
Check	ACH	01/07/2021	Promotional Crea...		1001 - Operating - ...	-390.00	-390.00
TOTAL					6187 - Firefighting S...	-390.00	390.00
Check	ACH	01/07/2021	Walmart		1001 - Operating - ...	-39.44	-39.44
TOTAL					6185 - Supplies & E...	-39.44	39.44
Check	ACH	01/07/2021	Walmart		1001 - Operating - ...	-39.44	-39.44
TOTAL					6185 - Supplies & E...	-39.44	39.44
Check	ACH	01/07/2021	TAT Services		1001 - Operating - ...	-829.82	-829.82

Burnet County ESD No. 9
Check Detail
January 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL					6227 · Maintenance ...	-829.82	829.82
Check	ACH	01/07/2021	Amazon		1001 · Operating - ...	-73.54	-73.54
					6187 · Firefighting S...	-73.54	73.54
TOTAL						-73.54	73.54
Check	ACH	01/15/2021	TAT Services		1001 · Operating - ...	-1,575.80	-1,575.80
					6227 · Maintenance ...	-1,575.80	1,575.80
TOTAL						-1,575.80	1,575.80
Check	ACH	01/15/2021	MES-Texas		1001 · Operating - ...	-160.00	-160.00
					6225 · Maintenance ...	-160.00	160.00
TOTAL						-160.00	160.00
Check	ACH	01/15/2021	Walmart		1001 · Operating - ...	-92.80	-92.80
					6190 · Office Suppl...	-92.80	92.80
TOTAL						-92.80	92.80
Check	ACH	01/15/2021	TAT Services		1001 · Operating - ...	-63.49	-63.49
					6227 · Maintenance ...	-63.49	63.49
TOTAL						-63.49	63.49
Check	ACH	01/20/2021	TAT Services		1001 · Operating - ...	-92.65	-92.65
					6227 · Maintenance ...	-92.65	92.65
TOTAL						-92.65	92.65
Check	ACH	01/20/2021	TAT Services		1001 · Operating - ...	-100.96	-100.96
					6227 · Maintenance ...	-100.96	100.96

Burnet County ESD No. 9
Check Detail
January 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-100.96	100.96
Check	ACH	01/20/2021	TAT Services		1001 · Operating - ...	-100.96	-100.96
					6227 · Maintenance ...	-100.96	100.96
TOTAL						-100.96	100.96
Check	ACH	01/20/2021	TAT Services		1001 · Operating - ...	-299.21	-299.21
					6227 · Maintenance ...	-299.21	299.21
TOTAL						-299.21	299.21
Check	ACH	01/20/2021	TAT Services		1001 · Operating - ...	-116.09	-116.09
					6227 · Maintenance ...	-116.09	116.09
TOTAL						-116.09	116.09
Check	ACH	01/20/2021	Bill's Locksmith		1001 · Operating - ...	-1,649.00	-1,649.00
					6225 · Maintenance ...	-1,649.00	1,649.00
TOTAL						-1,649.00	1,649.00
Check	ACH	01/20/2021	Walmart		1001 · Operating - ...	-49.56	-49.56
					6185 · Supplies & E...	-49.56	49.56
TOTAL						-49.56	49.56
Check	ACH	01/22/2021	Satellite Station		1001 · Operating - ...	-30.34	-30.34
					6185 · Supplies & E...	-30.34	30.34
TOTAL						-30.34	30.34
Check	ACH	01/26/2021	SFFMA		1001 · Operating - ...	-850.00	-850.00
					6170 · Memberships	-850.00	850.00
TOTAL						-850.00	850.00

Burnet County ESD No. 9
Check Detail
January 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	ACH	01/26/2021	VISTAPRINT		1001 · Operating - ...	-166.12	-166.12
TOTAL					6187 · Firefighting S...	-166.12	166.12
Check	ACH	01/26/2021	The Knox Company		1001 · Operating - ...	-425.00	-425.00
TOTAL					6175 · Dues & Subs...	-425.00	425.00
Check	ACH	01/28/2021	Promotional Creati...		1001 · Operating - ...	-215.00	-215.00
TOTAL					6187 · Firefighting S...	-215.00	215.00
Check	ACH	01/28/2021	Promotional Creati...		1001 · Operating - ...	-747.48	-747.48
TOTAL					6187 · Firefighting S...	-747.48	747.48
Check	ACH	01/28/2021	Emergency Reporti...		1001 · Operating - ...	-172.08	-172.08
TOTAL					6185 · Supplies & E...	-172.08	172.08
Check	ACH	01/28/2021	Walmart		1001 · Operating - ...	-277.87	-277.87
TOTAL					6185 · Supplies & E...	-277.87	277.87
Check	ACH	01/01/2021	Marble Falls Area E...		1001 · Operating - ...	-42,833.33	-42,833.33
TOTAL					6290 · EMS Service ...	-42,833.33	42,833.33
Check	ACH	01/13/2021	Professional Civic ...		1001 · Operating - ...	-4,000.00	-4,000.00

Burnet County ESD No. 9
Check Detail
January 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL					6101 - Fire Chief Sal...	-4,000.00	4,000.00
						-4,000.00	4,000.00
Check	1677	01/13/2021	Logan Consulting		1001 - Operating - ...	-2,350.00	-2,350.00
					6160 - Contract Busi...	-2,350.00	2,350.00
TOTAL						-2,350.00	2,350.00
Check	1678	01/13/2021	Lark Camacho		1001 - Operating - ...	-2,500.00	-2,500.00
					6102 - Logistics Man...	-2,500.00	2,500.00
TOTAL						-2,500.00	2,500.00
Check	1679	01/13/2021	Sam Stacks		1001 - Operating - ...	-3,125.00	-3,125.00
					6103 - Fire Code Off...	-3,125.00	3,125.00
TOTAL						-3,125.00	3,125.00
Check	1680	01/13/2021	Kelly Kelso		1001 - Operating - ...	-3,060.00	-3,060.00
					6104 - Administrativ...	-3,060.00	3,060.00
TOTAL						-3,060.00	3,060.00
Check	1681	01/13/2021	Lawn Ranger		1001 - Operating - ...	-325.00	-325.00
					6224 - Maintenance ...	-325.00	325.00
TOTAL						-325.00	325.00
Check	1682	01/13/2021	HdL Companies		1001 - Operating - ...	-259.00	-259.00
					6155 - Consulting F...	-259.00	259.00
TOTAL						-259.00	259.00
Check	1683	01/13/2021	SAFE-D		1001 - Operating - ...	-1,100.00	-1,100.00

Burnet County ESD No. 9
Check Detail
January 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL					6170 · Memberships	-1,100.00	1,100.00
Check	1684	01/13/2021	Renee Hollingsworth		1001 · Operating - ...	-80.00	-80.00
TOTAL					6220 · Training - Co...	-80.00	80.00
Check	1685	01/13/2021	Andrew Hunt		1001 · Operating - ...	-113.65	-113.65
TOTAL					6185 · Supplies & E...	-113.65	113.65
Check	1686	01/13/2021	Burns Anderson Ju...		1001 · Operating - ...	-100.00	-100.00
TOTAL					6150 · Legal Fees	-100.00	100.00
Check	1687	01/13/2021	W.S. Darley & Co.		1001 · Operating - ...	-231.67	-231.67
TOTAL					6187 · Firefighting S...	-231.67	231.67
Check	1688	01/13/2021	Lark Camacho		1001 · Operating - ...	-450.00	-450.00
TOTAL					6294 · Mileage Reim...	-450.00	450.00
Check	1689	01/13/2021	Don Conley		1001 · Operating - ...	-60.00	-60.00
TOTAL					6294 · Mileage Reim...	-60.00	60.00
Check	1690	01/13/2021	Brett Denny		1001 · Operating - ...	-310.00	-310.00
TOTAL					6294 · Mileage Reim...	-310.00	310.00

Burnet County ESD No. 9
Check Detail
January 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-310.00	310.00
Check	1691	01/13/2021	Michael Hawkins		1001 · Operating - ...	-190.00	-190.00
					6294 · Mileage Reim...	-190.00	190.00
TOTAL						-190.00	190.00
Check	1692	01/13/2021	Tom Hogan		1001 · Operating - ...	-20.00	-20.00
					6294 · Mileage Reim...	-20.00	20.00
TOTAL						-20.00	20.00
Check	1693	01/13/2021	Andrew Hunt		1001 · Operating - ...	-720.00	-720.00
					6294 · Mileage Reim...	-720.00	720.00
TOTAL						-720.00	720.00
Check	1694	01/13/2021	Jason Johnson		1001 · Operating - ...	-110.00	-110.00
					6294 · Mileage Reim...	-110.00	110.00
TOTAL						-110.00	110.00
Check	1695	01/13/2021	Dakota Meyer		1001 · Operating - ...	-480.00	-480.00
					6294 · Mileage Reim...	-480.00	480.00
TOTAL						-480.00	480.00
Check	1696	01/13/2021	Patrick Moore		1001 · Operating - ...	-10.00	-10.00
					6294 · Mileage Reim...	-10.00	10.00
TOTAL						-10.00	10.00
Check	1697	01/13/2021	Peta Perez		1001 · Operating - ...	-270.00	-270.00
					6294 · Mileage Reim...	-270.00	270.00
TOTAL						-270.00	270.00

Burnet County ESD No. 9
Check Detail
January 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1698	01/13/2021	Eric Wuensch		1001 - Operating - ...	-280.00	-280.00
					6294 - Mileage Reim...	-280.00	280.00
TOTAL						-280.00	280.00