

BURNET COUNTY
EMERGENCY SERVICES DISTRICT No. 6

ORDER NO. 19-06-03

BOARD POLICIES

Board policies are established to provide rules and guidelines for the Board to follow on all items listed. Board policies must be adopted, amended, or eliminated with a vote of three board members at any scheduled meeting of ESD No. 6.

These policies are in addition to all laws and statutes of the State of Texas that apply to Emergency Services Districts.

POLICIES

REIMBURSEMENT OF BOARD MEMBERS EXPENSES

Generally, all expenses incurred by a board member shall receive prior approval by the Board. Travel to approved/required training outside Burnet County shall be reimbursed as follows: actual car mileage at the IRS approved rate, hotels at the best rate obtained, and meal expenses not to exceed \$50.00/day. Other items may include parking, conference fees, conference materials, etc. Receipts are required where practical.

Other expenses may include administrative materials, software, and other items necessary to fulfill the duties assigned to each board member. Receipts are required to be submitted for all purchases. A board member requesting reimbursement shall submit an itemized list of expenses with appropriate receipts to the Treasurer. The Treasurer will recommend to the Board the actual amount to be reimbursed.

CONDUCT OF MEETINGS

All meetings will be conducted according to the rules established in Roberts Rules of Order.

MEETING AGENDAS

Every board member has the right to request an item to be placed on the agenda. The President and Secretary will review items and combine similar issues into one agenda item.

SERVICE WITH COMPENSATION

Board members are to receive no compensation for service as a Board Member. We are serving at the pleasure of the Commissioners Court on behalf of the citizens of the District.

FUND BALANCE

In order to establish a financially healthy District, a fund balance of 20-25% of the total budget will be established by the end of the second year of operations. Once the fund balance has been established, it will be the policy of the Board to maintain a minimum year end reserve equal to the previous year's budget. The fund balance is available during the budget year to meet extraordinary, unanticipated, emergency needs of the service provider with a 4/5 vote of the Board of Directors. The fund balance must be restored in the following budget year.

POLITICAL INVOLVEMENT

Board members are free to support and endorse a political candidate of their choice of any political party. However, it will be against the policy of this board to indicate or imply the support of the board or the service provider to any candidate or political party.

ELECTION OF OFFICERS

At the first meeting in January, following appointment or reappointment of Board Members, the Board of ESD No. 6 will elect among themselves officers to serve during the following year. Those elected will assume their duties effective that meeting. There will be no term limits and officers may hold their position as long as they continue to be elected. The Board may remove a member from their elected position with a 4/5 vote any time during the year.

ATTENDANCE AT MEETINGS

If a Board Member fails to attend three consecutive meetings, other than for health reasons, the Board may declare the position vacant with a 4/5 vote. The Board will then petition the Commissioners Court to appoint a replacement to the vacated position.

SIGNATURES REQUIRED

Checks

All checks written on the ESD bank account(s) require the signature of both the Treasurer and the President. In the absence of the President, the Vice President may sign checks. In the absence of the Treasurer, checks must have the signatures of the President and the Assistant Treasurer.

P.O. Box

The P.O. Box keys are held by the President and the Vice President, with the Secretary and Assistant Treasurer as back-up. The President, Vice President, Secretary and Assistant Treasurer are authorized to sign for mail, as required.

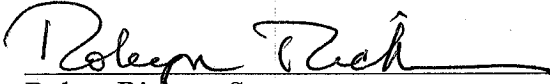
INVESTMENT POLICY

See attached 'RESOLUTION ADOPTING INVESTMENT POLICIES, STRATEGIES, GUIDELINES AND MANAGEMENT PRACTICES FOR BURNET COUNTY EMERGENCY SERVICES DISTRICT No. 6.

RECORDS RETENTION POLICY

See attached "Records Management Program", adopted by ESD No. 6 Commissioners on June 18, 2019. This approved policy is the primary source of all records relating to the business of ESD No. 6. However, the Secretary is free to create an alternate repository in a cloud drive format – such as Google Docs or DropBox – that will contain duplicate records and will be available to any current Commissioner, auditor, etc. through a user id and password.

Revised and Approved, effective 06/18/2019.



Robyn Richter, Secretary
Burnet County ESD No. 6

Section 5 Addendum to Records Retention Policy, Order # 19-06-03, approved 6/16/2019

This is a general guide. Please refer to Texas State Library and Archives, Local Schedule GR (revised fifth edition) if there are questions.

Retention periods listed in this addendum apply to any medium. The retention period is in calendar years from the date of creation, and applies only to official records as opposed to convenience or working copies created for informational purposes. Paper or microfilm copies may be retained in lieu of electronic records. Any social media content created or received may be considered records and should be retained for the periods outlined in the Local Schedule.

PERMANENT:

Written Minutes

Agendas which do not describe each matter considered and the minutes require a reference to an agenda

Annexation, Disannexation, Abolition, and other Jurisdictional Records

Deeds

Easements

Charters

Ordinances, Orders and Resolutions

Legal Opinions

Audiovisual recordings of open meetings for which written minutes are NOT prepared.

Dedications

FOUR YEARS:

Contracts, leases and agreements (includes reports, correspondence, bonds, certificates of liability and similar records relating to their negotiation, administration, renewal or termination EXCEPT construction contracts. Four years from expiration or termination of the instrument

Correspondence/Internal Memoranda and Subject files (incoming/outgoing/internal) pertaining to formulation, planning, implementation, modification, or redefinition of programs, services or projects.

Insurance Policies for liability, theft, fire, health life, automobile

TWO YEARS:

Agendas

Supporting documentation – one copy of each document of any type submitted for consideration, approval or other action, IF such action is reflected in the meeting's minutes.

Affidavits of publication – all published legal notices except municipal ordinances and election notices

General correspondence/internal memoranda/subject files relating to the regular operation of the District.

Complaints (general) received from the public, two years from resolution or dismissal

Petitions from the public, two years after final action on the petition

Proclamations

Public Comment Forums

Certified audiovisual recordings of closed meetings and of workshop sessions in which votes are not made and written minutes are not required by law to be taken.

90 DAYS (starts from approved date):

Notes taken during meetings from which written minutes are prepared.

Audiovisual recordings of open meetings for which written minutes are prepared.

VARYING LENGTHS OF TIME:

Publication of Election Notices: Election Day plus 6 months

Speeches, Papers, and Presentations: End of term in office

Routine Correspondence – until no longer needed