

BURNET COUNTY
EMERGENCY SERVICES DISTRICT No. 6

ORDER NO. 21-12-1

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.

RESERVE ACCOUNTS

In order to maintain a financially healthy District and prudently plan for future needs, reserve accounts are to be established as follows:

Capital Investment – a reserve fund to be used for land acquisitions, property improvements to existing facilities and construction of new facilities as approved by the Board. The initial funding is in the amount of \$500,000.00. Subsequent funding is on an end of year basis in the amount of 20% of net Sales and Use Tax receipts, beginning at year ending FYE 2021-22. This reserve will be on a separate budgeted line item. A separate account, as presented by the Treasurer and approved by the Board will be established.

Operating Reserve – An operating reserve in the amount of 100% of the annual budget will be maintained. Additionally, an additional 20% of the annual budget will be reserved as a fund to be used for any “pay-back” of Sales and Use Tax receipts. Each reserve will have a separate line item in the budget.

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.

WEBSITE

The District has created and will maintain a website available to the general public. The website will be a public notice site in accordance with Texas' Public Information Act. The upcoming agenda for each meeting will be posted - as well as at the Burnet County Public Notices web page and public posting board and at the MFAVFD Fire Station at 606 Avenue U in Marble Falls, Texas. The website will also include, at the minimum, the current year's taxing information (including calculations by Burnet County Appraisal District), current year budget, latest audit, and current agendas and approved minutes.

INVESTMENT POLICY

See attached 'RESOLUTION ADOPTING INVESTMENT POLICIES, STRATEGIES, GUIDELINES AND MANAGEMENT PRACTICES FOR BURNET COUNTY EMERGENCY SERVICES DISTRICT No. 6, Order No. 19-06-05, adopted by Burnet County ESD No. 6 Commissioners on June 16, 2019.

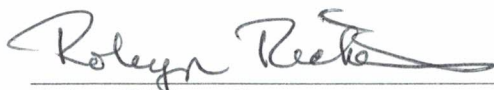
RECORDS RETENTION POLICY

See attached "Records Management Program", Order No. 19-06-04, adopted by ESD No. 6 Commissioners on June 16, 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.

CARRYING OF WEAPONS

See "Carrying of Weapons Order No. 19-06-02", adopted by ESD No. 6 Commissioners on June 16, 2019.

Revised and approved, effective December 21, 2021.



Robyn Richter, Secretary