



## **NOTICE OF MEETING OF THE BURNET POLICE DEPARTMENT CITIZENS ADVISORY BOARD**

Notice is hereby given that a **Meeting of the Burnet Police Department Citizens Advisory Board** will be held on the **24<sup>th</sup> day of February 2022** at **6:00 p.m.** in the Burnet Police Department Training Room, 2000 South Water Street (Hwy 281 South), Burnet, at which time the following subjects will be discussed, to-wit:

This notice is posted pursuant to the Texas Government Code, Chapter §551-Open Meetings.

### **1. CALL TO ORDER:**

### **2. INTRODUCE NEW MEMBERS:**

### **3. INTRODUCTION TO OPEN MEETINGS AND PUBLIC INFORMATION TRAINING:**

3.1) Open Meetings Training

3.2) Public Information Act Training

### **4. DISCUSS AND REVIEW:**

4.1) Purpose of the Police Department Citizens Advisory Board

4.2) Overview of Burnet Police Department Citizens Advisory Board Member roles

### **5. REPORTS:**

### **6. ADJOURN:**

I, the undersigned authority, do hereby certify that the above NOTICE OF MEETING of the governing body of the above named City, BURNET, is a true and correct copy of said NOTICE and that I posted a true and correct copy of said NOTICE on the bulletin board, in the City Hall of said City, BURNET, TEXAS, a place convenient and readily accessible to the general public at all times, and said NOTICE was posted on February 7, 2022, at or before 3 o'clock p.m. and remained posted continuously for at least 72 hours preceding the scheduled time of said Meeting.

Dated this 7<sup>th</sup> day of February, 2022

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Kelly Dix, City Secretary

**NOTICE OF ASSISTANCE AT THE PUBLIC MEETINGS:**

*The Police Department Training Room is wheelchair accessible. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services, such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's office (512.756.6093) at least two working days prior to the meeting. Requests for information may be faxed to the City Secretary at 512.756.8560.*

**RIGHT TO ENTER INTO EXECUTIVE SESSION:**

*The Burnet Police Department Citizens Advisory Board reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).*



# City of Burnet

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(512) 756-6093  
FAX (512) 756-8560  
[www.cityofburnet.com](http://www.cityofburnet.com)

P.O. Box 1369  
1001 Buchanan Drive, Suite 4  
Burnet, TX 78611

February 24, 2022

Burnet Police Department Citizens Advisory Board Member

RE: Public Information Training & Open Meetings Training

Dear Board Member:

An appointment to the Burnet Police Department Advisory Board requires you to complete two trainings. The first is the Public Information Act and the second is the Open Meetings Act training. Both trainings can be accessed on the links provided as follows:

Public Information Act:

<https://www.texasattorneygeneral.gov/open-government/governmental-bodies/pia-and-oma-training-resources/public-information-act-training>

Open Meetings Act:

<https://www.texasattorneygeneral.gov/open-government/governmental-bodies/pia-and-oma-training-resources/open-meetings-act-training>

Scroll to the bottom of each page, and you will find the online video. Each training video is approximately one hour. Once you have completed the video, there will be a prompt that gives you a completion certificate number, follow the directions to print your completed certificate of completion. Please bring the completed certificate to the next meeting of the Police Department Advisory Board.

If additional information is required, please feel free to contact my office at 512-715-3209 or by email at [kdix@cityofburnet.com](mailto:kdix@cityofburnet.com).

Thank you for your volunteerism and dedication to serving the citizen's of Burnet, Texas.

Best regards,

*Kelly*

Kelly Dix  
City Secretary

