



## BURNET POLICE DEPARTMENT CITIZENS ADVISORY BOARD

### Board Meeting Minutes

A meeting of the Burnet Police Department Citizens Advisory Board was held on the **30<sup>th</sup> day of November, 2023** at **6:00 p.m.** in the Burnet Community Center, 401 E. Jackson Street, Burnet, at which time the following subjects were discussed, to-wit:

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

CALL TO ORDER: The meeting was called to order at 6:00 p.m. by Police Chief Brian Lee. Chief Lee welcomed all present.

Board Members Present: Mike O'Hagen, Martha Underwood, Jeff Kneller, Buddy Coker, Glenn Labhart

Board Members Absent: Cindia Talamantez, Lance Gunn,

Police Chief: Brian Lee

#### CONSENT:

Approval of the September 28<sup>th</sup>, 2023, Burnet Police Department Citizens advisory Board regular meeting minutes: Board Member Jeff Kneller moved to approve the consent agenda as presented. Board Member Martha Underwood seconded; the motion carried unanimously.

#### ACTION:

#### DISCUSS AND REVIEW:

Discuss and review: Social Media applications to include; Facebook, Instagram, X, and the Police Department webpage: Chief Lee discussed social media applications that the department currently uses. Upon request for feedback most of the Board felt like Facebook was the most used and Instagram was the second most used. Chief Lee shared his thoughts on a Burnet Police Department webpage separate from the City webpage. Board Member Martha Underwood recommended using the Next Door App for Burnet. Chief Lee will explore that option. No action taken.

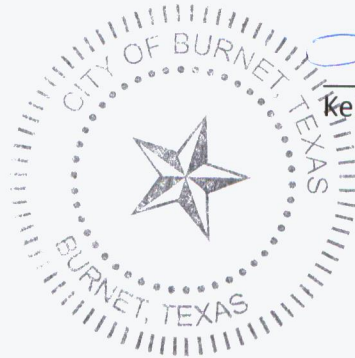
Discuss and review: Summer SRO Deployment: Chief Lee explained to all that the SRO's would be assigned to patrol while the school district is on summer break. The SRO's will also be doing their required trainings and using vacation time. Several of the officers are interested in creating a Police Department Kid's Camp. Updates will be provided at a future meeting.

Discuss and review: Springtime neighborhood meetings: All present discussed hosting a springtime neighborhood meeting in the latter part of April. Discussions will continue after the first of the year.

Discuss and review: Mental health/resiliency in first responders: Chief Lee reviewed the current mental health and resiliency programs in place for all first responders in the City which includes the Burnet Police Department and Fire Department. All present felt that there is a need for these types of services and also recommended that command staff be the example by utilizing the

services and letting the staff know that they have gone and how it was effective for them. "Lead by Example", was the thought process discussed.

ADJOURN: There being no further business the meeting was adjourned at 7:08 p.m. The next meeting will be Thursday, January 25<sup>th</sup>, 2023 at 6:00 p.m. in the training room at the Burnet Police Department located at 2000 S. Water Street.



*Kelly Dix*

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Kelly Dix, City Secretary



**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 **30<sup>th</sup> day of November, 2023** 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: Time:** 6:00

**2. CONSENT:**

2.1) Approval of the October 28<sup>th</sup>, 2023, Burnet Police Department Citizens Advisory Board regular meeting minutes.

Motion Jeff Seconded by Martha

**3. DISCUSS AND REVIEW:**

*Reviewed dispatch change*

3.1) Discuss and review: Social Media applications to include; Facebook, Instagram, X, and the Police Department webpage *Recruitment, Chief follow up*  
*Wants our webpage* *let's do it*

Motion \_\_\_\_\_ Seconded by \_\_\_\_\_

3.2) Discuss and review: Summer SRO Deployment

*Deployed to Patrol*  
*Summer time Training*

Motion \_\_\_\_\_ Seconded by \_\_\_\_\_ *Leave*  
*Summer camp - kids camp - good suggestions*

3.3) Discuss and review: Springtime neighborhood meetings

Motion \_\_\_\_\_ Seconded by \_\_\_\_\_

*Hosting - April End of Month*

3.4) Discuss and review: Mental health/resiliency in first responders

May Mental Health Resiliency

Motion \_\_\_\_\_ Seconded by \_\_\_\_\_

Recommended "Lead by Example"

4. ADJOURN: The next meeting of the Burnet Police Department Citizens Advisory Board will be held on January 25th, 2024.

Share out Thanksgiving

Time: 7:08

Motion Buddy Seconded by Martha

Dated this 27<sup>th</sup> day of November, 2023

\_\_\_\_\_  
Kelly Dix, City Secretary

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 September 22, 2023 at or before 6 o'clock p.m. and remained posted continuously for at least 72 hours preceding the scheduled time of said Meeting.

**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).

Topics - neighborhood meetings



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

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2.1) Approval of the October 28<sup>th</sup>, 2023, Burnet Police Department Citizens Advisory Board regular meeting minutes.

### **3. DISCUSS AND REVIEW:**

3.1) Discuss and review: Social Media applications to include; Facebook, Instagram, X, and the Police Department webpage

3.2) Discuss and review: Summer SRO Deployment

3.3) Discuss and review: Springtime neighborhood meetings

3.4) Discuss and review: Mental health/resiliency in first responders

**4. ADJOURN:** The next meeting of the Burnet Police Department Citizens Advisory Board will be held on January 25<sup>th</sup>, 2024.

Dated this 27<sup>th</sup> day of November, 2023

*Kelly Dix*

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Kelly Dix, City Secretary

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 September 22, 2023 at or before 6 o'clock p.m. and remained posted continuously for at least 72 hours preceding the scheduled time of said Meeting.

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Board Members Present: Mike O'Hagen, Martha Underwood, , Bill Drake, Jeff Kneller, Buddy Coker, Glenn Labhart

Board Members Absent: Cindia Talamantez, Lance Gunn,

Police Chief: Brian Lee

#### CONSENT:

Approval of the June 29<sup>th</sup>, 2023, Burnet Police Department Citizens advisory Board regular meeting minutes: Board Member Glenn Labhart moved to approve the consent agenda as presented. Board Member Martha Underwood seconded; the motion carried unanimously.

#### ACTION:

#### DISCUSS AND REVIEW:

Discuss and review: New Command Structure: Chief Lee reviewed the changes in staffing with the department's new Captain, Lieutenant and Investigator. No action taken.

Discuss and review: Introduction of Capt. Stewart and Lt. Bertelson: Chief Lee: Chief Lee introduced Capt. Jeremy Stewart to all present. Lt. Bertelson was not able to attend the meeting. No action taken.

Discuss and review: National Night Out update: Capt. Stewart : Cpt. Stewart informed all present that National Night Out events were scheduled to be held at the Delaware Springs Pavilion, Highland Oaks, and Shady Grove Elementary. Police Officers were scheduled to be at each event as well of several folks from the Sheriff's Department and Fire Department. No action taken.

Discuss and review: TASER information: Lt. Bertelson: This item will be moved to a future agenda.

Discuss and review: K-9 update: Capt. Stewart: Capt. Stewart updated all present on the acquisition of our new K-9 Officer, Ferro. He is a german short hair pointer that is currently in training with his handler, Officer Kohler. Ferro will be a single purpose narcotic dog. No action taken.

Discuss and review: Recruiting and retention: Chief Lee: Chief Lee updated all present on current recruiting and retention issues the department is facing as well as the process the city uses of hiring officer from the Central Texas College Police Academy.

Discuss and review: School Resource Officer (SRO) update: Lt. Bertelson: All present discussed

the legislative changes and the effects expected for the department's SRO program. Additional training will be required for all officers serving as Safety Resource Officers that causes a financial burden for the department. Pros and cons were discussed pertaining to guardian programs as well as retention and recruitment issues of SRO positions. No action taken.

Discuss and review: Update on department staffing: Chief Lee: Chief Lee updated all present on positions that are open, have been filled and future graduates from the academy. PD Staff will be doing an updated department picture. Chief Lee also advised all that the Breast Cancer/Domestic Violence Awareness vehicle has been unveiled and that the department was taking part in the Komen Breast Cancer Walk in Austin on October 29<sup>th</sup>. Chief Lee also invited the advisory board to help with the annual Burnet Police Department Thanksgiving Community Lunch to be held on November 22<sup>nd</sup> in the PD conference room. The Department cooks and provides Thanksgiving dinner to folks in the community and officers deliver meals to homebound.

ADJOURN: There being no further business the meeting was adjourned at 7:34 p.m. The next meeting will be Thursday, November 29<sup>th</sup>, 2023 at 6:00 p.m. in the training room at the Burnet Police Department located at 2000 S. Water Street.

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Kelly Dix, City Secretary



