

MINUTES OF MEETING
BOSQUE COUNTY EMERGENCY SERVICES DISTRICT NO. 1
November 21, 2024

STATE OF TEXAS

COUNTY OF BOSQUE

The Board of Commissioners of Bosque County Emergency Services District No.1 (“District”) met in regular session, open to the public, on Thursday, November 21, 2024, at 3:00 p.m. in the District’s Office, 305 East Morgan, Meridian, Texas, pursuant to notice duly given in accordance with law. A copy of the Certificate Posting of the Notice is attached here as Exhibit “A”.

The following Board Members were present, thus constituting a quorum:

Commissioner	Position	Attendance
Jack Cameron	President	Present
Sidney Carlisle	Vice President	Present
Donna Quarles	Secretary	Absent
Jane Murphey	Treasurer	Present
Charlie Drexler	Asst. Secretary/Treasurer	Present

Also present at the meeting were:

Cody Degges – North Bosque EMS

Kelli Carlton and Yolanda Lara – The Carlton Law Firm PLLC (via telephone)

Matthew Dommel – Heritage Oaks Partners

Item 1 – Call meeting to order. Commissioner Cameron convened the meeting at 3:01 p.m. and took agenda items in the order described below.

Item 2 – Public Comment: In accordance with the Texas Open Meetings Act, any response to a public comment that is made on an item that is not on the published final agenda will be limited to a statement of factual information or a statement of existing policy given in response to the public comment. Any deliberation or decision by the Board must be limited to a proposal to place the subject on a future agenda. No public comments.

Item 3 – Public Comment on Agenda Items: Members of the public may comment on any agenda item listed below. Members of the public may speak for up to two minutes per agenda item on which they comment. No public comments.

Item 4 – Discuss and consider approval of the October 17, 2024, regular meeting minutes. Commissioner Carlisle moved to approve the October 17, 2024, minutes as presented. Commissioner Murphey seconded the motion, and the motion passed 4-0.

Item 5 – Discuss and consider approval of the Treasurer’s report and the payment of rent, invoices, advertising expenses, and reimbursements owed to Commissioners for out-of-pocket expenses. Commissioner Murphey presented the Treasurer’s report. Commissioner Carlisle moved to approve the Treasurer’s report and pay the bills and invoices as presented. Commissioner Drexler seconded the motion, and the motion passed 4-0.

Item 6 - Discuss and consider approval of FY24 and/or FY25 budget amendments, if any. The item was tabled.

Item 7 - Discuss and consider approval of any revenue transfers among District accounts. Commissioner Murphey noted no transfers were needed this month.

Item 8 - Receive monthly report from North Bosque EMS regarding emergency operations, response times, call volume, training, management activities, personnel and membership and take any related action. Cody Degges presented the report with the run times listed. Mr. Degges noted that personnel is still an issue for NBEMS and told the Board that NBEMS is still seeking applicants. Commissioner Carlisle moved to approve the report as presented. Commissioner Drexler seconded the motion, and the motion passed 4-0.

Item 9 - Receive monthly report from Bosque Valley First Responders Organization regarding emergency operations, response times, call volume, training, management activities, personnel and membership and take any related action. The BVFRO report was included in the agenda packet. Commissioner Carlisle moved to approve the report as presented. Commissioner Drexler seconded the motion, and the motion passed 4-0.

Item 10 - Receive status report from Commissioners on District-related work since the previous month’s meeting. No report.

Item 11 - Receive General Counsel report, including, but not limited to, tax matters, pending contract issues, open records requests, and other legal issues, if any, and take action as needed. Ms. Carlton noted there is no additional report this month. No action taken.

Item 12 - Discuss and consider stations, including renovations to existing stations and the new Clifton station, and issues related to the operation or maintenance of the stations. Commissioner Cameron noted he has looked at property for the Board to consider for a future station. Commissioner Carlisle discussed options for the administrative office. Commissioner Cameron also discussed upgrading the Meridian office. Mr. Degges noted that the ditch behind the Clifton station still has not been cleared. The Board discussed who would be responsible for clearing the ditch. Commissioner Carlisle will research the existence of an easement for the ditch and review the existing surveys on the property to determine ownership.

Item 13 - Discuss and consider engagement of an auditor to perform Fiscal Year 2024 audit. Commissioner Cameron said the audit is currently underway. Commissioner Cameron moved to engage Gilliam Wharram for the FY24 audit. Commissioner Carlisle seconded the motion, and the motion passed 4-0.

Item 14 – Discuss and consider action on Heritage Oaks issues regarding Clifton station and the lease for same. The Board discussed options to address the increase in costs incurred by Heritage Oaks. Commissioner Carlisle asked if the Board wanted to contribute to the improvements Heritage Oaks made and paid for to create the station. Ms. Carlton suggested the Board could amend the lease, noting the total cost of the improvements made to the station and providing an amount the District would pay either in a lump sum or over several months. The Board discussed monthly rent payments. Ms. Carlton noted that the current lease agreement includes a small percentage rent increase each year. Commissioner Carlisle asked about maintenance or improvement costs going forward. Mr. Dommel said Heritage Oaks has insurance to help cover some maintenance that may be incurred. Ms. Carlton told the Board that maintenance costs are typically the responsibility of the landlord. Commissioner Cameron moved to amend the lease to allow for the payment of improvements to the station made by the landlord in an amount not to exceed \$75,000. Commissioner Carlisle seconded the motion, and the motion passed 4-0.

Item 15 – Discuss and consider Commissioners’ terms of office expiring at year end. Commissioner Cameron noted Commissioner Drexler will be leaving the Board at the end of his term. Commissioner Carlisle noted there is a person interested in being on the Board. The Board held additional discussions on the terms expiring at year end.

Item 16 - Discuss time, place, date, and agenda items for next meeting. The next regular meeting will be December 19, 2024, at 3 p.m. at the District office.

There being no further business, Commissioner Carlisle moved to adjourn, and Commissioner Drexler seconded. The motion passed 4-0. The meeting adjourned at 3:34 p.m.

SEAL





Donna Quarles, Secretary
December 19, 2024