

MINUTES OF MEETING  
BOSQUE COUNTY EMERGENCY SERVICES DISTRICT NO. 1

October 23, 2025

STATE OF TEXAS

COUNTY OF BOSQUE

The Board of Commissioners of Bosque County Emergency Services District No.1 ("District") held a regular meeting, open to the public, on Thursday, October 23, 2025, at 3:00 p.m. at the Bosque County Courthouse, 110 S. Main, Meridian, Texas, 76665 pursuant to notice duly given in accordance with law.

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

Commissioner	Position	Attendance
Jack Cameron	President	Present
Max Smith	Vice President	Present
Donna Quarles	Secretary	Present
Jane Murphey	Treasurer	Present
Linda Thiele	Asst. Secretary/Treasurer	Present; sworn in at meeting

Also present at the meeting were:

Kelli Carlton – The Carlton Law Firm PLLC (via telephone)  
Cody Degges – North Bosque EMS  
Julie Schneider – Bosque County Administrative Assistant  
Tiffany Gentry – Bosque Valley First Responders Organization

**Item 1 – Call meeting to order.** Commissioner Cameron convened the meeting at 3:00 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. None.

**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. None.

**Item 4 – Accept resignation of Sidney Carlisle and appointment of Linda Thiele to the Board;** Commissioner Quarles moved to accept the resignation of Commissioner Carlisle and the

appointment of Linda Thiele. Commissioner Smith seconded the motion. The motion passed 4-0. Julie Schneider swore in Linda Thiele and Commissioner Thiele signed both Statement of Appointed Officer and the Oath of Office.

**Item 5 – Conduct election of officers;** Commissioner Quarles moved to appoint Commissioner Smith as Vice President and Commissioner Thiele as Assistant Secretary/Treasurer, with the other officer positions remaining unchanged. Commissioner Murphey seconded the motion. The motion passed 5-0.

**Item 6 – Discuss and consider approval of the September 23 meeting minutes;** Commissioner Murphey moved to approve the meeting minutes as presented. Commissioner Smith seconded the motion. The motion passed 5-0.

**Item 7 – Discuss and consider approval of 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. Kelli Carlton, General Counsel, explained to the Board that the Parent Square invoice was related to the current District website, and Parent Square is discontinuing service to the District. As a result, the District should consider not approving payment of that invoice for FY26. Ms. Carlton also noted that the invoice amount listed for The Carlton Law Firm invoice was incorrect.

Commissioner Cameron moved to approve the amended Treasurer’s report and the payment of invoices as updated, to not pay Parent Square, and to add and pay the Bosque Valley First Responders Organization requested amount of \$14,000. Commissioner Smith seconded the motion. The motion passed 5-0.

The Bosque Valley First Responders Organization will provide a list of items purchased with the additional \$14,000 provided by the District.

**Item 8 – Discuss and consider approval of transfers among District accounts;** Commissioner Smith moved to authorize the transfer of \$95,000 from the District’s TexPool account to the District’s Operating account. Commissioner Thiele seconded the motion. The motion passed 5-0.

**Item 9 – Review and approve quarterly investments report for 3<sup>rd</sup> quarter 2025;** Commissioner Quarles moved to approve the report as presented. Commissioner Smith seconded the motion. The motion passed 5-0.

**Item 10 – 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 September report. Mr. Degges informed the Board of one EMT who just finished school and one employee who is currently enrolled. Commissioner Murphey moved to accept the report as presented. Commissioner Quarles seconded the motion. The motion passed 5-0.

**Item 11 – Receive monthly report Bosque Valley First Responders Organization regarding emergency operations, response times, call volume, training, management activities, personnel and membership and take any related action;** Tiffany Gentry, in place of Craig Howard, presented the September report. Ms. Gentry stated that Bosque Valley First Responders Organization will work on training with North Bosque EMS in 2026. Commissioner Quarles moved to approve the report as presented. Commissioner Smith seconded the motion. The motion passed 5-0.

**Item 12 – Receive status report from Commissioners on District-related work since the previous month's meeting;** Commissioner Cameron stated that he worked with Bosque County to get the new commissioner appointed. No action taken.

**Item 13 – Receive General Counsel report including, but not limited to, tax matters, pending contract issues, open records requests, and other legal issues, if any, and taken action as needed;** Ms. Carlton discussed and explained to the Board memoranda regarding new laws that were provided to the Board from The Carlton Law Firm. No action taken.

**Item 14 – Discuss and consider action to change website hosting platforms and related website issues;** Ms. Carlton presented the Clicktunity proposal to the Board. Commissioner Murphey moved to accept the proposal, monthly subscription, and standard build of the new website. Commissioner Quarles seconded the motion. The motion passed 5-0.

**Item 15 – Discuss and consider action on stations, including renovations to existing stations and the new Meridian stations, and issues related to the operation or maintenance of the stations;** Mr. Degges explained to the Board that he is waiting on the survey on the land for the new Meridian station. North Bosque EMS will pay cash for the property. No action taken.

**Item 16 – Discuss and consider action on real estate purchase and development and receive report from Steering Committee for same;** No action taken.

**Item 17 – Discuss and consider action on service provider contract renewals and/or amendments including agreement with North Bosque EMS;** No action taken.

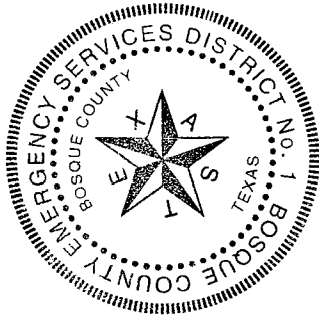
**Item 18 – Discuss and consider approval of a revised banking resolution, including removing former commissioners from District accounts and adding commissioners;** Commissioner Quarles moved to approve the revised banking resolution to include Commissioner Smith, Commissioner Quarles and Commissioner Thiele and to remove Ms. Carlisle. Commissioner Thiele seconded the motion. The motion passed 5-0.

**Item 19 – Discuss and consider engagement of an auditor to perform audit;** Commissioner Murphey stated that she received the engagement letter from the auditor. Commissioner Quarles moved to approve the engagement letter and authorize Commissioner Cameron to sign the letter. Commissioner Smith seconded the motion. The motion passed 5-0.

**Item 20 – Discuss and required training for Commissioners;** Ms. Carlton explained the training requirements. No action taken.

**Item 21 – Consider attendance at Texas State Association of Fire and Emergency Services District (SAFE-D) Annual Conference scheduled for January 29-31, 2026, at the Henry B. González Convention Center in San Antonio;** Ms. Carlton discussed the conference with the Board. Commissioner Cameron confirmed that he will be attending. No action.

**Item 22 – Adjourn.** Commissioner Quarles moved to adjourn the meeting. The meeting adjourned at 3:49 p.m. The next meeting will be November 20<sup>th</sup> at 3 p.m.



  
Donna Quarles, Secretary/Treasurer

November 20, 2025

Jane Murphy