

MINUTES OF MEETING

BOSQUE COUNTY EMERGENCY SERVICES DISTRICT NO. 1

January 16, 2025

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, January 16, 2025, at 3:00 p.m. in the District's Office, 305 East Morgan, Meridian, Texas, 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
Sidney Carlisle	Vice President	Present
Donna Quarles	Secretary	Present
Jane Murphey	Treasurer	Present
Max Smith	Asst. Secretary/Treasurer	Present

Also present at the meeting were:

Cody Degges – North Bosque EMS

Kelli Carlton – The Carlton Law Firm PLLC (via telephone)

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. 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 approving and accepting statements and oaths of office for appointed and reappointed Commissioners. Commissioner Carlisle moved to accept the statements and oaths for Commissioners Quarles and Smith. Commissioner Murphey seconded the motion, and the motion passed 3-0-2. Commissioners Quarles and Smith abstained from the vote.

Item 5 - Discuss and consider election of officers for board. Ms. Carlton discussed selecting officer positions with the Board. Commissioner Cameron moved that all Commissioners stay in their current officer positions and to appoint Commissioner Smith as the Assistant Secretary/Treasurer. Commissioner Carlisle seconded the motion, the motion passed 5-0.

Item 6 - Discuss and consider approval of the December 19, 2024, regular meeting minutes. Commissioner Carlisle moved to approve the December 19, 2024, minutes as presented. Commissioner Quarles seconded the motion, and the motion passed 5-0.

Commissioner Carlisle then stepped out of the meeting temporarily at 3:07 p.m.

Item 7 – 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 Murphey discussed the expenses and invoices with the Board totaling \$79,463.68. Commissioner Quarles moved to approve the Treasurer’s report and pay the bills and invoices as presented. Commissioner Cameron seconded the motion, and the motion passed 4-0.

Item 8 - Discuss and consider approval of FY24 and/or FY25 budget amendments, if any. Commissioner Murphey noted the Board will need to amend the budget to reflect the \$75,000 payment to Heritage Oaks. Commissioner Murphey will provide a proposed amendment to the budget at the next Board meeting. No action taken.

Commissioner Carlisle returned to the meeting at 3:10 p.m.

Item 9 - Discuss and consider approval of any revenue transfers among District accounts. Commissioner Murphey noted the tax revenue income is coming in steadily. No transfer needed this month.

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 report with the run times listed. Mr. Degges noted that NBEMS is fully staffed with paramedics on every truck. Commissioner Quarles moved to approve the report as presented. Commissioner Murphey seconded the motion, and the motion passed 5-0.

Item 11 - 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. Craig Howard was not present. The Board discussed the BVFRO report presented in the agenda packet. The Board also noted the request from Mr. Howard for a payment of \$10,500 from the FRO’s budgeted amount to cover operating expenses. Commissioner Carlisle moved to approve the report as presented and approve the \$10,500 request. Commissioner Quarles seconded the motion, and the motion passed 5-0.

Item 12 - Receive status report from Commissioners on District-related work since the previous month's meeting. None.

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 take action as needed. Ms. Carlton noted there is no additional report this month. No action taken.

Item 14 - 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. Mr. Degges said NBEMS is planning to add concrete at the Clifton station with the landlord's approval. The Board noted it will continue to look for property for a future station and discussed location preferences.

Item 15 – Discuss and consider obtaining/renewing Treasurer's bond. The Board discussed the Treasurer's bond renewal will occur in May. No action taken.

Item 16 - Discuss and consider updating the resolution regarding Disbursements and Signature Authorization. Ms. Carlton discussed the resolution with the Board. Commissioner Murphey will update the signature authorizations with the bank and with TexPool. Commissioner Carlisle moved to approve the resolution. Commissioner Quarles seconded the motion, and the motion passed 5-0.

Item 17 - Discuss and consider training requirements and compliance status for each Commissioner. Ms. Carlton discussed the required training with the Board and the Public Information Act and the Open Meetings Act training for Commissioner Smith. Ms. Carlton will send the Attorney General's Office training links to Commissioner Smith.

Item 18 - Discuss and consider the quarterly investment report for 4th quarter of previous year.

Commissioner Murphey provided the investment report to the Board. Commissioner Carlisle moved to approve the quarterly investment report. Commissioner Quarles seconded the motion, and the motion passed 5-0.

Item 19 - Discuss and consider publishing notice of address of administrative office location. Ms. Carlton told the Board the notice was published. No action taken.

Item 20 - Discuss time, place, date, and agenda items for next meeting. The next regular meeting will be February 20, 2025, at 3 p.m. at the District office.

There being no further business, Commissioner Quarles moved to adjourn, and Commissioner Murphey seconded. The motion passed 5-0. The meeting adjourned at 3:35 p.m.

SEAL



Donna Quarles, Secretary
January 16, 2025