

MINUTES OF MEETING OF BOARD OF COMMISSIONERS OF  
BOSQUE COUNTY EMERGENCY SERVICES DISTRICT NO. 1

July 16, 2020

THE 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 July 16, 2020, at 3 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
Shawn Stauffer	Vice President	Present
Anita Diebenow	Secretary	Present (arrived 3:15 p.m.)
Jane Murphey	Treasurer	Present
Sidney Carlisle	Asst. Secretary/Treasurer	Present

Also present at the meeting were:

Kelli Carlton of the Carlton Law Firm, P.L.L.C. (via telephone)

Linda Thiele, NBEMS Administrator

Jeff White, NBVEMS

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

**Item 2 – Pledge of Allegiance.** The Pledge of Allegiance to the United States of America and the Pledge of Allegiance to the State of Texas were skipped this month for lack of flags.

**Item 3 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 were offered.**

**Item 4 – Public Comment on Agenda Items: In accordance with the Bosque County EMS #1, Commissioners' Meetings decision based on the Texas Open Meetings Act, 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 on agenda items were offered.**

**Item 5 – Discuss and consider minutes of the June 18, 2020 meeting.** Commissioner Carlisle made the motion to accept the June 18, 2020 minutes. Commissioner Murphey seconded. The motion passed 4-0.

**Item 6 – Discuss and consider Treasurer’s report and the payment of rent, invoices, advertising expenses, and reimbursements owed to Commissioners for out-of-pocket expenses.** The Board reviewed the Treasurer’s report. Commissioner Diebenow submitted a receipt for \$35.00 reimbursement that she paid for the SAFE-D webinar on June 29. Commissioner Carlisle asked to add approximately \$14.00 for bank deposit slip printing to the invoices to be paid. Commissioner Stauffer moved to approve the invoices to be paid as amended and Commissioner Carlisle seconded. The motion passed 4-0.

**Item 7 – Discuss and consider any revenue transfers among District accounts.** Commissioner Murphey reported that no action was needed.

**Item 8 – Discuss and consider amendments to FY 19 budget or FY 20 budget.** Commissioner Murphey stated that she would add a penalty and interest line item to the FY21 budget. No action.

**Item 9 –Review and approve quarterly investment report for 2<sup>nd</sup> quarter.** Commissioner Murphey discussed and presented the quarterly investment report for the second quarter. Commissioner Carlisle moved to approve the report and Commissioner Stauffer seconded. The motion passed 4-0.

**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.** Linda Thiele, NBEMS Director, reviewed her submitted report with the Board. Ms. Thiele stated that NBEMS received approximately 4,000 N-95 masks from the State at no cost. She made an order for face shields and gowns and will store those items for NBEMS and FRO use. Ms. Thiele reported that NBEMS is doing well given the circumstances with the pandemic. NBEMS will soon need new ventilators to replace those on the trucks. The requested amount is in the NBEMS budget (ventilators are \$10,000-\$20,000 each). Commissioner Diebenow reported on a survey inquiring about COVID-19-related expenses for CARES Act relief. Ms. Thiele reported that NBEMS had spent approximately \$10,000 on COVID-19 supplies to date. Ms. Thiele also reported that costs for PPE and medical supplies for respiratory illnesses have increased dramatically due to the pandemic. Finally, Ms. Thiele reported that NBEMS staff have remained healthy to date. Commissioner Carlisle moved to accept the NBEMS report and Commissioner Murphey seconded. The motion passed unanimously.

**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 activities.** The Board reviewed the written report by Jeff White. Mr. White stated that the FRO responds to about 10 calls per month but is not responding to COVID-19 calls (NBEMS is responding to those). All FRO volunteers have remained healthy to date. Commissioner Carlisle moved to accept the report and Commissioner Diebenow seconded. The motion passed unanimously.

**Item 12 – Receive status report from Commissioners on District-related work since the previous month’s meeting.** Commissioner Diebenow reported that Cindy Vanlandingham will no longer be able to help with the District’s website postings. Commissioner Diebenow searched for other options to help build the District’s website. The website will be completed by Design Vocals and will be live by August 7 so the required tax rate notices and revenues will be posted as required. Design Vocals offers both website building and maintenance. Commissioner Diebenow spent \$700 to get Design Vocals started on the website on an expedited basis. The District will own the site once created. The Board discussed the domain name for the website.

**Item 6 –** The Board returned to this Item. Commissioner Carlisle moved that the District reimburse Commissioner Diebenow \$700 for the deposit she personally paid for the website creation. Commissioner



Stauffer seconded. The motion passed unanimously.

**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.** Attorney Kelli Carlton reviewed and discussed the details of the revised 2020 Tax Planning Calendar, as presented in the Agenda Packet for this meeting. The anticipated revenue and a possible tax rate that would not include a tax increase were discussed along with the stated unforeseen needs for more funds by NBEMS and the FRO. President Cameron made the motion to conduct a Special Budget/Tax Meeting on Wednesday, July 29 at 3 PM Commissioner Carlisle seconded. The motion passed unanimously.

**Item 14 – Discuss and consider service provider contract renewals and/or amendments.** The Agenda Packet for this meeting included a memorandum from Ms. Carlton (dated July 9, 2020) re: 2020 Service Provider Contracts with Termination Dates. Ms. Carlton noted that the Board must review and approve the NBEMS contract for FY21. Tabled, contract renewal to be discussed at the August meeting.

**Item 15 - Discuss time, place, date and agenda items for next meeting.** The next meeting (Special Budget/Tax Meeting) is to be held July 29, 2020 at 3 p.m. at the Bosque County ESD #1 District Office in Meridian, Texas. The next regular monthly meeting will be August 20, 2020 at 3 p.m. at the Bosque County ESD #1 District Office in Meridian, Texas.

There being no further business, the meeting adjourned at 3:50 p.m.

SEAL



Anita Diebenow  
Anita Diebenow, Secretary  
August 20, 2020