

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

October 17, 2019

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 October 17, 2019 at 3 p.m. in the Bosque County Courthouse, 110 South Main, 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    |
| Jane Murphey    | Treasurer                 | Absent     |
| Sidney Carlisle | Asst. Secretary/Treasurer | Present    |

Also present: Kelli Carlton of the Carlton Law Firm, P.L.L.C. (via telephone)  
Linda Thiele, Administrator, North Bosque EMS  
Jeff White, Director, Bosque County First Responder Organization

**Item 1 – Call meeting to order.** Commissioner Cameron, President, convened the meeting at 3:00 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 led by Commissioner Cameron.

**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 has 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 September 19, 2019, regular meeting.** No additions or corrections were made to the minutes. Commissioner Carlisle made the motion to accept the minutes as written and Commissioner Stauffer made the second. *The motion passed unanimously.*

**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.** In the Treasurer’s absence, her written expense report is in the packet.

Commissioner Carlisle noted the \$6249.97 payment to North Bosque EMS was to make up for a prior payment shortage. Commissioner Stauffer moved to accept the Treasurer’s report and to authorize the payment of expenses as listed in the report. Commissioner Diebenow made the second. *The motion passed unanimously.*

**Item 7 – Discuss and consider any revenue transfers among District accounts.** Due to the Treasurer’s absence, Commissioner Carlisle reported that no transfer of funds is needed at this time.

**Item 8 – Discuss and consider amendments to FY 2019 budget, if needed.** Due to the Treasurer’s absence, this Item is tabled until the next meeting.

**Item 9 – Review and approve quarterly investment report for 3<sup>rd</sup> quarter.** Tabled until next meeting to receive input from the Treasurer.

**Item 10 – Report completed training for Commissioners to County Commissioners Court and County Attorney.** Commissioners to report next meeting.

**Item 11 – 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, North Bosque EMS Administrator, summarized the written report in the agenda packet. Commissioner Carlisle moved to accept the report and Commissioner Stauffer seconded. *The motion passed unanimously.*

**Item 12 – Discuss and consider North Bosque EMS’ monthly reporting requirements.** Ms. Thiele reported that she and Commissioner Diebenow met to discuss North Bosque’s reporting requirements. Ms. Thiele stated she also spoke with Dr. Squires, the Medical Director for North Bosque EMS. Ms. Thiele explained the process to review unusual situations involving mechanical problems with equipment/ trucks and other situations that impede trucks from reaching patient(s) within the time expected. (She reported 2 such situations.) The District’s contract with North Bosque EMS is primarily concerned with timely dispatch and arrival of the unit on scene so the initial treatment of patients may begin. The Commissioners expressed satisfaction with the improved clarity of the report to communicate transportation data. Ms. Thiele further reported that documentation for all patients seen by North Bosque EMS personnel is reviewed within 24 hours by Dr. Squires, as he is the person ultimately responsible for the quality of patient care. Any out of the ordinary treatment issues would be reviewed with the crew on the call, Ms. Thiele and Dr. Squires. If an EMS crew has a question while on a call, they contact Dr. Squires directly. North Bosque EMS employee education is provided as appropriate (group and/or individual). The record of in-service EMS employee attendance is available at the main North Bosque EMS office in Meridian. Commissioner Diebenow would like North Bosque to provide written information to the public on health risks, such as heart attack or stroke. Ms. Thiele agreed to investigate that idea. *No action.*

**Item 13 - 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.** Jeff White reported that volunteer



First Responders are averaging 15-18 runs per month. The FRO has responded to 198 calls since its inception. Mr. White reported that communication with Dispatch is good. He described a recent "roll-over" situation in which the FRO played a life-saving role. Commissioner Carlisle made the motion to accept the report and the second was by Commissioner Stauffer. *The motion passed unanimously.*

**Item 14 – Receive status report from Commissioners on District-related work since the previous month's meeting.** No report.

**Item 15 – Discuss and consider Third Addendum to Laguna Park Lease.** Ms. Carlton explained the addendum to the Board and provided background on the prior addenda. The first addendum extended the term of the original lease through September 30, 2017. The second addendum extended the term through the end of FY19. The third addendum is to increase the rent to \$750/month, as requested by the landlords, Larry and Charlotte Harlan, and to extend the lease term through FY20, with one-year extensions that are subject to appropriation by the District. After discussion, Commissioner Carlisle moved to renew the lease, approve the third addendum and pay \$750/month in rent beginning October 1, 2019. Commissioner Stauffer moved to accept the addendum, pay the increased monthly rent, and for Commissioner Cameron to sign the addendum once the Harlans have approved it and signed. Commissioner Carlisle seconded. *The motion passed unanimously.* Commissioner Carlisle will provide the addendum to the Harlans for approval and signature.

**Item 16 – Discuss and consider engagement of an auditor to perform FY 19 audit.** Tabled to November. The Board will ask Commissioner Murphey to contact the auditor and ask for an engagement letter for the FY19 audit.

**Item 17 – Discuss and consider Resolution Regarding Public Participation at Open Meetings.** Ms. Carlton explained the resolution. Commissioner Diebenow moved to accept the resolution and Commissioner Carlisle made the second. *The motion passed unanimously.*

**Item 18 – Discuss and consider attendance at Texas State Association of Fire and Emergency Services District (Safe-D) Annual Conference February 20-22, 2020, at Moody Gardens in Galveston, Texas.** The Board discussed the conference. Commissioner Stauffer said he would like to attend.

**Item 14 – Discuss time, place, date and agenda items for next meeting.** 3 pm, Bosque County Courthouse, November 21, 2019.

There being no further business of the Board, the meeting was adjourned at 3:38 p.m.

SEAL



Anita Diebenow, Secretary

November 21, 2019