

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

November 21, 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 November 21, 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 | Absent |
| Anita Diebenow | Secretary | Present |
| Jane Murphey | Treasurer | Present |
| Sidney Carlisle | Asst. Secretary/Treasurer | Present |

Also present: John 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
Arthur DeVitalis, Reporter, The Clifton Record and The Meridian Tribune

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 October 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 Murphy 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. The treasurer’s written expense report is in the packet. Commissioner Carlisle moved to accept the Treasurer’s report and the payment of expenses as listed (p. 21 of the Agenda packet) Commissioner Diebenow made the second. *The motion passed unanimously.*

Item 7 – Discuss and consider any revenue transfers among District accounts. Commissioner Murphey, Treasurer, reported that no transfer of funds is needed at this time. No action.

Item 8 – Discuss and consider amendments to FY 2019 or FY 2020 budget, if needed. Commissioner Murphey reported that overage of \$164 in the Insurance line item was taken from the 911 signage line item in the FY 2018-2019 budget. She moved acceptance of this action and Commissioner Carlisle seconded. *The motion passed unanimously.*

Item 9 – Review and approve quarterly investment report for 3rd quarter. Treasurer Murphey reported that the 3rd quarter investment report is correct based on account information as of October 2019 (p. 22). Commissioner Diebenow moved for acceptance of the report and Commissioner Carlisle seconded. *The motion passed unanimously.*

Item 10 – Report completed training for Commissioners to County Commissioners Court and County Attorney. Commissioner Diebenow has completed the required training and submitted a document from February 2019 SAFE-D conference in Plano, TX. As of November, 2019, other commissioners have attended on-line SAFE-D training and will submit receipts. Commissioners Diebenow and Murphey are planning to attend the annual conference to be held in Galveston in February, 2020.

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. Despite two vacancies, no calls went unanswered. Ms. Thiele reported that on one call, both ambulances were already dispatched and the CareFlite helicopter service was called to assist with the transfer of a patient from an accident scene; nonetheless, the North Bosque EMS ambulance arrived on that scene before CareFlite.

Item 12 - 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 answered 20 calls this month. Together with Commissioners, Mr. White suggested that the “meeting to plan the year” be included in the calendar at the time of budget review and there be an audit every 2 years. Treasurer Murphey agreed that the financial statement suffices for this year. Commissioner Diebenow moved to accept the report and Commissioner Carlisle seconded. *The motion passed unanimously.*

Item 13 – Receive status report from Commissioners on District-related work since the previous month’s meeting. Commissioner Carlisle reported that Mr. Harlan signed the lease amendment and the signed amendment will be forwarded to the Carlton Law Firm.

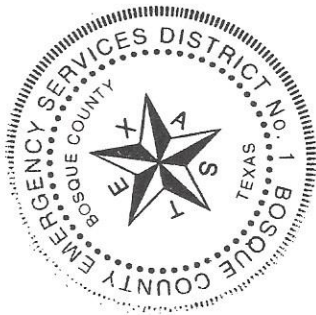
Item 14 – Discuss and consider engagement of an auditor to perform FY 19 audit. Gilliam, Wharram & Co., P.C., Certified Public Accountants provided an engagement letter for auditor services to the Board. Commissioner Diebenow moved to engage the firm to conduct the District’s audit for FY 2019 and Commissioner Carlisle seconded. *The motion passed unanimously.* President Cameron signed the letter; copies are to be given/sent to the Carlton Law Firm., ESD #1 secretary, and the auditors.

Item 15 – Discuss and consider Commissioners’ term of office expiring at year end. Term of office is ending at the end of December, 2019 for the following Commissioners: S. Stauffer, J. Cameron, S. Carlisle. Attorney John Carlton reminded the Commissioners that 3 Commissioners are needed for a quorum. Commissioner Cameron reported that his work schedule will be changing.

Item 16 – Discuss time, place, date and agenda items for next meeting. 3 pm, Bosque County Courthouse, December 19, 2019.

There being no further business, the meeting adjourned at 3:18 p.m.

SEAL



Anita Diebenow

Anita Diebenow, Secretary

December 19, 2019