

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

March 19, 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 March 19, 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	Absent
Shawn Stauffer	Vice President	Present
Anita Diebenow	Secretary	Present
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, Administrator, North Bosque EMS

Item 1 – Call meeting to order. Due to President Cameron's absence, Commissioner Carlisle, Asst. Secretary/Treasurer, convened the meeting at 3:06 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 Carlisle.

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 February 27, 2020 meeting. Commissioner Stauffer made the motion to accept the February 27, 2020 minutes as written. Commissioner Murphey seconded and the motion passed unanimously. Commissioner Diebenow will sign the minutes at the end of this meeting.

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. Bills authorized for payment equaled \$ 51,319.83. Commissioner Murphey asked that \$101.07 be added to the total to reimburse Commissioner Diebenow for expenses. Commissioner Stauffer made the motion to pay these bills and accept the Treasurer's report and Commissioner Carlisle provided the second. The motion passed unanimously.

Item 7 – Discuss and consider any revenue transfers among District accounts. Treasurer Murphey noted that there were no transfers last month, but that she would transfer \$200,000 to the District's TexPool account after this meeting.

Item 8 – Discuss and consider amendments to FY 19 budget or FY 20 budget. Treasurer Murphey reported no amendments requested or made.

Item 9 – 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. The Board reviewed the submitted report with Linda Thiele. Ms. Thiele noted that NBEMS is in need of PPE – personal protective equipment – which costs \$30 per one-use set. She also stated that the FRO needs masks. For the volunteers' safety, Ms. Thiele asked the FRO to not respond to respiratory issues calls until they can obtain masks. The PPE/mask need arose as a result of the COVID-19 pandemic, and NBEMS has spent \$4,000 so far on PPE (to the meeting date) for the COVID-19 response. She said she is having trouble locating PPE for NBEMS and the FRO. Ms. Thiele told the Board that as of the date of the meeting, there was only one case of COVID-19 in the county, but that the disease "is all around us." Commissioner Carlisle moved acceptance of the report. Commissioner Murphey made the second. The motion passed unanimously.

Item 6 – The Board returned to this Item. As a result of Ms. Thiele's comments and the need for additional PPE/masks, NBEMS requested additional funding for PPE/masks. Commissioner Carlisle moved to add \$10,000 to the March payables for NBEMS so NBEMS can buy PPE and masks as discussed above. Commissioner Stauffer seconded, and the motion passed unanimously. Commissioner Murphey noted that she would amend the District's budget next month if needed to cover this additional expense.

Item 10 – 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 Jeff White's written report, noting that there were 11 runs. (First Responders responded before NBEMS 64% of runs; 27% of runs at the same time as NBEMS; 9% of runs were canceled before arrival.) Commissioner Carlisle moved to accept the report and Commissioner Murphey provided the second. The motion passed unanimously.

Item 11 – Receive status report from Commissioners on District-related work since the previous month's meeting. Commissioner Carlisle noted that the SAFE-D webinar on Monday is free to attend and covers the emergency changes to meetings due to the COVID-19 pandemic.

Item 12 – Review Records Management Program and make changes as appropriate. Commissioner Carlisle reported that the Records Management Program form naming Commissioner Diebenow as responsible party has been sent to Kelli Carlton. No changes to the documents are needed at this time. No action.

Item 13 – Discuss update on website or web presence for SB2 compliance. Commissioner Diebenow reported that she is researching information on other ESD websites in preparation for creating the District's web presence. The Board discussed its web presence and noted that when Commissioner Diebenow is satisfied with the content, the Board will be as well. Commissioner Diebenow will provide Ms. Carlton with the website content to review before asking Cindy Vanlandingham to post the content for the District on the County's website.

Item 14 – Discuss time, place, date and agenda items for next meeting. The next meeting will be Thursday, April 16, 2020 at 3 p.m. at the Bosque County Courthouse in Meridian, barring changes due to the COVID-19 pandemic.

There being no further business, the meeting adjourned at 3:25 p.m.

SEAL



Anita Diebenow
Anita Diebenow, Secretary
April 16, 2020