

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

September 17, 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 September 17, 2020, at 3:00 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	Absent
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, NBEMS, Administrator  
Jeff White, First Responders Organization (FRO)  
Arlettia Sharp, Citizen of Bosque County

**Item 1 – Call meeting to order.** President Cameron 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 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. Ms. Sharp said she read about the meeting in the newspaper so she asked when the organization's regular meetings were held. The answer was given by the President: 3 pm on the 3<sup>rd</sup> Thursday of each month at the District Office during the COVID-19 restriction on meetings in the Bosque County Court House.

**Item 4 – Public Comment of 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 – Conduct a public hearing on the proposal to increase property taxes.** Commissioner Cameron opened the public hearing at 3:04 pm at the District Office in Meridian. The only public comment that was a question from Ms. Sharp to clarify that the 2020 property tax revenue increase was based on the increased property value in Bosque County and was not due to a rate increase. President Cameron assured her that this is true. Ms. Sharp stayed for the entire meeting and thanked the Commissioners for conducting a well-organized meeting, as well as the NBEMS and the Bosque Valley First Responders for providing emergency service to citizens of Bosque County. The Public Hearing closed at 3:06 pm.

**Item 6 – Take a record vote on the District's 2020 tax rate, adopt an Order Levying Taxes, authorize filing the Order with the Bosque County Tax Assessor/Collector.** Commissioner Carlisle moved that the property tax rate be increased by the adoption of a tax rate of \$0.0412/\$100, which is effectively a 3.35 percent increase in the tax rate and to adopt the Order Levying Taxes. Commissioner Murphey seconded. Vote: Cameron – aye; Diebenow – aye; Murphey – aye; Carlisle – aye. The motion carried 4-0. Commissioners Cameron and Carlisle will ensure the County receives the paperwork on the tax rate.

**Item 7 – Authorize posting of statement adopted tax rate to the home page of the District's website.** President Cameron moved that the statement regarding the adopted tax rate be posted to the home page of the District's website as soon as possible. Commissioner Carlisle seconded. The motion carried 4-0. Commissioner Diebenow offered to take care of prompt posting.

**Item 8 – Discuss and consider minutes of the August 20, 2020, regular meeting.** The minutes were discussed. Commissioner Carlisle moved acceptance; the second was made by Commissioner Murphey. The motion passed 4-0.

**Item 9 – 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 report was discussed. Commissioner Murphey will add the SAFE-D membership dues to the invoice list. Commissioner Diebenow made the motion to accept the Treasurer's report as amended and to authorize of payment of \$57,251.39 as noted in the report. The motion passed 4-0.

**Item 10 – Discuss and consider any revenue transfers among District accounts.** Commissioner Murphey stated that \$100,000 needs to be transferred from the TexPool account to the Operating account to cover NBEMS budgeted amount until tax money is received in November. Commissioner Murphey moved that this transfer of \$100,000 be completed this Fiscal Year. Commissioner Carlisle seconded. The motion passed 4-0.

**Item 11 – Discuss and consider amendments to the FY 20 or 2021 budget, if needed.** Commissioner Murphey reported the need to amend the budget to reflect moving \$10,000 from



the 2020 9-1-1 Signage budget item to the 2020 Contract Services budget item. Commissioner Murphey moved that the FY20 budget be amended as noted. Commissioner Carlisle made the second. Motion passed 4-0.

**Item 12 -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 Administrator, gave the report. A written report is also in the meeting packets. Ms. Thiele described a major accident involving 8 people that resulted in 3 injuries taken to nearby hospitals; 4 people not hurt and 1 person dead on the scene. She detailed the coordination of the response with two NBEMS trucks, FRO members who live near the crash site and responded, Care Flite, as well as police. She noted very good coordination on the scene between NBEMS and the FRO. She said the NBEMS is hampered by lack of house numbers on country property causing delay in response time. She mentioned that the reported '10 ABD' calls were not related to an infectious disease outbreak in Meridian, and that there were fewer CPR runs this month. Commissioner Carlisle moved that the report be accepted as written and discussed. Commissioner Diebenow seconded. The motion passed 4-0.

**Item 13 – Receive monthly report from Bosque Valley First Responders Organization regarding emergency operations, response times, call volume, training, management activities, personal and membership and take any related action.** Jeff White reported that there were 17 calls in this reporting period. Fifteen calls were answered by Bosque Valley First Responders before the BCEMS arrived. Bosque Valley FRO arrived at the caller's location 88.2% of the time before BCEMS. This is due to the proximity of the volunteers to the callers. This service is providing initial emergency evaluation and care to our community. Mr. White also commented on the major river accident, stating that the FRO members went out on boats to initially assess the injured, which allowed NBEMS personnel to remain on shore to receive, treat and transport. Commissioner Carlisle moved that the report be accepted as written and discussed. Commissioner Murphey seconded. The motion passed 4-0.

**Item 14 – Receive status report from Commissioners on District-related work since the previous month's meeting.** The Commissioners discussed the next SAFE-D conference. The value of a membership to SAFE-D was discussed. All input was positive. District membership renews in February. No action.

**Item 15 – 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.** No report this month. Ms. Carlton provided input on the tax rate adoption, above.

**Item 16 – Discuss and consider website issues and new webmaster for District.** Commissioner Diebenow reported that Mr. Hill with Gabbart Communications proposed creating the District website for \$1800 that includes \$600 for building the platform and initial training and \$1200 for 1 year of maintenance and support. Mr. Hill offered to provide a free webinar or video to explain the ease of using this technology and advantages of Gabbart Communication. Website issues during the evaluation and search for a company to work with have included affordable cost, clear communication, timely response to questions, ability of local person to manage the input/posting of documents and a local resource person who is available to help trouble-shoot problems.

Commissioner Diebenow volunteered to learn how to move information (PDF format) to the designated page location. There is a person in the Bosque County Courthouse who is familiar with this company and is willing to help trouble-shoot. Discussion included a possible start date which Commissioner Diebenow will discuss with Mr. Hill. Commissioner Cameron moved that the District contract with Gabbart Communications for website building and hosting and for Gabbart to train the commissioners on the use of the site. Commissioner Carlisle seconded and the motion passed 4-0.

**Item 18 – Discuss time, place, date, and agenda items for next meeting.** The next meeting will be held on October 22, 2020, at the District Office, beginning at 3 p.m.

There being no further business, the meeting adjourned at 3:45 p.m.

SEAL

Anita Diebenow  
Anita Diebenow, Secretary

