

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

September 19, 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 September 19, 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: 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. No comments were offered.

Item 4 – Discuss and consider minutes of the August 15, 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 Murphey made the second. *The motion passed 4-0.*

Item 5 – 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 report and expense report are in the packet for this meeting. Expenses totaled \$50,703.17 (See page 12 of 39). Commissioner Carlisle moved to accept the Treasurer's report and approve the payment of expenses as listed. Commissioner Diebenow made the second. *The motion passed 4-0.*

Item 6 – Discuss and consider any revenue transfers among District accounts. Treasurer Murphey reported that no transfer of funds is needed at this time.

Item 7 – Discuss and consider amendments to FY 2019 budget, if needed. Treasurer Murphey reported that no additional funding is being requested at this time.

Item 8 – 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 monthly report is in the meeting packet (p.22-28 of 39). The Profit & Loss report shows the following: Income- Subsidy by ESD as \$45,916.67. Total Expenses- \$104,713.91. Net Income- -\$12,880.57. Operations data is in the same format. (Discussion of changes is in Item 10.) Commissioner Diebenow moved to accept the report as written. Commissioner Carlisle seconded. *The motion passed 4-0.*

Item 9 – 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. The FRO provided a written report to the Board (p. 30). Twenty (20) calls were answered. Category A – First to make contact with patient = 55%. Category B – Arrive at same time as NBEMS = 45%. Category C – Call canceled before arrival = 0%. President Cameron congratulated the FRO for their timely assistance to the public with NBEMS. Jeff White acknowledged the commitment of the First Responders and the cooperation between the groups. He noted the FRO is averaging 16 calls per month since its inception. The motion to accept the report was made by Commissioner Diebenow and the second by Commissioner Carlisle. *The motion passed 4-0.*

Item 10 – Receive status report from Commissioners on District-related work since the previous month’s meeting. Commissioner Diebenow met with Linda Thiele, NBEMS Administrator, to discuss a new process for identifying opportunities to improve care based on data collection, for developing, implementing actions to be taken by NBEMS to address and improve the care and for reporting outcomes achieved to the Board. A Quality Improvement Report is intended to communicate real situations without using personal protected information. This process is intended to foster educational hands-on skills and knowledge to master the changes that are developed by the Medical Director, Administrator and Staff. As needed, staff in other departments (e.g. Dispatch) will be included in the process. Ms. Thiele stated that she currently screens run sheets that are then forwarded to the Medical Director for review. She also screens run sheets to ensure responders are following the procedures established by NBEMS. More information will be shared with the Board at the October 17 meeting. Ms. Thiele and Commissioner Diebenow will consult with Atty. Kelli Carlton before the Board meeting in October. No action.

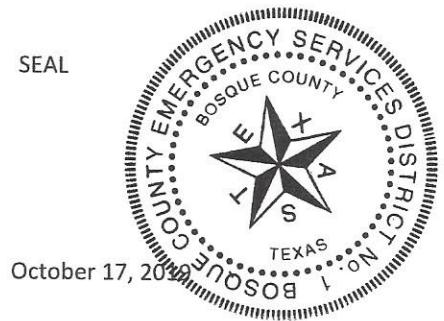
Item 11 – Consider and consider increase to Harlan lease rate. Mr. Larry Harlan wrote a letter to Commissioner Carlisle to inform the Board that the lease (originally effective October 1, 2015 and renewed annually) on his building at 109 CR 1809 will increase to \$750 on October 1, 2019, if District wants to renew. (See letter on p. 32 of 39.) After discussion, Commissioner Carlisle made the motion to renew the lease with the new \$750/month rental rate starting October 1, 2019. Commissioner Murphey made the second. *Motion passed unanimously.* Ms. Carlton will provide a lease addendum for the Board’s consideration next month.

Item 12 – Take a record vote on the District’s 2019 tax rate, adopt an Order Levying Taxes and filing the Order with the Bosque County Tax Assessor/Collector. Commissioner Carlisle moved that the District levy the calculated effective rate of \$0.0431/\$100, adopt an Order Levying Taxes, and to submit that Order to the Bosque County Tax Assessor. Commissioner Murphey seconded. The record vote on the District’s 2019 tax rate of \$0.0431 was: Cameron – yes, Stauffer – absent, Diebenow – Yes, Murphey – yes, Carlisle – yes. Motion passed with the vote of YES – 4, NO – 0, Absent – 1. The Order Levying Taxes was completed and signed by President Cameron and attested under the signature of Anita Diebenow, Secretary. The Certificate for Order was signed by Secretary Diebenow (noting that Commissioner Stauffer was absent), and notarized as required. The original will be submitted to Bosque County with a copy to Kelli Carlton, attorney.

Item 13 – Discuss and consider rules for public participation in meetings and other recent updates to law. A memo re: HB 2840 was received from The Carlton Law Firm, P.L.L.C. regarding Permitting Public Participation at Certain Meetings of Governmental Bodies. Ms. Carlton discussed the new law and the requirements for the District under the new law. (See p. 39 of 39) The Board discussed implementing rules allowing members of the public two minutes to speak per agenda item prior to the Board’s consideration of the item. Ms. Carlton will draft a resolution for the District based on the Board’s discussion of “rules for the public participation” and present it at the October meeting.

Item 14 – Discuss time, place, date and agenda items for next meeting. 3 pm, Bosque County courthouse, October 17, 2019. Agenda items: Quality Improvement Process (Diebenow and Thiele), HB 2840 Resolution (Public Participation at Certain Meetings of Governmental Bodies), lease addendum. The meeting adjourned at 3:40 p.m.

SEAL



Anita Diebenow

Anita Diebenow, Secretary