

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

January 21, 2021

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 Thursday, January 21, 2021 at 3:05 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)

**Item 1 –Call meeting to order.** President Cameron Convened the meeting at 3: 05 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 a 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. No public comments were received.

**Item 4 – Public Comment on Agenda Items:** In accordance with the Bosque County EMS #1, Commissioner's Meetings decision based on the 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 – Approve and accept statements and oaths of office for reappointed commissioners.** President Cameron informed the commissioners that Cindy Vanlandingham is unable to attend today's meeting to receive the signed statements and administer the oath of office for

reappointed Commissioners Diebenow and Murphey. Commissioners Murphey and Diebenow will make arrangements with the Judge Pool's office to complete these required actions next week.

**Item 6 – Discuss and consider action regarding election of officers for Board.** Commissioner Carlisle moved that the present Board positions be maintained for another year. Commissioner Murphey seconded. The motion passed 4-0.

**Item 7 – Discuss and consider minutes of the December 17, 2020, regular meeting.** The Board discussed the minutes. Commissioner Carlisle moved to accept the minutes as presented; Commissioner Diebenow seconded. The motion passed 4-0

**Item 8 – 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 discussed the Treasurer's report. Treasurer Murphey revised the payment from \$4900 to \$5730 to Gilliam Wharram & Co PC, for the audit. Commissioner Carlisle moved to accept the Treasurer's report as revised and authorize the payment of invoices as revised. Commissioner Diebenow seconded. The motion passed 4-0.

**Item 9 – Review and approve quarterly investment report for 4<sup>th</sup> quarter of previous year.** The 4<sup>th</sup> quarter investment statement ending 12/31/2020 shows a balance of \$573,053.03. The Board reviewed the report. Commissioner Carlisle moved to accept the report. Commissioner Diebenow seconded. Motion passed 4-0.

**Item 10 – Discuss and consider any revenue transfers among District accounts.** No transfers were needed this month. No action taken.

**Item 11 – Discuss and consider amendments to FY20 or FY21 budget, if needed.** No amendments to the FY20 or FY21 budgets were requested. No action taken.

**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.** Continued coordination between NBEMS and CareFlight resulted in 7 helicopter transports in December. Also, the number of 'Year to Date calls by NBEMS was 2220. The submitted written report from Linda Thiele was reviewed and accepted as written by a motion made by Commissioner Diebenow and seconded by Commissioner Carlisle. Motion carried 4-0.

**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.** A brief written report from Jeff White was reviewed and discussed. It was recommended that more data be included as previous reports have provided. Total calls answered by 10 volunteers (ECA, EMT, Paramedics) in calendar year 2020 were 206. Acceptance of the submitted report was made by Commissioner Diebenow and seconded by Commissioner Carlisle. Motion carried 4-0.

**Item 14 – Receive status report from Commissioners on District-related work since the previous month’s meeting.** Commissioner Diebenow reported that the new website for Bosque County EMS #1 is up and running. The new URL is <https://bosquecountyesd.com>. Commissioner Diebenow will call the first website design group to discontinue their service without further cost.

**Item 17 – Discuss and consider publication of address of administrative office location.** Commissioner Carlisle ensured the notice was published in the Meridian Herald and Clifton Record and has the tear sheets from the papers.

**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.** None.

**Item 16 – Discuss and consider action regarding updating or reviewing the Treasurer’s bond.** Currently the Treasurer’s bond is with the VFIS (Volunteer Firefighters’ Insurance Service). Treasurer Murphey will check the details of the coverage (and as recommended by the Bosque County Commissioners Court for at least \$10,000 annual coverage).

**Item 18 – Review training requirements and compliance status for each commissioner.** Six hours of education is required of each commissioner every 2 years. (See [SAFE-D.org](http://SAFE-D.org))

**Item 19 – Discuss time, place, date and agenda items for the next meeting.** The next meeting is to be held at 3 p.m. on Thursday, February 18, 2021 at the ESD #1 Office in Meridian.

January meeting adjourned at 3:20 pm.

SEAL



*Anita Diebenow*

Anita Diebenow, Secretary

February 25, 2021