

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

February 25, 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, February 25, 2021 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, North Bosque EMS Administrator

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 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 – Receive presentation of FY 20 audit and consider approval of same. Treasurer Murphey presented the Bosque County Emergency Services District #1 – Annual Financial Report for the Year Ended September 30, 2020 as conducted by Gilliam, Wharram & Company, P.C. On page 5 (Budgetary Highlights) and page 13 (Note 2E.) she pointed out the amendment to the budget for creation of the website and the movement of funds from 911 signs to contracted services. The District received a clean audit. Commissioner Carlisle moved to accept the audit and Commissioner Diebenow seconded. Motion passed 4-0.

Item 6 – Approve and accept statements and oaths of office for reappointed commissioners. Commissioners Murphey and Diebenow took the oath and signed the statements prior to the meeting. Copies of the statements and oaths were given to Commissioner Carlisle for placement in the ESD official files. President Cameron moved acceptance of the statements and oaths and Commissioner Carlisle seconded. Motion passed 4-0.

Item 7 – Discuss and consider minutes of the January 21, 2021 regular meeting. The Board discussed the minutes. Commissioner Carlisle moved to accept; Commissioner Murphey seconded. 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 presented by Commissioner Murphey. Commissioner Carlisle moved approval of the report and payment of the invoices as noted and Commissioner Diebenow seconded. The motion passed 4-0. Commissioner Murphey then asked that the additional final invoice from the auditor, in the amount of \$1470, be added to the payment list. Commissioner Carlisle moved that the additional auditor payment be approved and Commissioner Cameron seconded. The motion passed 4-0.

Item 9 – Review and consider any revenue transfers among District accounts. The Treasurer reported that no revenue was transferred among District accounts. No action taken.

Item 10 – Discuss and consider amendments to the FY21 budget, if needed. No amendments to the FY21 were voiced. The Board asked if North Bosque EMS had sufficient supplies of PPE. NBEMS Administrator Thiele reported that the supply of PPE is sufficient for the near future due to Emergency Manager Chris Anderson’s trip to Austin to pick up government-funded supplies. No action taken.

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. Administrator Thiele provided a detailed report of the activity and ambulance services during the snow, ice and freezing temperatures in Bosque County in mid-February. Seventy-nine calls were answered during that week, and NBEMS answered 197 calls during the month. She also reported that no one was injured and no trucks were damaged on any calls answered during the ice storm. Ms. Thiele is looking into a collection agency to handle delinquent invoices. She noted that the new NBEMS employees are working well and NBEMS

needs an additional person working in Laguna Park. Commissioner Carlisle moved acceptance of the report. Commissioner Diebenow seconded. Motion carried 4-0.

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. The FRO report was in the meeting packets. Ms. Thiele gave the report from Jeff White, noting that calls were down in February due to a difficulty with the paging system that started in January. Ms. Thiele noted that the FRO is doing a great job getting to patients and providing patient information to NBEMS staff. Commissioner Cameron moved acceptance of the submitted report and Commissioner Carlisle seconded. Motion carried 4-0.

Item 13 – Receive status report from Commissioners on District-related work since the previous month's meeting. Reminder given re: SAFE-D online continuing education programs. The Board briefly discussed the new website. No action.

Item 14 – 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. Attorney Carlton gave a brief calendar review of activities in May and June regarding tax matters and budgeting. No action.

Item 15 – Discuss and consider action regarding updating or renewing Treasurer's bond. Treasurer Murphey reported that she had not received a notice to renew, so she would check the status and amount of renewal, if needed. No action.

Item 16 – Discuss and take action on Texas Comptroller Special Purpose District Financial and Tax Reporting Requirement. Attorney Carlton noted that her office provided the required report. A copy of the confirmation was included in the meeting packets.

Item 17 – Discuss time, place, date and agenda items for the next meeting. The next meeting is to be held at 3 p.m. on Thursday, March 18, 2021 at the ESD #1 Office in Meridian. February meeting adjourned at 3:40 pm.

SEAL



Anita Diebenow

Anita Diebenow, Secretary

March 18, 2021