

# **MEDINA COUNTY EMERGENCY SERVICES**

## **DISTRICT NO. 5**

### **Regular Meeting Minutes for**

**April 16, 2020**

1. **CALL TO ORDER AND ESTABLISH QUORUM:**  
President M. Rodriguez called the meeting to order at 6:04 p.m. A quorum was established with Commissioner's Cathy Gonzalez, and Elizabeth Cargile present
2. **PUBLIC COMMENTS:**  
None
3. **READING AND APPROVAL OF MINUTES:**  
The Commissioners reviewed the minutes of February regular meeting.  
**MOTION:** Commissioner M. Rodriguez moved to adopt the minutes of the public hearings presented to the Board second by Commissioner Cathy Gonzalez; no discussion, passed unanimously.
4. **SERVICE PROVIDER REPORT:**
  - A. LVFD-Member Roger Garcia was present for questions. Presentations were received and emailed to ESD Board members. Hard copy of presentations is on file.
    - a. Request of \$15,000.00 for PPE funds was received from Chief Matt Dear. Mr. Garcia informed that this is a manned station and are a valuable partner to the NVFD. Commissioner Gonzalez stated that after being at recent fire scenes she has noticed that LVFD is quick in responding with trucks and manpower. This item is tabled to item 6C of the Treasurer's report.
  - B. NVFD-Member Cory Bradley was present for questions. Presentations were received and emailed to ESD Board members. Hard copy of presentations is on file.
    - a. Secretary Viola Potter has already stocked all the apparatus with necessary items for C-19 protective gear.
5. **REPORT FROM PRESIDENT:**
  - A. EXECUTIVE SESSION: Adjourned into session at 6:22 pm and returned to regular session at 6:44 pm.
  - B. ACTION ON EXECUTIVE SESSION DISCUSSION:  
**MOTION:** Commissioner Gonzalez moved to allow Commissioner Cargile to enter discussions with MCESD #4 and Attorney Ken Campbell, second by President Manuel Rodriguez; being no discussion, motion passed unanimously.
  - C. Discussion to add Commissioner Rodriguez to the bank signature cards is postponed to next meeting when the bank should reopen to the public.
  - D. Commissioner Cargile showed the Board an example of her own business card and the business card belonging to ESD#4 Commissioner Leonesio.

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Commissioner Cargile explained that it would be convenient to have business cards in times when we are speaking with or meeting with persons regarding District business.

**MOTION:** Commissioner Cargile moved to order business cards for the BOESC, second by Commissioner Gonzalez; discussion-President Rodriguez explained that this is necessary since there have been times when district residents have approached him with questions or comments and he would have to write down contact info for the district. Being no further discussion motion passed unanimously.

**6. REPORT FROM TREASURER:**

**A.** QuickBooks presentation of M&O and I&S are attached. Annual payment for the substation is due, funds should be transferred from “Interest and Sinking” account to the regular checking account.

**MOTION:** Treasurer Gonzalez moved to transfer \$18,401.69 from I&S to the regular checking account for the payment of the loan for NVFD station #2. Second by Commissioner Cargile; being no discussion, motion passed unanimously.

**B.** There are no administrative expenses.

**C.** Commissioner Gonzalez reported payments made or due as follows:

Natalia VFD (quarterly payment)	\$58,000.00	# 805
Lytle VFD (quarterly payment)	7,500.00	806
VOID	0.00	807
BAJB (Legal fees)	60.00	808
Devine News (posting)	80.00	809
Security State Bank (loan/station 2)	18,401.69	810
USPS	64.00	811
Lytle VFD (PPE request/agenda item #4.A.a.)	7,500.00	812

**MOTION:** Commissioner Cargile moved to approve all payments as shown, second by Commissioner Gonzalez; discussion-at this time it is feasible to allow for \$7,500.00 of the original \$15,000.00 requested by LVFD. BUDGET CHANGE: from Admin \$5000.00 and from Building fund \$2,500.00 to New Equipment, being no further discussion, motion passed unanimously.

**D.** Audit status-NVFD is to be delivered by NVFD Treasurer Rodriguez, ESD audit should be ready in the next few weeks. Commissioner Cargile will have it ready for NVFD Treasurer Gilbert Rodriguez to deliver to auditor.

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**7. SECRETARY'S REPORT:**

- A. Secretary Cargile informed Political Subdivisions are now required to maintain a website with all pertinent information posted on such. BMA has recommended one, President Rodriguez will find out the company that created the website for his personal company and inform at next meeting.

**8. ITEMS FOR REVIEW, DISCUSSION & ACTION IN MARCH:**

- A. Bank signature cards
- B. Receipts for new equipment purchases.
- C. Status of available property in Great Oaks.
- D. Audit status for NVFD and MCESD #5
- E. Sales tax venture with ESD #4
- F. Business cards info needed.

**9. ADJOURNMENT:**

Commissioner Cargile moved to adjourn by unanimous consent, no opposition; meeting adjourned at 6:50 p.m.

Respectfully submitted,



Elizabeth K. Cargile, Secretary

Approved by \_\_\_\_\_