

MEDINA COUNTY EMERGENCY SERVICES DISTRICT NO. 5

NOTICE OF PUBLIC MEETING

In compliance with the provisions of Chapter 551, Texas Government Code, notice is hereby given of a **PUBLIC MEETING** of the Board of Emergency Services Commissioners of Medina County Emergency Services District No. 5 on Thursday, December 19, 2023, at 6:00 p.m., at the Natalia Volunteer Fire Department 211 Pearson Street, Natalia, Texas.

The following agenda items will be considered, and action taken as appropriate:

1. **Call to order, Quorum call, Pledge, & Invocation.**
2. **Public Comments:** *(Any individual may make a presentation relevant to the business of the district of not more than three (3) minutes to the Board, after executing the proper form, obtained from the Secretary, be advised the BOESC will not engage).*
3. **Reading and approval of the minutes of the previous meeting.**
4. **Report of Service Providers in District:** Consider, Discuss and Possible Action
 - A. Report and presentations from Lytle Volunteer Fire Dept.
 - a. Inform and requests.
 - B. Report and presentations from Natalia Volunteer Fire Dept.
 - a. Inform and requests.
 - b. NVFD Recruit and Retention monthly report.
5. **President's Report:** Inform, Consider, Discuss and Possible Action.
 - A. Medina County Commissioner's Court Application for BOESC.
 - B. Discuss "request for bid's" on Station #1 remodel.
 - C. Update on new apparatus.
 - D. VFD's physicals fy-2024
6. **Treasurer's Report:** Inform, Consider, Discuss and Possible Action
 - A. QuickBooks reports of accounts and presentation of spreadsheet.
 - B. Administrative requests
 - C. Payments/Receipts
 - D. Status of Audit report
 - E. 2023 fy MCESD/ NVFD audit prep.
 - F. 2023 fy budget session YTD
7. **Secretary's Report:** Inform, Consider, Discuss and Possible Action.
 - A. Sales & Use taxpayers' -monthly update.
 - B. SUT revenue account.
 - C. Bank Signatories
8. **Requests for agenda items at next meeting:**
 - A. _____.
 - B. _____.
9. **Adjourn.**

Posted
HOUR 2:02pm

DEC 13 2023

By *Gaylen Parke*
County Clerk
Medina County, TX

I, Elizabeth K. Cargile, Secretary for MEDINA COUNTY EMERGENCY SERVICES DISTRICT NO. 5 do hereby certify that this regular meeting notice, was delivered to the Medina County Clerk for posting, a copy was also posted on the bulletin board at the meeting location and online at <https://esd5.medina.tx.us> Said notices remained so posted continuously for a minimum 72 hours preceding the scheduled time of said meeting in compliance with Texas Government Code 551.043.

MEDINA COUNTY EMERGENCY SERVICES DISTRICT NO. 5

Elizabeth K. Cargile

COMMISSIONER FOR MEDINA COUNTY EMERGENCY DISTRICT NO. 5

For information or questions regarding this agenda or meeting, please call 830-665-6208

The MCESD#5 Reserves the right to adjourn into closed session at any time during the course of the meeting to discuss any of the matters listed above should such action be necessary as authorized by the Texas Open Meetings Act, Texas Government Code 551.071 (Consultation with Attorney) Code 551.074 (Personnel Matters) or 551.087 (Economic Development) and any other provision under Texas Law that permits this governmental body to discuss a matter in a closed session.

MEDINA COUNTY EMERGENCY SERVICES

DISTRICT NO. 5

Regular Meeting Minutes for

December 19, 2023

1. CALL TO ORDER AND ESTABLISH QUORUM:

President pro tem Maria Sanchez called the meeting to order at 6:05 p.m. Pledge of Allegiance was recited and Mr. Cory Bradley said the invocation. Quorum was established with Treasurer Linda Rodriguez, and Secretary Cargile present.

2. PUBLIC COMMENTS: NONE

3. READING AND APPROVAL OF MINUTES:

The Commissioners read the minutes and were approved.

MOTION: Secretary Cargile submitted the minutes moved to adopt the minutes, seconded by Commissioner L. Rodriguez being no discussion; motion passed unanimously.

4. REPORT FROM SERVICE PROVIDERS:

Service-provider 2024 contract drafts were provided to the VFD member present for review and changes at their December meeting. Contracts will be signed in January 2024.

A. Report and Presentations from LVFD- Logan Medina, packet was received and forwarded to the BOESC, hard copy on file.

a. Inform and requests-none.

B. Report and Presentations from NVFD-Asst. Chief Gilbert Rodriguez and member Cory Bradley were present for questions, the financial packet was received. No minutes or pay per call report was received. Items were sent to the BOESC, hard copy on file.

a. Recruit and retention report-none presented.

b. Inform and requests-none.

5. PRESIDENT'S REPORT:

A. Commissioner's Court appointments-Commissioner Cargile informed that the Medina County Commissioner's Court Clerk has emailed "applications" for the Board of Emergency Services Commissioners to fill out and submit to the CC before January 2, 2024. This is now required before being considered for appointment. Commissioner's M. Rodriguez, C. Gonzalez, and E. Cargile have expressed concern and may not re-apply.

B. Request for bids on the remodel for Station #1 will be placed on the January 2024 agenda. Commissioner L. Rodriguez informed that Quality Renovators should be excluded from performing the remodel because of "conflict of interest".

C. Update on grant truck will be provided at the January 2024 meeting.

D. The 2024 fiscal year health benefits to be discussed in January 2024. LVFD member Logan Medina and Roger Garcia will confer with NVFD members Gilbert Rodriguez and Viola Potter-McHorse.

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6. TREASURER'S REPORT:

- A. Financial reports attached-QB, Tax revenue, and YTD spreadsheet delivered to Commissioners via email.
- B. Admin requests-none
- C. Payments / receipts.

<u>PAYABLE</u>	<u>FOR</u>	<u>AMOUNT</u>	<u>CK #</u>
Ede & Company	MCESD #5. audit	\$5,605.00	942

<u>RECEIVED</u>	<u>FOR</u>	<u>AMOUNT</u>	<u>DEP.</u>
TX Comptroller	SUT	\$13,511.26	*open new*

MOTION: Secretary Cargile moved to approve payments as presented, second by Commissioner L. Rodriguez, being no discussion; motion passed unanimously.

- D. Audit completed, delivered to Ms. Adlong; Commissioner's Court Coordinator and amount due is reflected above
- E. 2023 fy MCESD #5 items for auditor are in the process of being digitally delivered.
- F. Budget-session for 2023 fiscal YTD is-set for 5:00 p.m. on Thursday, January 18, 2024, prior to regular session meeting.

7. SECRETARY'S REPORT:

- A. SUT update: Secretary Cargile informed that we need a more detailed map of the Natalia Municipal Development District. Commissioner L. Rodriguez will get with the MDD to see if a clearer one is available.
- B. Sales and Use Tax Revenue-Commissioner Cargile has checked with the area banks and the rates for interest bearing accounts are pretty equal across Devine and Lytle. A new account should not be opened at SSB because of "putting all eggs in one basket", it is best for FDIC purposes to open an account for SUT revenue in a new bank.

MOTION: Commissioner Cargile moved to open an interest-bearing account at the Lytle State Bank, second by Treasurer L. Rodriguez. Discussion-Secretary Cargile inquired if members of our service providers (NVFD or LVFD) had any information to share or input on specific banks. LVFD member Logan Medina stated that the Lytle VFD recently moved all accounts from the TXN to Lytle State bank because of poor customer service. No further discussion, Motion to open a new account in LSB passed unanimously.

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MOTION: Commissioner Cargile moved to transfer up to \$100,000.00 (One hundred thousand dollars) *if needed* from SSB to LSB for the opening of a new account for SUT revenue, second by Commissioner Sanchez, being no discussion; motion passed unanimously.

C. Secretary Cargile will inform Board members when the new account has been set up. Board Members should be able to go directly to the bank to sign the cards.

8. **DISCUSSION ITEMS FOR NEXT MONTH: -**

- A. Remodel station #1.
- B. Budget session.
- C. VFD physicals.
- D. Grant truck update.
- E. SUT revenue received.

9. **ADJOURNMENT:**

Commissioner Cargile moved to adjourn the meeting without objection, being none, the meeting was adjourned at 6:35 p.m.

Respectfully submitted,



Elizabeth K. Cargile, Secretary

Approved by M.R.