

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, April 04, 2024, at 6:00 p.m., at the Natalia Volunteer Fire Department 211 Pearson Street, Natalia, Texas.

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

1. **Call to order, Quorum call, Pledge, & Invocation.**
2. **Discuss names to be submitted to fill empty position(s).**
3. **Election of Board seats.**
4. **Discussion and possible action on a Coordinator position.**
5. **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).*
6. **Reading and approval of the minutes of the previous meeting.**
7. **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.
8. **President's Report:** Inform, Consider, Discuss and Possible Action.
 - A. Official contact phone number for BOESC #5
 - B. Update TDEM report and State Comptroller report.
 - C. Update TAC for website contact person.
 - D. Update TSLAC records.
 - E. Discuss "request for bid's" on Station #1 remodel.
 - F. Update on grant apparatus.
 - G. VFD's physicals fy-2024
9. **Treasurer's Report:** Inform, Consider, Discuss and Possible Action
 - A. QuickBooks reports of accounts and presentation of spreadsheet.
 - B. Update MCTO and MCAD on email recipient and Budget Officer.
 - C. Administrative requests
 - D. Payments/Receipts -assign postal collector.
 - E. 2023 fy MCESD/ NVFD audit prep.
 - F. 2023 fy end of year budget session.
10. **Secretary's Report:** Inform, Consider, Discuss and Possible Action.
 - A. Sales & Use taxpayers' -monthly update.
 - B. SUT revenue account.
 - C. Bank Signatories
11. **Requests for agenda items at next meeting:**
 - A. _____.
 - B. _____.
12. **Adjourn.**

I, Patrick Bourcier, Commissioner 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.

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COMMISSIONER FOR MEDINA COUNTY EMERGENCY DISTRICT NO. 5

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.

Electronically Signed by:
Patrick Bourcier, Board President
03-28-2024 @11:07 PM



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1. CALL TO ORDER AND ESTABLISH QUORUM:

President Patrick Bourcier called the meeting to order at 6:00 p.m. Pledge of Allegiance was recited and Mr. Cory Bradley said the invocation. Quorum was established with Commissioner Leo Rodriguez, Commissioner Manuel Rodriguez, and Commissioner Maria Sanchez present.

2. DISCUSS NAMES TO BE SUBMITTED TO COMMISSIONER'S COURT:

Since Commissioner Linda Rodríguez submitted her resignation letter in February, her resignation letter will be sent to Commissioner's Court along with the following names to be submitted to fill the soon to be vacant seat are:

President Bourcier-Stated that after speaking with County Judge Lutz, his understanding is that a commissioner who tendered resignation must continue to serve until a new appointment is made, having said that, he informed Judge Lutz that he will be recommending Brenda Butler, previously of MCESD #2.

Commissioner Sanchez-recommended Reyna Vasquez.

NVFD Assistant Chief Russell Johnson-

No motion was made to submit the letter of resignation or the names to the Court.

3. ELECTION OF OFFICER POSITIONS:

During the February meeting, motions were made for the following positions:

Commissioner Pat Bourcier President, Commissioner Leo Rodriguez Vice-President, Commissioner Maria Sanchez Secretary/Treasurer, Commissioner Manuel Rodriguez Board Member, Commissioner Linda Rodriguez submitted resignation.

Commissioner Sanchez explained that at this time, she would be unable to take on the role of Treasurer. No motion was made to change the positions of the Board of Emergency Service Commissioners (BOESC).

4. COORDINATOR POSITION: skipped until Treasurer's report item #9.

5. PUBLIC COMMENTS: None

6. READING AND APPROVAL OF MINUTES:

None-there were no hard copy of the minutes and existing notes were referred to only for BOESC positions.

7. REPORT FROM SERVICE PROVIDERS:

A. Report and Presentations from LVFD-No one was present for questions; no packet was presented to the BOESC.

a. Inform and requests-

B. Report and Presentations from NVFD-Assistant Chief Russell Johnson was present for questions, no packet was presented to the BOESC.

a. Recruit and retention report-none presented.

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- b. Inform and requests-Asst. Chief Johnson informed the Board that the grant truck will not be made, after explaining to the Texas Forestry Service that the apparatus was not going to be built, the NVFD grant writer was instructed to NOT return the grant funds but to utilize it for the purchase of another chassis and skid unit that meets the terms of the grant. Asst. Chief Johnson presented the Board with the General Release of Liability against Ag-Meier IND. LLC dba as AMI-FIRE EQUIPMENT (see attached).

MOTION: Commissioner Sanchez moved to allow the release of liability to be signed, second by President Bourcier; discussion President Bourcier suggested that Commissioner Manuel Rodriguez sign the release since he was President at the time of the purchase agreement, being no further discussion, motion passed unanimously-4/0.

Document was endorsed and returned to NVFD. Since there is a loan for this specific apparatus, and the first payment has already been made further action will be taken after consulting legal counsel.

MOTION: Commissioner Sanchez moved to allow President Bourcier speak with Mason Bank the possibility of changing the apparatus tied to the loan if any. Second by Commissioner M. Rodriguez, discussion: add to May agenda. Being no further discussion motion passed unanimously-4/0.

8. PRESIDENT'S REPORT:

- A. Official Contact number for MCESD #5, President Bourcier stated that there should be no phone numbers and the contact should be the presidentmcesd5@gmail.com. No motions made.
- B. Update TDEM and State Comptroller's report. On hold until May meeting.
- C. Update Texas Association of Counties for website contact person, access ID for President Bourcier has been created.
- D. Update Texas State Library and Archives Commission with new MCESD 5 records retention Officer.
- E. Request for bids- NVFD Assistant Chief Greg Cargile submitted a bid presented by Carl Patteson Construction, LLC.

President Bourcier stated that a procurement procedure requires a newspaper ad with the RFB to be submitted for publication for 2 (two) consecutive weeks in the MCESD 5 official newspaper and would like to also have the ad placed with the San Antonio Contractors Association. Ad will not be placed until the NVFD provides an outline of work to be performed. Further discussion on the wording for the ad will be addressed at the May meeting.

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- F. Update on grant apparatus was discussed under line item 7 B
- G. Physicals for the NVFD and the LVFD-NVFD Assistant Chief Gilbert Rodriguez presented a packet for the Board from "On Duty Health" they provide the NFPA required physicals. Asst. Chief Gilbert Rodriguez informed that there would be approximately 20-25 physicals needed, these would be "hard physicals" which would screen for cancer and other requirements under the NFPA. The current budget for physicals in the 2023/2024 budget is \$10,000.00 but funds from the SUT could be used after the budget review. Viola Potter will be the contact person for information on whether a Firefighter's job insurance could be used to perform some of the physicals. NVFD will report further at May meeting.

9. TREASURER'S REPORT:

Commissioner Sanchez asked to address item #4 – the coordinator position:

President Bourcier asked if Elizabeth Cargile would be willing to step in as interim coordinator until an ad is placed in the newspaper for the open position.

Elizabeth Cargile asked to speak regarding the position and the pay.

"First, I would like to say that it was difficult to put a value on the position of coordinator. In 2002 my home caught fire, I watched as Natalia, Devine, and Lytle fire departments worked diligently for over 3 hours to save my home, and the structure was saved and we were able to rebuild. I would rather the funds allocated for a coordinator be kept with the volunteer fire departments, I know the needs they have for PPE, apparatus, training, recruitment and retention, physicals and so many other expenses. That being said, I am willing to be the interim coordinator, but would like to point out a few items that I have found with other ESD's in Medina County:

Coordinator for ESD #2 has no budget on their website

ESD #3 is \$14,400.00.

ESD #4 is \$11,400.00 as of 2022/2023 budget

ESD's 1 & 6 are included in total "Salary".

Websites for other ESD's are non-compliant.

Budgets for other ESD's show payments for IT, Bookkeepers, internet, utilities, office supplies, and other necessary office expenses.

When the SUT election was won, I worked with the State Comptroller for all three ESD's to get the SUT payers into the right taxing entity. Neither ESD 2 or 4 were able to do the report. The coordinator will have to look at the SUT payers every 4-6 weeks to generate the report. The same is done for the tax office tax revenue.

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After looking at the ESD budgets, and the amount of work required for financial transparency, website requirements, budget officer requirements, and more, I respectfully believe that I am worth \$24,000.00, to be paid monthly during the meetings. The coordinator will have no office in the firehouse. I have performed all duties from home, all records are kept in the firehouse and on the hard drive provided to the Board on February 15th. I pray that I will be considered for the position and accept my pay request. Thank you”

MOTION: President Bourcier moved to hire Elizabeth Cargile as interim coordinator at the cost of \$2,000.00 per month until position is filled. Second by Commissioner Sanchez, being no discussion; motion passed unanimously. 4/0. At this time Commissioner Manuel Rodriguez had to leave, meeting continued with quorum – Commissioner’s Pat Bourcier, Maria Sanchez, and Leo Rodriguez

- A. Financial reports-none
- B. Update Medina County Tax Office and Appraisal District on ESD email for bi-monthly recap & standings report and for designated budget officer is postponed until May meeting.
- C. Admin requests-none
- D. Payments/receipts- no mail was picked up. Invoices due will be paid upon receipt.

<u>PAYABLE</u>	<u>FOR</u>	<u>AMOUNT</u>	<u>CK #</u>
Security State Bank	Station 2 loan	\$18,401.69	TR
LVFD	2 nd quarter	12,500.00	
NVFD	2 nd quarter	51,000.00	
<u>RECEIVED</u>	<u>FOR</u>	<u>AMOUNT</u>	<u>DEP.</u>
TX Comptroller	SUT-no info		*open new *

MOTION: President Bourcier moved to approve payments, second by Commissioner Leo Rodriguez, being no discussion; motion passed 4/0.

- E. Audits for 2023fy NVFD and MCESD#5

MOTION: President Bourcier moved to allow interim coordinator to send items to auditor. Second by Commissioner L. Rodriguez, discussion-E. Cargile will need the hard drive to send the information to the auditor. President Bourcier will look again, and Liz will contact Commissioner Linda Rodriguez. Being no further discussion, motion passed unanimously 3/0

10. SECRETARY’S REPORT:

- A. None

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DISCUSSION ITEMS FOR NEXT MONTH: -

- A. Paid Coordinator.
- B. Remodel station #1 blueprints.
- C. Budget session.
- D. VFD physicals.
- E. Grant / Loan update.
- F. Ag-Meier release of liability.
- G. TX Comptroller SUT review and report.
- H. Lytle State Bank SUT money market account.
- I. SUT revenue received.

11. ADJOURNMENT:

Commissioner Sanchez moved to adjourn the meeting without objection, being none, the meeting was adjourned at 8:13 p.m.

Respectfully submitted,


Elizabeth Cargile (Interim Coordinator)

Approved by 