

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, May 16, 2024, 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. **BUDGET COMMITTEE:** Inform, Discuss and Possible Action on committee suggestions.
5. **Report of Service Providers in District:** Consider, Discuss and Possible Action
 - A. Report and presentations from Lytle Volunteer Fire Dept.
 - a. Thermal imaging cameras
 - b. Inform and requests-reporting software
 - B. Report and presentations from Natalia Volunteer Fire Dept.
 - a. Recruitment and retention report
 - b. Inform and requests.
6. **President's Report:** Inform, Consider, Discuss and Possible Action.
 - A. Station #1 remodel
 - B. Great Oaks HOA-discussion on possible sub-station
 - C. Update on grant apparatus
 - D. VFD's NFPA physicals
7. **Treasurer's Report:** Inform, Consider, Discuss and Possible Action
 - A. Financial reports.
 - B. Administrative requests
 - C. Payments/Receipts
 - D. 2023 FY MCESD 5 audit prep.
8. **Secretary's Report:** Inform, Consider, Discuss and Possible Action.
 - A. Sales and use tax quarterly update report.
 - B. Updated reports to TX Comptroller / TDEM
9. **Requests for agenda items at next meeting:**
10. **Adjourn.**

COPY

Posted
HOUR 3:54 PM

MAY 09 2024

GINA CHAMPION
County Clerk, Medina County, TX
By *[Signature]* Deputy

I, Elizabeth K. Cargile, Administrator 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


MEDINA COUNTY ESD #5 ADMINISTRATOR

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.

For information or questions regarding this agenda or meeting, please email the Administrator at mcesd5lizcargile@aol.com

MEDINA COUNTY EMERGENCY SERVICES

DISTRICT NO. 5

Regular Meeting Minutes for

May 16, 2024

AMENDED

1. CALL TO ORDER AND ESTABLISH QUORUM:

Vice-President Manuel Rodriguez called the meeting to order at 6:03 p.m. Pledge of Allegiance was recited, NVFD Asst. Chief Cargile-invocation. Quorum was established Commissioner's Linda Rodriguez, and Maria Sanchez present. Administrator Cargile provided a resignation email from Commissioner Leo Rodriguez and informed the Board that we will need to have an agenda item on the June meeting to accept resignation and submit the name of Ms. Reyna Vasquez (April 18th meeting). Vice-President Rodriguez directed EKC to add this discussion and action item to the June 20th agenda.

(Commissioner Patrick Bourcier arrived at 6:10 p.m. and asked VP Rodriguez to please continue to lead the meeting.)

2. PUBLIC COMMENTS: None

3. READING AND APPROVAL OF MINUTES:

District Administrator Cargile presented the minutes from the April 18th meeting.

MOTION: Secretary Sanchez moved to accept the minutes, second by Treasurer L. Rodriguez. Being no discussion, motion passed unanimously 3/0.

4. BUDGET SESSION- As discussed and motioned in the April 18th meeting, the budget committee has set a date to meet on May 22, 2024 at 3:00 p.m., committee members are Treasurer Linda Rodriguez, Secretary Maria Sanchez. President Patrick Bourcier will attend to observe only thereby not causing a quorum and need for meeting agenda.

5. REPORT FROM SERVICE PROVIDERS:

A. Report and Presentations from LVFD-Member Angelo Stafford was present for questions.

a. Thermal imaging cameras, Mr. Stafford explained the need for 3 TIC cameras rather than 3, estimate is attached.

MOTION: Commissioner Sanchez moved to purchase 3 (three) TIC units for the LVFD at a total cost of **\$3,000.00 (three thousand & no/100 dollars)** out of the "new equipment" line item, second by Commissioner M. Rodriguez; being no discussion, motion passed 4/0

b. Inform and requests-LVFD brought the invoice of \$10,210.00 for the ESO dispatch and reporting software, the request from LVFD in April was that the amount be divided equally by ESD's – Atascosa #1, Bexar #5, and Medina #5 for a total of \$3,300.00 each. Treasurer Rodriguez inquired if this is a 1-time payment or annual subscription, and if a subscription fee, it should be included in the 2025 fy budget request.

MOTION: Commissioner Linda Rodriguez moved to allow for the Medina #5 payment of \$3,300.00 for the ESO software program from the "new equipment" line item, second by Commissioner Sanchez,

discussion- President Bourcier informed that he has spoken with LVFD Chief Garcia and has requested access to digital data queries. Commissioner L. Rodriguez stated that this could cause problems because of HIPPA regulations, the BOESC could request info as and if needed. Being no further discussion, motion on the payment of **\$3,300.00 (three thousand three hundred & no/100)** for ESO software passed 4/0.

MEDINA COUNTY EMERGENCY SERVICES

DISTRICT NO. 5

Regular Meeting Minutes for

May 16, 2024

AMENDED

B. Report and Presentations from NVFD-Chief Chuck Brown was present for questions, only financial reports were received and presented to the BOESC.

- a. Recruit and retention report, and minutes will be sent via by asap.
- b. Inform and requests-Chief Brown advised that the Heavy Rescue Truck should be sold but only after the stainless-steel bed and equipment are removed, the value of the bed is much more than the truck would sell for.

MOTION: Commissioner Sanchez moved to sell the HRT after removing the bed, second by Commissioner L. Rodriguez, discussion-VP Rodriguez said the truck could be sold using the same company as the Mack truck, EKC informed this was govdeals.com, President Bourcier said the starting bid should be at least \$3,500.00 (three thousand five hundred & no/100) all members concur, being no further discussion; motion passed 4/0.

Assistant Chief Gilbert Rodriguez informed the NVFD bookkeeper is retiring and financial reports will now be done by Herrera CPA, and further informed that there will be a request for new self-contained breathing apparatus in June.

6. PRESIDENT'S REPORT:

A. NVFD Station #1 remodel-Commissioner Bourcier informed that he has asked Medina County ESD #2 President Summers to come over and review the structure of the building and get his opinion. This will be further discussed in June.

B. Great Oaks Subdivision fire station-HOA bylaws prevent the purchase of land for VFD purposes since there was a station designated. EKC explained that talks with the HOA stalled and should be revisited.

MOTION: Secretary Sanchez moved to have Commissioner L. Rodriguez request the HOA add the ESD#5 to their agenda for discussion of options, second by Commissioner Sanchez. Discussion- President Patrick Bourcier and Administrator EKC to attend, being no further discussion; motion passed unanimously 4/0.

C. Update on Grant apparatus loan- EKC advised that Government Capital has approved the change in apparatus, the vehicle information has been provided to legal counsel and Exhibit "A" of the loan documents will reflect the new truck. Commissioner Manuel Rodriguez will do the chassis inspection with NVFD Assistant Chief Gilbert Rodriguez. The invoice for the apparatus is attached, and is reflected below under payments.

D. Physicals for both VFD's- NVFD Assistant Chief Gilbert Rodriguez informed that the price for 25 volunteers would be \$999.00 and would decrease to \$629.00 for 50+, he is in talks with Devine VFD if they may be interested. Commissioner Bourcier stated we would have to make sure that all volunteers would actually be present so the price would not increase. EKC advised that a memorandum of understanding could provide the wording necessary to confirm payment of increase would be paid by the VFD's whose members do not show up.

MEDINA COUNTY EMERGENCY SERVICES

DISTRICT NO. 5

Regular Meeting Minutes for

May 16, 2024

AMENDED

MOTION: President Bourcier motioned to move forward pending the number of VFD members willing to participate and agreement of MOU, second by Commissioner M. Rodriguez, discussion-EKC will confer with Asst. Chief Rodriguez to expedite the physicals, being no further discussion; motion passed unanimously 4/0.

7. **TREASURER’S REPORT:**

A. Financial reports-presented and emailed.

EKC informed the Board that it has been nearly a year since funds had been transferred into the emergency operations budget. This budget line item is for natural or manmade disaster situations that could wipe out the ESD #5 tax base, incidents such as Rio Medina fire, Bastrop fire, tornadoes and fires’ ongoing in northern Texas, if such incident were to happen here, we would still be responsible for payments to both service provider’s as per contract, possibly purchase new PPE, apparatus, maintain equipment and make District debt payments. This budget line item should equal a 1-year operating budget for M&O and I&S, at this time the balance is approximately 50% (fifty percent) of the annual budget.

MOTION: Treasurer Linda Rodriguez moved to add \$30,000.00 from M&O to the “emergency operations line item, second by Secretary Maria Sanchez, no discussion, motion passed 4/0.

B. Administrative expenses-reimbursements of \$52.00 for the agenda posting escrow account paid to Medina County Clerk, and \$17.00 paid to USPS for a replacement post office key.

C. Payments/receipts- Invoices presented:

<u>PAYABLE</u>	<u>FOR</u>	<u>AMOUNT</u>	<u>CK #</u>
LVFD	new equipment	\$ 3,300.00	961
LVFD amended	new equipment	\$ 6,300.00	961
E. Cargile	reimbursement	69.00	962
VOID		0.00	963
VOID		0.00	964
NVFD	Grant truck	337,746.08	965
BAJB	Legal fees	1,225.00	966
SAFE-D	2023/2024 dues	1,100.00	967
Emergency fund	to acct. #1244	30,000.00	968
EK Cargile	Administrative	2,000.00	969

MOTION: Secretary Sanchez moved to approve payments, second by Vice-President M. Rodriguez being no discussion; motion passed unanimously 4/0.

Administrator Cargile informed the Board that the Lytle State Bank Sales and Use tax revenue account has received all the signatures for the account, Commissioner Leo Rodriguez’ paperwork was completed but he did not sign the card, therefore in light of his intended resignation, the current four Board members are the only ones allowed to sign.

This account was opened on 05/14/2024 with a deposit of \$103,656.62, this amount includes the May revenue as shown below.

MEDINA COUNTY EMERGENCY SERVICES

DISTRICT NO. 5

Regular Meeting Minutes for

May 16, 2024

AMENDED

<u>RECEIVED</u>	<u>MONTH</u>	<u>AMOUNT</u>
SUT #5	May	\$15,781.55
SUT #5A	May	2,434.33
Total revenue	May 8, 2024	\$18,215.88

D. Administrator is still working through hard copies to complete all items needed for the audit and still needs the hard drive that was turned in at the February 15th meeting.

8. SECRETARY'S REPORT:

None at this time

DISCUSSION ITEMS FOR NEXT MONTH: -

- A. Resignation of Commissioner Leo Rodriguez
- B. Letter of recommendation for Ms. Reyna Vasquez
- C. Remodel / build new station #1
- D. 2024 fy budget session.
- E. VFD physicals update
- F. TX Comptroller SUT review and report.

9. ADJOURNMENT:

Commissioner Sanchez moved to adjourn the meeting without objection, being none, the meeting was adjourned at 8:05 p.m.

Respectfully submitted,



District Administrator

Motion: L. R.

2nd: M. S.

Approved by: 4/0