

MEDINA COUNTY EMERGENCY SERVICES DISTRICT NO. 5

NOTICE OF PUBLIC HEARING

Original was
NOT COMPARED

In compliance with the provisions of Chapter 551, Texas Government Code, notice is hereby given of a **PUBLIC HEARING** of the Board of Commissioners of Medina County Emergency Services District No. 5 on October 22th, 2024, at 6:00 p.m., 211 Pearson St., Natalia, TX

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

- 1) Call to order and establish a quorum.
- 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).*
- 3) 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. Recruitment and retention report
 - b. Inform and requests
- 4) Reading and approval of the minutes of the previous meeting.
- 5) President's Report: Inform, Consider, Discuss and Possible Action
 - A. Station #1 remodel and maintenance
 - B. Station #2 building maintenance
 - C. Submit names for 2025-2027 Commissioner term
 - D. Commissioner report
 - E. VFD physicals
 - F. Gmail and website access
- 6) Treasurer's Report: Inform, Consider, Discuss and Possible Action
 - A. QuickBooks reports of accounts and presentation of spreadsheet.
 - B. 2024 fiscal year 3rd quarter budget review.
 - C. Administrative requests-as submitted
 - D. Payments / Revenue
 - E. TX Comptroller SUT payee quarterly report
- 7) Secretary's Report: Inform, Consider, Discuss and Possible Action
 - A. Tablets and portable hard drives.
 - B. Laptop or PC
 - C. File cabinets
- 8) Adjourn.

Posted
HOUR 1:11pm

OCT 17 2024

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

I, Elizabeth K. Cargile, Administrator for the MEDINA COUNTY EMERGENCY SERVICES DISTRICT NO. 5 do hereby certify that this regular meeting notice, was delivered to the Medina County Clerk for posting at a place readily accessible to the general public at all times on the date shown in the MEDINA County Clerks file stamp and a copy was posted at the above-mentioned meeting location. Said notices remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting in compliance with Texas Government Code 551.043.

MEDINA COUNTY EMERGENCY SERVICES DISTRICT NO. 5

By: Elizabeth K. Cargile

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

October 22th, 2024

1. CALL TO ORDER AND ESTABLISH QUORUM:

Vice-President Maria Sanchez called the meeting to order at 6:00 p.m. A quorum was established with Commissioner's Maria Sanchez, Linda Rodriguez, Leo Rodriguez, and Reyna Vasquez present. Pledge of Allegiance and Invocation were recited.

2. PUBLIC COMMENTS:

RECOGNITION AND WELCOME OF CITIZENS:

A. The following citizens were present to address the Board:

Ms. Reyna Vasquez-spoke of the total loss of her home on October 3rd, 2024, as Commissioner of MCESD5 she wanted to learn of the operations of the fire department and the Firefighters', though not in this manner. She witnessed and praised the Volunteers' actions, fighting to save her home and wishes to give thanks to all the Fire Departments that responded to the call, and the Volunteers that worked so hard to save what they could. She reiterated her sincerest gratitude. Fellow MCESD#5 Board Member's, the Lytle VFD and the Natalia VFD Firefighter's present gave her assurances that all Members of the ESD #5, the VFD's and others are there for her and her Father.

3. SERVICE PROVIDER REPORT:

A. Report and Presentations from LVFD-Asst. Chief Logan Medina was present for questions, reports and receipts were emailed to BOESC by Treasurer Vanessa Garcia also present.

a. Inform: Asst. Chief Medina informed that there were 9 members have taken and passed the TCFP "Driver, Operator and Pumper" instruction course and have passed.
Requests-None

B. Report and Presentations from NVFD-Secretary Viola Potter and Asst. Chief Gilbert Rodriguez were present for questions, reports and receipts were emailed to BOESC.

a. Inform and requests-None

4. READING AND APPROVAL OF MINUTES:

The minutes of the September 5th, 2024 meeting were presented.

MOTION: Commissioner Sanchez moved to accept the minutes as submitted, second by Commissioner Linda Rodriguez, being no discussion; motion passed unanimously. 4/0

5. PRESIDENT'S REPORT:

A. Station #1 remodel / maintenance-Asst. Chief Cargile explained that the area under the Generac that was installed needs to either be cemented over or wait to see if the Board approves the remodel. He further explained that the

remodel can be done in stages to minimize cost and expenses, and with the Commissioner's permission, the NVFD would discuss the needs at the next business meeting in November and would report back with information and sketches for the BOESC's further review.

MOTION: Commissioner Linda Rodriguez moved to allow the NVFD to move forward with plans for the remodel of station #1 and to report to the BOESC #5 at the regular November meeting; second by Commissioner Vasquez. Being no discussion, motion passed unanimously. 4/0

- B. Station #2 maintenance-Assistant Chief Gilber Rodriguez informed that the HVAC at station 2 has been fixed. Commissioner Sanchez requested a tour for the Board to see the progress made and Secretary Potter reminded the BOESC to attend the 5th Monday's BBQ's held at station 2.
- C. BOESC appointments-Commissioner's Manuel Rodriguez, Maria Sanchez, and Linda Rodriguez are up for re-appointment at the end of the year. Attached is a letter and the application to Commissioner's Court for their consideration.

MOTION: Commissioner Linda Rodriguez moved to allow Administrator EKC to speak with Judge Lutz regarding the questions on the application, second by Commissioner Sanchez; discussion-will the questions discussed at the beginning of the year be changed or kept the same? The application will determine if the Commissioner's will seek reappointment. Being no further discussion, motion passed unanimously. 4/0

- D. MCESD #5 report on updating the Policies and Procedures, Standards of Conduct and Code of Ethics are attached for review.
In September Admin EKC sent them to Attorney Campbell for any necessary edits and also informed him that the ESD #4 (EMS) Coordinator has asked for a template. (email is attached). Admin EKC explained that this packet is **proprietary property of the MCESD #5** since it was created in 2012 by EKC when she was Commissioner for the MCESD #5 (it has been edited and updated since). Mr. Campbell returned an edited copy in October, but there are still some corrections to be made. The attachments are for review only, they will be amended as necessary in November and adopted in December. Admin EKC seeks guidance on the request for a template from ESD #4.

MOTION: Vice-President Sanchez moved to have Administrator EKC ask for clarification from Attorney Campbell on whether it is alright to share our packet or should it be sent from him to ESD #4? Second by Treasurer Rodriguez, being no discussion; motion passed unanimously. 4/0

- E. VFD physicals- LVFD Assistant Chief Logan Medina and Treasurer Vanessa Garcia will inquire with neighboring VFD's for participation in the full NFPA physicals, NVFD Secretary Viola Potter will coordinate with Treasurer Garcia.
- F. Administrative requests-EKC still needs the SSB debit card, the master external hard drive, the website access password, and the presidentmcesd5@gmail.com email account password from Mr. Bourcier. Admin EKC will speak with President Rodriguez on the status and update in November.

6. **REPORT FROM TREASURER:**

A. Financial reports, QB reports and spreadsheet submitted presented to the Board by Admin EKC.

B. 2024 current budget review, there are 4 transfers necessary (see attached).

MOTION: Treasurer Rodriguez moved to approve the transfers as follows:

Building maintenance line item \$ 31,000.00 to *M & O reserve*

Building repair/remodel line item 150,000.00 to *Capital reserve*

Budgeted for Capital reserve 10,000.00 to *Capital reserve*

Budgeted for M & O reserve 10,000.00 to *M & O reserve*

and to allow Admin EKC to make the transfers. Second by VP Sanchez, discussion-the top 2-line items should be held in an interest-bearing account until utilized, the budgeted amounts need to be transferred in compliance with the adopted 2024 fiscal year budget. Note-the Emergency disaster funds have already been transferred, being no further discussion, motion passed unanimously. 4/0

C. Administrative requests: EKC gave the Microsoft tablet to Secretary Vasquez, and submitted the receipt for the 3 external hd's and informed she will upload the ESD files and will be available to set up Secretary Vasquez's and Assistant Treasurer Rodriguez's tablets at their convenience. EKC again advised for Commissioner's to create a separate email for the ESD, Secretary Vasquez's new email is noted here rvasquezsd5@gmail.com, all files received via email can then be saved to the ex hd without using the storage on the tablet and slowing it down.

MOTION: Treasurer Rodriguez moved to ratify the purchase of 3 (three) external hard-drives for the tablets used by the Commissioners. Second by Commissioner Sanchez, being no discussion, motion passed unanimously. 4/0

D. The following payments were submitted:

PAYABLE	FOR	AMOUNT	CK #
USPS	Annual po box fee	\$ 84.00	985
BAJB	Attorney fees	575.00	986
NVFD	Service provider contract	28,900.00	987
LVFD	Service provider contract	12,500.00	988
Devine News	Tax rate/budget postings	520.00	989
Elizabeth K. Cargile	District Administrator	2,000.00	990
VOID	VOID	0.00	991
Elizabeth K. Cargile	Reimburse hard drives x3	211.06	992
TOTAL EXPENSES		\$44,790.06	

REVENUE	FOR	AMOUNT	DATE
Texas Comptroller	SUT- 5	\$15,560.11	10/11/24
Texas Comptroller	SUT-5A	4,296.48	10/11/24
MCTAC	Excess prop. tax proceeds	1,511.40	09/16/24
TOTAL REVENUE		\$21,367.99	

7. **SECRETARY'S REPORT:**

- A. Tablet for Vice/President-Treasurer Rodriguez informed that the windows 10 will be phased out in January 2025, pricing and version 11 may be all that is available. Admin EKC explained the price on the Microsoft surface pro should not be much more than the ones purchased for the other Board Members.
- B. Laptop for Admin use-EKC has been using her own personal desktop for the ESD purposes, (tablet was surrendered with external hard drive to Past President Bourcier in February).

MOTION: Treasurer Linda Rodriguez moved to allow for the purchase of a surface pro tablet for Vice-President Sanchez comparable to the tablets already in use by the Board, price to be determined by current market costs, and for the purchase of a new laptop for the District Administrator for an amount not to exceed \$2,500.00 (twenty-five hundred dollars), second by Commissioner Leo Rodriguez, being no discussion, motion passed unanimously. 4/0

- C. Filing cabinets-to be discussed further in November when the remodel is discussed.

8. **ITEMS FOR REVIEW, DISCUSSION & ACTION AT NEXT MEETING:**

- A. Station #1 remodel
- B. Bank accounts signatories
- C. Security State Bank debit card
- D. VFD physicals
- E. Policies and procedure booklet review
- F. Website access
- G. Gmail password
- H. File cabinets
- I. SUT payee quarterly report

9. **ADJOURNMENT:**

Vice-President Maria Sanchez moved to adjourn the meeting; second by Commissioner Leo Rodriguez. The meeting was adjourned at 7:16 p.m.

Respectfully submitted,



Elizabeth K. Cargile, District Administrator

Reviewed on: 11/21/24

Motion: MS

2nd: LM

Vote: Y/0