

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 public meeting of the Board of ESD Commissioners of Medina County Emergency Services District No. 5 to be held on **Friday, July 29, 2022, at 6:00 p.m., at 211 Pearson St., Natalia, Texas 78059**

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).*

Consider, discuss, and take appropriate action on the following items:

- 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 request.
 - B. Report and presentations from Natalia Volunteer Fire Dept.
 - a. Inform and request.
- 5) **President's Report:** Inform, Consider, Discuss and Possible Action
 - A. Request for bid process on truck #280
 - B. New Apparatus funding
 - C. VFD Physicals
 - D. VFD retention incentive
 - E. Presentation by Ms. CayCee Evans
 - F. Discussion and possible action on possible purchase of property for a new station; the District reserves the right to enter into a Closed Meeting on this matter pursuant to Section 551.072, Texas Government Code.
- 6) **Treasurer's Report:** Inform, Consider, Discuss and Possible Action
 - A. QuickBooks reports of accounts and presentation of spreadsheet.
 - B. Administrative expenses
 - C. Letter of Designation to MCTO
 - D. Payments
 - E. 2021 audit status for NVFD/ESD5
- 7) **Secretary's Report:** Inform, Consider, Discuss and Possible Action
 - A. OMA/PIA and other training
 - B. Request for Adobe pdf subscription
 - C. Requests for discussion items to be added to next month's agenda.
- 8) **Adjourn.**

Budget

COPY

Posted
HOUR 3:50 PM

JUL 26 2022

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

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.

By: *[Signature]*
Medina County ESD #5 Commissioner

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 551.072 (Real Property) 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.

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Regular Meeting Minutes for

July 29, 2022

1. CALL TO ORDER AND ESTABLISH QUORUM:

President Manuel Rodriguez called the meeting to order at 6:00 p.m. A quorum was established with Commissioner's Maria Sanchez, Linda Rodriguez, and Elizabeth Cargile present.

2. PUBLIC COMMENTS:

None

AGENDA LINE ITEM 5 D WAS MOVED TO THE BEGINNING OF THE MEETING

3. READING AND APPROVAL OF MINUTES:

The Commissioners reviewed the minutes of the previous meeting.

MOTION: Commissioner Maria Sanchez moved to adopt the minutes of the public hearings presented to the Board second by Commissioner Linda Rodriguez; no discussion, passed unanimously.

4. SERVICE PROVIDER REPORT:

A. LVFD-Senior Firefighter Logan Medina was present for questions.

Presentations were received and emailed to ESD Board members. Hard copy of presentations is on file.

- a.** LVFD Member Logan Medina update the BOESC that they are in receipt of their brush truck, and like the Natalia VFD grant truck there were delays and extra charges incurred, however the Forestry Service worked with them to adjust the grant to allow for inflation. *Commissioner Cargile requested that a budget for the 2022 tax year be submitted to the Board for August meeting.*

B. NVFD-Assistant Chief Gilbert Rodriguez was present for questions.

Presentations were received and emailed to ESD Board members. Hard copy of presentations is on file.

- a.** Update on grant truck, Chassis has still not been received, there may be additional cost incurred due to inflation and there is a possibility that after the 3rd (third) extension request, the Texas Forestry Service could refuse the grant. LVFD officer informed on the situation they faced with their grant truck as outlined above. *Commissioner Cargile confirmed that the NVFD budget has been received and pending any final changes, it will be presented at the Board meeting in August.*

5. REPORT FROM PRESIDENT:

- A.** Request for bid notice has not yet been received from the attorney.
- B.** Because of the uncertainty of the final price of the new truck, Government Capital representative Stephanie Cates has informed that once the information is received, we can move into the loan process.

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- C. Pay per call proposed directives were presented and will be further discussed at the August Board meeting, accountability procedures are being included.

****THIS LINE ITEM WAS MOVED TO THE BEGINNING OF THE MEETING TO ALLOW FOR CHIEF BROWN TO LEAVE FOR A PREVIOUSLY SCHEDULED MEETING****

D. CLOSED MEETING:

At this time the District exercises its right to enter a Closed Meeting on this matter pursuant to Section 551.072 (real estate), Texas Government Code. Regular session adjourned at 6:04 p.m. and reconvened at 6:20 p.m.

MOTION: Commissioner Cargile moved to have President Manuel Rodriguez and Treasurer Linda Rodriguez as contact persons in discussion with the owner for the purchase of real property for the price of \$157,000.00 (One hundred fifty thousand and no/100). Seconded by Commissioner Maria Sanchez, being no discussion; motion passed unanimously.

MOTION: Commissioner Maria Sanchez moved to allow Commissioner Cargile to enter talks with legal counsel and with Security State Bank for the possibility of securing a loan for the purchase of this property; seconded by Commissioner Linda Rodriguez. Discussion: talks with legal Counsel for purchase advice, contracts, and any other legal steps needed, and with Security State Bank loan Officer to include discussions on loans for the full amount less down payment and for ½ (half) the amount, to check interest rates and possible need for a “letter of commit to buy”; being no further discussion, Commissioner Sanchez’ motion is amended to include the discussion items and seconded by Commissioner Linda Rodriguez; being no further discussion, motion passed unanimously.

6. PRESENTATION BY MS. CAYCEE EVANS:

Ms. Evans was not in attendance, however Commissioner Linda Rodriguez, explained that Ms. Evans would like the opportunity to work for the district cleaning both fire stations 2x monthly; 4 total cleanings at \$50.00 per for a total charge of \$200.00 (two hundred and no/100.00). Since Ms. Evans was not present, we were unable to confirm if she is bonded, and is willing to submit to a background check. Postponed for August meeting.

7. REPORT FROM TREASURER:

A. QuickBooks presentation of M&O and I&S are attached. Spreadsheet of tax revenue and disbursements are attached.

B. Administrative expenses – Adobe Acrobat Pro.

MOTION: Commissioner Cargile moved to purchase the Adobe PDF program in order to be able to send, receive, and complete documents that should not be sent in an editable format or for saving and emailing documents. Seconded by Commissioner Maria Sanchez. Discussion: Commissioner Cargile is authorized to purchase the annual program for the prepaid cost of \$179.88 and pay for it on the MCESD#5 debit card, being no further discussion. Motion passed unanimously.

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C. Commissioner Cargile has delivered the "Letter of Designation" to the Tax assessor Collector Melissa Lutz allowing her to set our Ad Valorum tax rate for the 2022 tax year.

D. Treasurer Linda Rodriguez reported payments made or due as follows:

<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Check #</u>
BAJB	Legal fees	\$140.00	892
Best Buy	Monitor & docking station	373.42	POS
Amazon	Digital warranty	36.79	POS
LVFD	Service provider	10,000.00	893
NVFD	Service Provider	43,000.00	894
VFIS	annual insurance	2,878.00	895

MOTION: Commissioner Cargile moved to approve current payment to VFIS and to ratify payments to Legal Counsel and Service providers as shown above, second by Treasurer Linda Rodriguez; no discussion, motion passed unanimously.

E. Update on Audit: will be ready in August

8. **SECRETARY'S REPORT:**

A. Board members need to take the OMA/PIA online training and present the certificate to the Secretary for filing. Please see the websites listed on the Commissioner's packet for links to the classes.

B. **ITEMS FOR REVIEW, DISCUSSION & ACTION MEETING:**

- a. TX Forestry Service truck status
- b. Medina Co-op grant truck opportunity.
- c. VFD incentive programs -pay per call
- d. Operations/Status of apparatus
- e. NVFD substation #3 in Great Oaks
- f. Receipts for any new equipment purchases.
- g. Audit status for NVFD and MCESD #5
- h. Budget meeting for 2022 tax year.

9. **ADJOURNMENT:**

Commissioner Cargile moved to adjourn the meeting without objection; being none the meeting was adjourned at 6:39 p.m.

Respectfully submitted,


Elizabeth K. Cargile, Secretary

Approved by _____