

# 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, November 9, 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. 2024 Contract
  - B. Report and presentations from Lytle Volunteer Fire Dept.
    - a. Inform and requests.
  - C. 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. Discuss "request for bid's" on Station #1 remodel.
  - B. Update on new apparatus.
  - C. 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
7. **Secretary's Report:** Inform, Consider, Discuss and Possible Action.
  - A. Confirm Board re-appointments.
  - B. Sales & Use taxpayers' -monthly update.
  - C. SUT revenue account.
  - D. I&S account MM
  - E. Bank Signatories
  - F. Reserve fund MM transfers
8. **Requests for agenda items at next meeting:**
  - A. \_\_\_\_\_.
  - B. \_\_\_\_\_.
9. **Adjourn.**

COPY

Posted  
HOUR 4:25pm

NOV 06 2023

GINA CHAMPION  
County Clerk Medina County, TX  
By Jaylen Parre 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.

MEDINA COUNTY EMERGENCY SERVICES DISTRICT NO. 5

  
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.*

MCESD NO. 5 / 2023 November 9 reg mtg

**MEDINA COUNTY EMERGENCY SERVICES**  
**DISTRICT NO. 5**  
**Regular Meeting Minutes for**  
**November 9, 2023**

**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 Assistant Treasurer Cathy Gonzalez, 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 Gonzalez being no discussion; motion passed unanimously.

**4. REPORT FROM SERVICE PROVIDERS:**

A. 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.

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

a. No requests were received.

C. Report and Presentations from NVFD-Asst. Chief Greg Cargile and member Cory Bradly 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 request-Assistant Chief requested on behalf of the NVFD to begin proceedings to sell “heavy rescue truck which is not running”, apparatus is an International Harvester 4900, NVFD truck identifier #HRT. Secretary Cargile informed that this would have to be done in accordance with the rules for sale and will be done as it was with the “Mack” truck that was recently sold via auction. Update on this will be at next regular meeting.

**5. PRESIDENT’S REPORT:**

A. Request for bids on the remodel for Station #1 is postponed until next meeting.

B. Update on grant truck or on an extended grant before December.

C. The 2023 fiscal year health benefits are cancelled due to not receiving information on a clinic or Dr. to perform the hard physicals. Budget line funds will be transferred to a different line item during the budget committee meeting and submitted for amendment at the next meeting.

**MEDINA COUNTY EMERGENCY SERVICES**  
**DISTRICT NO. 5**  
**Regular Meeting Minutes for**  
**November 9, 2023**

**6. TREASURER’S REPORT:**

A. Financial reports attached-QB, Tax revenue, and YTD spreadsheet. A transfer from regular checking account #391 to the interest and sinking account \*\*208 for the proceeds of the \$400,000.00 loan for the new apparatus. First payment is to be made below to Mason Bank.

**MOTION:** Secretary Cargile moved to transfer \$400,000.00 to the I&S account number \*\*208 from account number \*\*391 and to then transfer \$52,685.96 to regular checking account \*\*391 in order to properly reconcile QuickBooks and show exact line-item debt payment to Mason Bank (see below in “payments”), second by Commissioner Gonzalez, being no discussion; motion passed unanimously.

B. Admin expenses-Elizabeth (request attached) \$2,500.00 Compensation for work other than Secretarial duties and \$234.94 reimbursement (receipts attached).

C. Payments / receipts.

BMA – Station 2 water tax	\$ 95.85	ck# 940
Mason Bank-grant apparatus	52,685.96	941
Elizabeth Cargile	2,734.94	942

**MOTION:** Secretary Cargile moved to approve payments as presented and to ratify payments made in October ck#937 \$10,000.00 LVFD, ck#938 \$33,000.00 NVFD, ck#939 USPS box fee, second by Commissioner Gonzalez, being no discussion; motion passed unanimously.

D. Audit status update at next meeting.

E. ESD #5 has begun to send 2023 information to the auditor.

F. Budget session will be scheduled when Treasurer Linda Rodriguez returns.

**7. SECRETARY’S REPORT:**

A. Board Secretary Cargile and Assistant Treasure Gonzalez are up for re-appointment after agreeing to serve, President Rodriguez signed the letter requesting the Commissioner’s Court re-appoint both.

B. Texas State Comptroller advised that the Sales and Use Tax payer accounts should be reviewed a minimum of every 6 (six) weeks to confirm new and existing tax paying entities are designated to the correct collector.

C. SUT update-we must open a bank account for the SUT funds, it is recommended that a separate bank be considered to not place all funds in one bank.

**MOTION:** Commissioner Cargile moved to be allowed to inquire rates with other local banks for a new Sales and Use tax deposit account, second by Commissioner Gonzalez, being no discussion; motion passed unanimously.

**MEDINA COUNTY EMERGENCY SERVICES**  
**DISTRICT NO. 5**  
**Regular Meeting Minutes for**  
**November 9, 2023**

D. The interest and sinking (debt) account is in a regular account and not collecting interest.

**MOTION:** Commissioner Cargile moved to transfer the interest and sinking non interest earning account number \*\*208 into a money market account, second by Commissioner Gonzalez. Discussion-Commissioner Cargile presented the bank statements which show that the debt account receives no interest, however the capital reserve, the maintenance and operations reserve and the emergency reserve money markets are all interest bearing and it is fiscally responsible to change the debt account into an interest-bearing account as well. Being no further discussion; motion passed unanimously.

E. Secretary Cargile informed that since we are creating a new account; new bank signature cards will be needed. Board Members will be able to go directly to the bank to sign the card.

F. The 2023 capital reserve and the debt reserve budgeted amount has not been transferred.

**MOTION:** Commissioner Cargile move to transfer \$5,000.00 from the Security State Bank account number \*\*391 into the maintenance and operation reserve -SSB account number \*\*176 and a second transfer from SSB account number \*\*391 into the capital reserve -SSB account #\*\*184, second by Commissioner Gonzalez, being no discussion; motion passed unanimously.

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

- A. Remodel station #1.
- B. Budget session.
- C. SUT revenue received.
- D. SUT bank account.

9. **ADJOURNMENT:**

Commissioner Gonzalez moved to adjourn the meeting without objection, being none, the meeting was adjourned at 6:20 p.m.

Respectfully submitted,



Elizabeth K. Cargile, Secretary

Approved by \_\_\_\_\_