

**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 18, 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. **Confirm Board Positions.**
3. **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).*
4. **Reading and approval of the minutes of the previous meeting.**
5. **BUDGET SESSION:** End of fiscal year 2023 budget review. Beginning of fiscal year 2024 budget review.
6. **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.
7. **President's Report:** Inform, Consider, Discuss and Possible Action.
  - A. SUT bank account signatures
  - B. Coordinator position-post in newspaper
  - C. Design for "request for bid's" on Station #1 remodel
  - D. Update on grant apparatus loan.
  - E. VFD's NFPA physicals
8. **Treasurer's Report:** Inform, Consider, Discuss and Possible Action
  - A. Financial reports.
  - B. Sales & Use taxpayers' -monthly update.
  - C. Administrative requests
  - D. Payments/Receipts
  - E. 2023 FY MCESD/ NVFD audit prep.
9. **Secretary's Report:** Inform, Consider, Discuss and Possible Action.
10. **Requests for agenda items at next meeting:**
11. **Adjourn.**

Filed  
HOUR 1:32 pm  
APR 12 2024  
GINA CHAMPION  
County Clerk, Medina County, TX  
By D. Colon Deputy

I, Elizabeth K. Cargile, Coordinator, 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**

  
COORDINATOR FOR MEDINA COUNTY EMERGENCY DISTRICT NO. 5

  
Patrick Bourcier, President

For information or questions regarding this agenda or meeting, please email the coordinator at [mcesd5lizcargile@aol.com](mailto:mcesd5lizcargile@aol.com)  
*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 for

April 18, 2024

1. **CALL TO ORDER AND ESTABLISH QUORUM:**

President Patrick Bourcier called the meeting to order at 6:01 p.m. Pledge of Allegiance was recited and Mr. Cory Bradley said the invocation. Quorum was established with Commissioner Manuel Rodriguez, and Commissioner Maria Sanchez present.

2. **CONFIRM OFFICER POSITIONS:**

Board of Emergency Service Commissioners (BOESC) seats. Motion needed to have the seats filled.

**MOTION:** Commissioner M. Rodriguez made the following motion-Pat Bourcier would remain President, Manuel Rodriguez as Vice-President, Maria Sanchez as Secretary, Linda Rodriguez as Treasurer, and Leo Rodriguez as Assistant Treasurer. Second by Commissioner Sanchez; discussion- with the hiring of Elizabeth Cargile as interim Coordinator (*EKC for short in these minutes*)-Commissioner Linda Rodriguez has informed the Board and Judge Lutz of her intent to finish her term, Commissioner Sanchez is informing the Board that she is unsure at this time if she will finish her term and has invited Ms. Reyna Vasquez to introduce her to the Board to be considered as a possible candidate, and asked EKC if she would be doing the minutes, reports, and all paperwork to which EKC replied “yes, all duties normally assigned to all members would be completed by me as coordinator”. being no further discussion; motion passed unanimously 3/0. *Update to Medina County Commissioner’s Court, Legal Counsel and website will be made.*

3. **PUBLIC COMMENTS:** Reyna Vasquez- [REDACTED] (*address and phone number will only be kept on original minutes.*) Ms. Vasquez is present to attend the meeting and observe. Invited by Commissioner Sanchez for consideration as a possible candidate of the BOESC #5.

4. **READING AND APPROVAL OF MINUTES:**

Interim Coordinator Cargile presented the minutes from the February 15<sup>th</sup> and April 4<sup>th</sup> meetings.

**MOTION:** Secretary Sanchez moved to accept the minutes from both meetings, second by VP Rodriguez. Being no discussion, motion passed unanimously 3/0.

5. **BUDGET SESSION-** President Bourcier moved this item to Treasurer report. When addressed, it is decided to form a committee with Treasurer Linda Rodriguez, Assistant Treasurer Leo Rodriguez, President Bourcier and Coordinator EKC.

**MOTION:** President Bourcier moved to have coordinator get with other two members and schedule a budget committee meeting, second by Secretary Sanchez, being no discussion; motion passed unanimously 3/0.

**MEDINA COUNTY EMERGENCY SERVICES**  
**DISTRICT NO. 5**  
**Regular Meeting Minutes for**  
**April 18, 2024**

**6. REPORT FROM SERVICE PROVIDERS:**

- A. Report and Presentations from LVFD-Vanessa Garcia was present for questions.
- a. Inform and requests-LVFD Member Garcia informed of an update in the CAD system and reporting system used by Lytle VFD. Difficulties faced at this time is that they service three different counties and are trying to integrate a system compatible to all 3; in addition, the current incident reporting software is being phased out and looking to “ESO®” fire reporting system expected to cost approximately \$10,000.00 and will be asking Atascosa ESD #1, Bexar ESD #5, and Medina ESD #5 to split the cost. Quote is will be emailed to Members of the Board. President Bourcier inquired from NVFD what reporting system they use, Asst. Chief Gilbert Rodriguez stated “Fire Programs” cost for the program is included in the M&O budget. LVFD will contact NVFD for more info. Ms. Garcia also informed that there is a need for 2 TIC’s (thermal imaging camera) they have an estimate of \$1,000.00 (One thousand dollars) each and would like to have these purchased by Medina ESD5. Will discuss further at the May meeting.
- 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-Chief Brown “all reports and minutes will be sent via email”.
- b. Inform and requests-Asst. Chief Rodriguez informed the Board that the additional repairs on truck #282 have been completed, invoice received, priced increased by \$7,301.84. Check #947 issued on January 25, 2024 should be voided and re-issued for the updated amount pending motion to approve.

**MOTION:** Commissioner Sanchez moved to void check #947 and issue payment for the Alamo Fire invoice in the amount of \$47,598.50 for repairs to truck #282. Second by Commissioner M. Rodriguez, being no discussion motion passed unanimously-3/0.

**7. PRESIDENT’S REPORT:**

- A. SUT revenue account: President Bourcier informed he still has the checks but was unable to get to the bank.

**MOTION:** President Bourcier moved to allow Coordinator Cargile to open the new Sales and Use Tax money market account at Lytle State Bank, second by Vice-President Rodriguez, discussion-EKC will get with Attorney Ken Campbell for instruction on ability of Coordinator to open the account, if it

**MEDINA COUNTY EMERGENCY SERVICES**  
**DISTRICT NO. 5**  
**Regular Meeting Minutes for**  
**April 18, 2024**

is allowed will do so immediately. Being no further discussion, motion passed unanimously 3/0.

B. Advertise for Coordinator position opening:

**MOTION:** President Bourcier moved to allow Liz Cargile to speak with Ken Campbell for direction on placing an ad for hiring a new coordinator, second by VP Rodriguez. Discussion-Liz Cargile inquired as to what duties should be listed? President Bourcier “everything you’re doing now.” Being no further discussion; motion passed unanimously 3/0.

C. Request for bids- President Bourcier stated that he believes rather than spend approximately \$200,000.00 (Two hundred thousand dollars), he has obtained the blueprints from Albert Saldana on the 2009 possible grant building, and believes that is the better method. President Bourcier pointed out that ESD 2 Devine Fire Commissioner Todd Summers was able to get the new station price down from \$4 million dollars to \$2 million and he will speak with Commissioner Summers regarding ESD 2 investing and negotiating practices. President further stated that there are factors at Devine ESD 2 that he would like to see implemented at ESD5. NVFD Chuck Brown countered by saying that before we could move on a new station, we still have an obligation to the residents of Great Oaks for a 3<sup>rd</sup> station in that portion of District #5. We promised our tax payers that we would when we created this ESD and it would be wrong to not keep that promise, President Bourcier will get with the Great Oaks HOA and invite them to our next meeting. Chief Brown continued, we have 35+ members on our roster with 20+ active members, the other 10 +/- are career FF who aid with large incidents. The “recruitment and retention” program has brought many new volunteers and we focus on training and certification to have our members ready for any incident. President Bourcier stated that with a new building we would have better recruitment which would increase number of responders. Lytle VFD Member Vanessa Garcia stated that Devine fire, Natalia fire and Lytle fire have mutual and automatic aid and that ALL VFD’s respond and cover for each other when one department is low on responders. President Bourcier believes that a new building would entice FF to work in Natalia, and would leave a lasting legacy for NVFD and MCESD#5, and he will speak with Devine Fire ESD #2 Commissioner Summers and Devine Fire Chief for improvements, methods, and operations and for advice and calls for a motion on the request for bids.

**MOTION:** Vice-President Manuel Rodriguez moved to have Coordinator prepare a request for bids and publish in upcoming newspaper, second by Secretary Sanchez. Discussion-Coordinator will share remodel details with Ken Campell

**MEDINA COUNTY EMERGENCY SERVICES**  
**DISTRICT NO. 5**  
**Regular Meeting Minutes for**  
**April 18, 2024**

for the ad and we will need a deadline for the bid submission, bids could be opened at the May meeting. Deadline is set for May 10<sup>th</sup> with bids to be opened on May 16<sup>th</sup> if Mr. Campbell agrees, being no further discussion; motion passed unanimously 3/0.

- D. Update on Grant apparatus loan: Chief Chuck Brown informed that the Texas Forestry Service has updated the terms of the grant to include “used / like new” and a truck has been found and ready for purchase. The grant expires on 06/24/2024 so there is an urgency for this purchase. President Bourcier forgot to get with Mason Bank and wishes to entertain a motion to allow Coordinator EKC to do so.

**MOTION:** President Bourcier moved to allow Coordinator EKC to speak with Mason Bank on whether the new apparatus could be transferred as collateral, second by Secretary Sanchez. Discussion-EKC advised the loan was tax revenue based and will confirm with Mr. Campbell on her ability to speak with Mason Bank’s loan department. EKC informed first payment has already been made and the remaining funds are in the interest and sinking fund, should bank not agree we would have to pay the balance, and secure a new loan. NVFD Assistant Chief Gilbert Rodriguez presented the estimate with the total price coming in at about 75% of the original truck. President Bourcier modified motion to allow the purchase of the new apparatus if approved by Mason bank, second by Secretary Sanchez.  
Being no further discussion; motion passed unanimously 3/0.

- E. Physicals for both VFD’s- NVFD Assistant Chief Gilbert Rodriguez and LVFD member Vanessa Garcia were present for questions. Both departments have career FF and volunteers who receive physicals through employment insurance leave approximately 10 for each department. Asst. Chief stated that the estimated price is \$350.00 (three hundred fifty dollars) per person for the NFPA physical. Coordinator stated that there is a budget allotment of \$10,000.00 for this year.

**MOTION:** President Bourcier moved to allow up to \$500.00 (five hundred dollars) per person for the physicals, second by Secretary Sanchez, being no discussion, motion passed unanimously 3/0.

**8. TREASURER’S REPORT:**

Financial reports-presented and explained by Coordinator.

- A. SUT revenue- for the month of March and April receipts are as follows:
- |                        |                  |               |
|------------------------|------------------|---------------|
| March #5 - \$11,822.11 | #5A - \$4,187.89 | = \$16,010.00 |
| April #5 - \$12,023.56 | #5A - \$5,731.64 | \$17,755.20   |
- B. Admin requests-none

**MEDINA COUNTY EMERGENCY SERVICES**  
**DISTRICT NO. 5**  
**Regular Meeting Minutes for**  
**April 18, 2024**

C. Payments/receipts- Invoices presented:

<b><u>PAYABLE</u></b>	<b><u>FOR</u></b>	<b><u>AMOUNT</u></b>	<b><u>CK #</u></b>
BAJB	legal fees	\$ 475.00	957
Devine News	public notice	80.00	958
Alamo Fire	Truck #282 repairs	47,598.50	959
Elizabeth K. Cargile	Coordinator pay	2,000.00	960
<b><u>RECEIVED</u></b>	<b><u>FOR</u></b>	<b><u>AMOUNT</u></b>	<b><u>DEP.</u></b>
Comptroller	SUT	\$33,765.20	*open new *

**MOTION:** Vice-President M. Rodriguez moved to approve payments, second by Secretary Sanchez, being no discussion; motion passed unanimously 3/0.

D. Audits for 2023fy NVFD has already sent all items and MCESD#5 coordinator still needs the hard drive, President Bourcier stated he has found some and will see if one is the ESD's, EKC has already sent majority using her personal 2023 file copies.

9. **SECRETARY'S REPORT:**

None at this time

**DISCUSSION ITEMS FOR NEXT MONTH: -**

- A. Remodel station #1 blueprints.
- B. Budget session.
- C. VFD physicals.
- D. Grant / Loan update.
- E. TX Comptroller SUT review and report.
- F. Lytle State Bank SUT money market account.
- G. SUT revenue received and status of new tax payers report.

10. **ADJOURNMENT:**

Commissioner Rodriguez moved to adjourn the meeting without objection, being none, the meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Elizabeth Cargile (Interim Coordinator)

Motion M. S.

2<sup>nd</sup> L. R.

Approved by 3 / 0