

MEDINA COUNTY EMERGENCY SERVICES DISTRICT NO. 5

NOTICE OF PUBLIC HEARING

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 November 21st, 2024, at 6:00 p.m., 211 Pearson St., Natalia, TX 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).*
- 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. SAFE-D training conference
 - B. Station #1 remodel and maintenance
 - C. Station #2 remodel and maintenance
 - D. Applications for 2025-2027 Commissioner term
 - E. VFD physicals update
 - F. Gmail and website access codes
- 6) Treasurer's Report: Inform, Consider, Discuss and Possible Action
 - A. QuickBooks reports of accounts and presentation of spreadsheet.
 - B. Security State Bank Resolution.
 - C. Bank's Signature cards.
 - D. Bank's debit card
 - E. Administrative requests-laptop / tablet reimbursement
 - F. Payments / Revenue
- 7) Secretary's Report: Inform, Consider, Discuss and Possible Action
 - A. Schedule tablet data transfers / online cloud file sharing
 - B. File cabinets
- 8) Adjourn.

Posted
HOUR 12:59 pm

NOV 14 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

November 21, 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 present. Pledge of Allegiance and Invocation recited by Cory Bradley.

2. PUBLIC COMMENTS:

RECOGNITION AND WELCOME OF CITIZENS: None present to speak.

3. SERVICE PROVIDER REPORT: TABLED UNTIL AFTER THE MINUTES

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. These were forwarded to the BOESC.

a. Inform: None
Requests-None

B. Report and Presentations from NVFD-Asst. Chief Gilbert Rodriguez was present for questions, financials were received and forwarded to BOESC.

a. Inform and requests-Invoice presented for repairs to truck #284 in the amount of \$7452.26 from Safe Industries.

MOTION: VP Sanchez moved to pay the invoice for the repairs, second by Secretary Vasquez, being no discussion; motion passed unanimously 5/0.

4. READING AND APPROVAL OF MINUTES:

The October 22, 2024, the meeting minutes were presented by Admin EKC.

MOTION: Commissioner Sanchez moved to accept the minutes as submitted, second by Commissioner Linda Rodriguez, being no discussion; motion passed unanimously. 3/0

AT 6:09 p.m. Commissioner's Manuel Rodriguez and Reyna Vasquez arrived and the BOESC continued with Service provider report.

5. PRESIDENT'S REPORT:

A. SAFE-D Conference training-EKC advised this is for the legally required 6 hours training per year. Commissioners Vasquez and Leo Rodriguez asked about the online training, EKC showed them the links for the "Open meetings Act and the Public information Act on the inside cover sheet of the member's packet. Both Commissioner's will submit their certificates after completion.

MOTION: Commissioner Sanchez moved to get hotel rooms and to register everyone. Second by Commissioner Leo Rodriguez. Discussion-EKC explained if a member is unable to attend, the room and registration are refundable until shortly before the conference. Being no further discussion; motion passed 5/0.

B. Station #1 remodel & maintenance is postponed until January.

C. Station #2 remodel & maintenance is postponed until January.

D. BOESC applications-EKC advised that she has spoken with Medina County

Commissioner Lawler of Precinct #4, and after expressing the concerns with some of the questions on the application, EKC will be on the agenda for the December 2nd, Commissioner's Court meeting as a private citizen and property taxpayer. Treasurer Rodriguez advised that she will not be seeking reappointment and will continue in her term until a replacement is named. All Commissioner's and Admin EKC asked her to reconsider or to please think about it.

- E. VFD physicals- LVFD Assistant Chief Logan Medina advised that Lytle will not be participating in the physicals. Asst. Chief G. Rodriguez will move forward with scheduling the hard physicals for the NVFD.
- F. Administrative requests-EKC has not received master-external hard drive, Commissioner Sanchez informed that she did have a conversation with PB, and he states he is pretty sure he returned it to EKC. Admin states she has not received it. The website access password, and the president email account passwords have still not been shared with President Manuel Rodriguez and recommends just creating a new email. Admin EKC needs a motion to remove PB from the website.

MOTION: VP Maria Sanchez moved to allow EKC to have PB removed and add Asst. Treasurer Leo Rodriguez to the official website and to create a new "President" email second by Treasurer Linda Rodriguez, being no discussion; motion passed unanimously 5/0.

6. **REPORT FROM TREASURER:**

- A. Financial reports, QB reports and spreadsheet submitted presented to the Board by Admin EKC.
- B. Bank Resolution- Attorney Ken Campbell will draw up a resolution for Security State Bank authorizing EKC to conduct the business of the District if needed, the details of the authority to do so are included in the ESD #5 / Admin Contract.
- C. Attorney Ken Campbell has advised that he will draw up the resolution for changes to the signature cards, but the minutes will need to reflect the decision of the BOESC.

MOTION: Treasurer Linda Rodriguez moved to have Patrick Bourcier removed from the SSB and LSB accounts immediately, and to hold on the update of the same cards until after the Commissioner's Court have made the new member appointments at which time Admin EKC is authorized to work with Mr. Campbell for the resolution. Second by VP Maria Sanchez, being no discussion; motion passed unanimously 5/0.

- D. SSB debit card-EKC advised she has received the debit card from Mr. Bourcier and needs to know in what name should it issued.

MOTION: Commissioner Sanchez moved to have the debit card issued in the name of the Assistant Treasurer Leo Rodriguez, second by Commissioner Linda Rodriguez, being no discussion; motion passed unanimously 5/0.

- E. Administrative requests: EKC submitted the receipt for the new laptop as approved in October. Commissioner Linda Rodriguez has turned in the tablet for EKC to update and give it to VP Sanchez, no tablet will be needed until after the new appointments.

F. The following payments were submitted:

PAYABLE	FOR	AMOUNT	CK #
EKC	HP Admin laptop	\$ 1,613.00	993
Safe Industries	Repairs NVFD #284	7,452.26	994
VOID		0.00	995
BAJB	Attorney's fees	326.00	996
Elizabeth K. Cargile	District Administrator	2,000.00	997
BMA	Water tax	84.15	998
TOTAL EXPENSES		\$11,475.41	

REVENUE	FOR	AMOUNT	DATE
Texas Comptroller	SUT- 5	\$16,494.97	11/08/24
Texas Comptroller	SUT-5A	1,990.01	11/08/24
TOTAL REVENUE		\$18,484.98	

7. **SECRETARY'S REPORT:**

- A. Online "cloud sharing"-EKC inquired if the BOESC wishes to utilize "one drive" or "google dox". No member wishes to use those formats, all documents will continue to be shared via email.
- B. Filing cabinets-to be discussed further in January 2025 when the remodel is discussed.

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

- A. Station #1 remodel
- B. Bank accounts signatories' resolution
- C. Security State Bank debit card reissue
- D. NVFD physicals
- E. Policies and procedure booklet review
- F. Website access update with Asst. Treasurer
- G. New president gmail.
- H. File cabinets

9. **ADJOURNMENT:**

VP Maria Sanchez moved to adjourn the meeting; second by Commissioner Leo Rodriguez. The meeting was adjourned at 6:46 p.m.

Respectfully submitted,

Elizabeth K. Cargile

Elizabeth K. Cargile,

Reviewed on: 1/26/25

Motion: MS

2nd MS

Vote 4/0