

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, July 25, 2024, at **5:00 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. **Secretary's Report: Inform, Consider, Discuss and Possible Action.**
 - A. Presentation of the minutes of the June 20th meeting.
 - B. Board members' election to position
4. **Report of Service Providers in District: Consider, Discuss and Possible Action**
 - A. Report and presentations from Lytle Volunteer Fire Dept.
 - a. 2024 tax year budget request
 - b. Inform and requests
 - B. Report and presentations from Natalia Volunteer Fire Dept.
 - a. 2024 tax year budget request
 - b. Recruitment and retention report
 - c. Inform and requests.
5. **President's Report: Inform, Consider, Discuss and Possible Action.**
 - A. VFD's NFPA physicals
 - B. MCESD 5 official website
6. **Treasurer's Report: Inform, Consider, Discuss and Possible Action:**
 - A. BUDGET COMMITTEE MEETING:
 - a. Budget officer.
 - b. 2023 tax year 2nd quarter budget session.
 - c. Letter of designation to Medina County Tax Office.
 - d. 2024 tax year budget session.
 - B. Financial reports.
 - C. BOESC requests
 - D. Administrative requests
 - E. File cabinets / laptop
 - F. Payments/Revenue
 - G. 2023 ty Audit status
7. **Requests for agenda items at next meeting.**
8. **Adjourn.**

Posted
HOUR 8:41am

JUL 22 2024

GINA CHAMPION
County Clerk, Medina County, TX
By Kimberly Bernice Deputy

I, Elizabeth K. Cargile, Administrator 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



MEDINA COUNTY ESD #5 ADMINISTRATOR

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.

For information or questions regarding this agenda or meeting, please email the Administrator at mcesd5lizcargile@aol.com

MEDINA COUNTY EMERGENCY SERVICES

DISTRICT NO. 5

Regular Meeting Minutes for

July 25, 2024

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

Vice President Manuel Rodriguez called the meeting to order at 5:02 p.m., quorum was established with, Commissioner Maria Sanchez, Commissioner Linda Rodriguez and Commissioner Leo Rodriguez present, Commissioner Patrick Bourcier was not present. Pledge of Allegiance was recited, NVFD Member Cory Bradley-invocation. Administrator Cargile provided the meeting packet to all Commissioners.

2. **PUBLIC COMMENTS:** None

3. **SECRETARY'S REPORT:**

A. **MINUTES:** The amended minutes from the May 16th meeting were presented to the BOESC.

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

The minutes from the June 20th, 2024 meeting were submitted for review. Commissioner Manuel Rodriguez stated that Commissioner Patrick Bourcier has requested that this item be postponed until the August meeting, EKC stated minutes do not have to be addressed at this meeting. Board of Commissioner's read the minutes.

MOTION: Commissioner Linda Rodriguez moved to proceed with the acceptance of the June 20th, 2024 minutes second by Commissioner Sanchez. Discussion-Commissioner's having read the minutes, each Commissioner present at that meeting, decided that the minutes properly reflect the previous meeting and there is no reason to hold until August. Being no further discussion. Motion passed 4/0.

B. **BOARD OFFICER'S ELECTION:** EKC informed that Mr. Leo Rodriguez submitted his resignation withdrawal via email prior to the July 22nd, 2024 Commissioner's Court hearing; the CC voted to accept his withdrawal and allow him to remain as Commissioner for MCESD #5.

MOTION: Commissioner Linda Rodriguez moved to proceed with election of Officers', second by Commissioner Sanchez, Discussion-Commissioner Sanchez explained that due to family matters and the possibility of missing the occasional meeting, she would like to take on a different position from secretary. Being no further discussion, motion passed unanimously 4/0.

Board positions election was opened as follows:

MOTION: Commissioner Linda Rodriguez moved to elect Commissioner Leo Rodriguez as Secretary. Being no discussion, motion passed 3/0 Commissioner Leo Rodriguez abstained.

MOTION: Commissioner Maria Sanchez moved to elect Commissioner Manuel Rodriguez as President, second by Commissioner Linda Rodriguez. Discussion-Commissioner M. Rodriguez had previously held the Title for +/- 10 years and has experience in the position, the email presidentmcesd5@gmail.com and password will be given to President M. Rodriguez. Being no further discussion, motion passed 3/0 Commissioner Manuel Rodriguez abstained.

MOTION: Commissioner Linda Rodriguez moved to elect Commissioner Maria Sanchez as Vice-President, second by Commissioner Leo Rodriguez. Discussion-Commissioner Sanchez has also held that position for many years and is also well

MEDINA COUNTY EMERGENCY SERVICES

DISTRICT NO. 5

Regular Meeting Minutes for

July 25, 2024

experienced in the position. Being no further discussion, the motion passed 3/0
Commissioner Sanchez abstained.

BOARD OFFICERS' ELECTION-continued.

MOTION: Commissioner Sanchez moved to elect Commissioner Linda Rodriguez as Treasurer, second by Commissioner Leo Rodriguez. Discussion-Commissioner Linda Rodriguez is currently the Treasurer and that position should not be changed. Being no further discussion, the motion passed 3/0
Commissioner Linda Rodriguez abstained.

MOTION: Commissioner Linda Rodriguez moved to elect Commissioner Patrick Bourcier as At Large Officer, second by Commissioner Sanchez. Discussion-Commissioner Bourcier is knowledgeable in many areas and would be able to assist as needed in any position. Being no further discussion, the motion passed unanimously 4/0.

4. **REPORT FROM SERVICE PROVIDERS:**

COMMENT-Commissioner M. Rodriguez wished to commend the FF's who responded to the structure fire on Saturday. He served as a Firefighter and in Command for over 25 years, and was proud of the professionalism, respect to the family and overall performance of the First Responders present. Commissioner Sanchez also stated that she was also very thankful for the response and the assistance provided to the family. NVFD Secretary Potter advised that they do work with local entities to aid with different needs when a situation as that happens. Admin EKC reported that the homeowner did call today requesting a fire report that she needs to give to her insurance and she also expressed gratitude for the response and the work done during this difficult time. EKC has sent the request for the report to the NVFD, Secretary Potter is currently finishing the report for submission to the homeowner.

A. **REPORT** and Presentations from LVFD-No member was present.

a. 2024 tax year budget request has not yet been received.

b. Inform and requests-None

B. **REPORT** and Presentations from NVFD Secretary Viola Potter was present for questions, financial reports were emailed and minutes and run reports should be emailed asap.

a. 2024 tax year budget request was received and forward to the Board via email with a hard copy presented.

b. Recruitment & retention report-NVFD Secretary Potter reported that the pay per call program has shown a great incentive with FF responding to calls. She reminded the Commissioner's that this is training based with the max cap set at \$35.00 (*thirty-five and no/100*) per incident. The report will be emailed asap.

c. **INFORM-**NVFD Treasurer Gilbert Rodriguez informed that the R & R funds are due this month. EKC presented the spreadsheet which reflects a one-time payment of \$32,500.00 (*thirty-two thousand five hundred and no/100*) due for the 2024 fiscal year.

MOTION: Commissioner Linda Rodriguez moved to allow the disbursement of the PPC funds to the NVFD, second by Commissioner Sanchez, being no discussion, motion passed unanimously.

MEDINA COUNTY EMERGENCY SERVICES

DISTRICT NO. 5

Regular Meeting Minutes for

July 25, 2024

REQUESTS-None

5. PRESIDENT’S REPORT:

- A. NFPA VFD PHYSICALS-NVFD Secretary Potter informed they are still trying to increase participation with other local VFD’s to reduce the costs, will report in September.
- B. MCESD #5 OFFICIAL WEBSITE - Admin EKC discussed the loss of information on the website and makes it clear that she only has a supposition that this was made in error during the creation of the second website in April or May. EKC reiterated she has no opinion, and will not assume exactly how the page links were removed, she only offers a supposition. Commissioner Bourcier has assured via email that he has not been on the official website since June. A review of the second website shows it is active and all information can be found on [REDACTED] the website was pulled up on the computer for the Board to view.

MOTION: Commissioner Linda Rodriguez moved to authorize Admin to restore the website links and report back to the Board, the Attorney and CC when it is fully restored, second by Commissioner Sanchez. Discussion- Motion is now amended by Commissioner Linda Rodriguez that the second website should be removed, access limited to Admin and Secretary Leo Rodriguez. Only Admin is to keep website updated unless Admin is not available, Secretary Rodriguez will have oversight and editing ability if necessary. No Board Members has permission to act outside of the scope of action taken during a meeting or without fellow Commissioner’s knowledge and motion approved consent. Commissioner Sanchez seconded the amended motion, being no further discussion, motion passed unanimously 4/0.

6. TREASURER’S REPORT:

A. BUDGET SESSION

- a. Budget Officer can be either an Officer of the Board or an employee.

MOTION: Commissioner Linda Rodriguez moved to designate Admin EKC as budget officer, second by Commissioner Leo Rodriguez, being no discussion, motion passed unanimously 4/0.

- b. 2023 tax year / 2024 fiscal year adopted budget vs actual year to date comparison submitted for amendment.

MOTION: Commissioner Sanchez moved to amend the 2023 ty / 2024 fy budget as presented, second by Commissioner Leo Rodriguez. Discussion-grant apparatus-outstanding amount for tools and accessories is approximately \$70,000.00 (*seventy thousand and no/100*), we will not know the full amount until the estimates are received. The ESD is in receipt of the Texas Forestry Service grant reimbursement funds in the amount of \$128,000.00 (*one hundred twenty-eight thousand and no/100*) which has been deposited into the debt service account. The current amount of unencumbered funds would be the June total of delinquent taxes and penalty and interest of \$12,171.59 (*twelve thousand one hundred seventy-one and 59/100*). Being no further discussion, motion passed unanimously 4/0.

- c. Letter of designation to MCTO-EKC presented the draft showing the amounts of debt by years remaining and total payments in principal and interest for both apparatus debts to Extraco Bank and Mason Bank, and the substation #2 loan to Security State Bank.

MEDINA COUNTY EMERGENCY SERVICES

DISTRICT NO. 5

Regular Meeting Minutes for

July 25, 2024

MOTION: Commissioner Linda Rodriguez moved to allow the “letter of designation” be sent to the MCTO by EKC, second by Commissioner Leo Rodriguez. Being no discussion, motion passed unanimously 4/0.

- d. 2024 tax year / 2025 fiscal year budget preview-attached are the MCAD preliminary appraised values and a draft of budget based on pre-protest totals.

MOTION: Commissioner Sanchez moved to accept the budget preview as a draft and review in August after final figures are received. Second by Commissioner Linda Rodriguez, being no discussion, motion passed unanimously 4/0.

- B. Financial reports- QB reports and spreadsheet submitted presented to the Board.
- C. Board requests-none
- D. Administrative requests-none
- E. Purchase of new fire proof file cabinets and laptop for admin to be addressed in August.
- F. Payments/Revenue- Invoices presented:

PAYABLE	FOR	AMOUNT	CK #
EKC	Admin	\$2,000.00	972
BAJB	Legal fees	525.00	973
VFIS	Ins. & Bonding	2,989.00	974
NVFD	quarterly pymt.	34,000.00	975
LVFD	quarterly pymt.	12,500.00	976
NVFD	PPC annual	32,500.00	977
Total expenses		\$84,514.00	

REVENUE	FOR	AMOUNT	DATE
Texas Forestry Svs.	Grant reimburse	\$128,000.00	7/19/24
Texas Comptroller	SUT- 5	15,170.38	7/12/24
Texas Comptroller	SUT-5A	6,236.68	7/12/24
Total revenue		\$149,407.06	

MOTION: Treasurer Linda Rodriguez moved to approve payments, second by Vice-President M. Sanchez, Discussion-EKC advised with Commissioner Leo Rodriguez back on the Board, she would like permission to have him added back to the bank signature cards. Motion amended for this action, Commissioner Sanchez seconded the amended motion, being no further discussion; motion passed unanimously 4/0.

- G. Audit status-waiting letters for Texas forestry service and MCTO to be received by auditor, EKC will deliver to Commissioners Court upon receipt.

7. DISCUSSION ITEMS FOR NEXT MONTH: -

- A. Laptop
- B. MCESD 5 hard drive
- C. File cabinets
- D. Remodel / build new station #1
- E. Final appraisal value from MCAD
- F. 2025 fy budget session.
- G. Adopt a **proposed budget.**
- H. Tax rate calculations MCTO

MEDINA COUNTY EMERGENCY SERVICES

DISTRICT NO. 5

Regular Meeting Minutes for

July 25, 2024

- I. Tax hearing posting and notices
- J. Set tax rate public hearing.
- K. Adopt 2025 fy budget
- L. Adopt 2025 tax rate
- M. VFD physicals update
- N. TX Comptroller SUT review and report.
- O. Website update
- P. Great Oaks substation #3

8. ADJOURNMENT:

Commissioner Sanchez moved to adjourn the meeting, second by Commissioner Leo Rodriguez, the meeting was adjourned at 6:36 p.m.

Respectfully submitted,



District Administrator

Motion: M.S.

2nd: R.V.

Vote: 3/0