

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, February 20, 2025, 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. Report and presentations from Lytle Volunteer Fire Dept.
 - a. 2025 Service Provider Contract
 - b. Reports and receipts
 - c. Inventory due 3/31/2025
 - d. Inform and requests.
 - B. Report and presentations from Natalia Volunteer Fire Dept.
 - a. 2025 Service Provider Contract
 - b. Reports and receipts
 - c. Inventory due 3/31/2025
 - d. Inform and requests.
5. **President's Report:** Inform, Consider, Discuss and Possible Action.
 - A. Suggested names to fill open seat.
 - B. SAFE-D training feedback / suggestions
 - C. Bylaws and Board policies
 - D. Member health benefits
 - E. BOESC info for website & CC.
 - F. Auditor's engagement letter
 - G. Discuss "request for bids" on Station #1 remodel.
6. **Treasurer's Report:** Inform, Consider, Discuss and Possible Action
 - A. Financial report.
 - B. Administrative requests-file cabinet / cell phones
 - C. Payments/Receipts
 - D. 2024 FY MCESD/ NVFD audit prep.
7. **Secretary's Report:** Inform, Consider, Discuss and Possible Action.
 - A. Sales & Use taxpayers' -monthly update.
 - B. SUT revenue account.
 - C. Bank Signature cards.
8. **Requests for agenda items at next meeting:**
9. **Adjourn.**

Posted
HOUR 1:31pm

FEB 13 2025

GINA CHAMPION
County Clerk, Medina County, TX
By Kimberly Beames 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.

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ADMINISTRATOR 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.

MEDINA COUNTY EMERGENCY SERVICES DISTRICT NO. 5

REGULAR MEETING MINUTES

February 20, 2025

1. CALL TO ORDER AND ESTABLISH QUORUM:

President Pro tem Leo Rodriguez called the meeting to order at 6:00 p.m. A quorum was established with Commissioner Linda Rodriguez and Commissioner Reyna Vasquez present. Pledge of Allegiance and Invocation recited by Cory Bradley.

2. PUBLIC COMMENTS:

RECOGNITION AND WELCOME OF CITIZENS: None present to speak.

3. READING AND APPROVAL OF MINUTES:

The minutes from January 16, 2025, were presented and read.

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

4. SERVICE PROVIDER REPORT:

A. Report and Presentations from LVFD- Assistant Chief Medina was present for questions.

- a. 2025 contract was signed, and the original signature page will be returned in March.
- b. Reports and financials were received via email from Treasurer Vanessa Garcia.
- c. LVFD Member Medina will remind Chief Garcia of the inventory request.
- d. Inform: None - Requests: None

B. Report and Presentations from NVFD-Asst. Chief Gilbert Rodriguez was present for questions.

- a. 2025 contract will be delivered in March.
- b. Financials were received from Treasurer Gilbert Rodriguez; no reports were received.
- c. NVFD members present were reminded of the inventory deadline for March.
- d. Inform: Asst. Chief Gilbert Rodriguez informed the BOESC:
 - The grant truck will be receiving the new bed soon.
 - The MCSO is working on a new grant for digital radios that will be interoperative for all Medina County Law Enforcement, EMS and Fire Departments.

5. PRESIDENT'S REPORT:

A. Administrator EKC inquired with Commissioner Linda Rodriguez is she was willing to consider staying on the Board. Commissioner responded "No". EKC informed the Commissioner's that she is aware that Viola Potter has applied for the open seat, however the Commissioner's Court has taken no action at this time.

B. SAFE-D training conference and feedback. All Commissioners gleaned much information from the training, specifically with the website, Roberts Rules, ad valorem tax rate and budget related classes and workshops.

MOTION: Commissioner Linda Rodriguez moved to look into wireless

phone providers for the best rates and service to buy cell phones designated for the BOESC, seconded by Commissioner Sanchez. Discussion: Commissioner Linda Rodriguez reminded the Board that in accordance with some of suggestions from the open meeting/public info classes, it would be best to have a designated cell phone for District use, BOESC's and NVFD members discussed that the phone numbers would not have to be changed if a member leaves, and it can be tied to the position email since nothing can be erased if a Commissioner resigns or is replaced (ie. president@esd5medina.tx.us). Being no further discussion; motion passed unanimously. 3/0

- C. Administrator EKC reminded the Board to please continue to review the Bylaws and Board policies for discussion, possible amendments, and adoption in March.
- D. The Member health benefits will be reviewed in March.
- E. There were 2 corrections: Commissioner's Vasquez and Treasurer Leo Rodriguez' phone numbers were corrected. Updated Board info sheet will be sent to the Commissioner's Court and posted on the website.
- F. Ede & Co, CPA engagement letter was received and needs to be signed so ESD #5 and NVFD can begin sending the required information and receipts for the audits. Admin EKC explained that President Pro tem Leo Rodriguez would be the signer in the absence of the President.
- G. Station #1 remodel further discussed in March.

6. **REPORT FROM TREASURER:**

- A. Financial reports, QB reports and spreadsheet for both December and January submitted to the Board by Admin EKC.
- B. Administrative requests: None
- C. The following payments were submitted:

PAYABLE	FOR	AMOUNT	CK #
Mason Bank	Truck #8250 loan	\$ 1,550.00	1012
BAJB	Legal fees	375.00	1013
Elizabeth K. Cargile	Feb. salary	2500.00	1014
Devine News	Meeting publication	180.00	1015
TOTAL EXPENSES		\$ 4,605.00	

REVENUE	FOR	AMOUNT	DATE
Texas Comptroller	SUT- 5	25,492.81	2/14/24
Texas Comptroller	SUT- 5A	6,009.63	2/14/24
TOTAL REVENUE		\$31,502.44	

MOTION: Commissioner Linda Rodriguez moved to approve payments, second by Commissioner Vasquez, there being no discussion; motion passed unanimously 3/0.

7. **SECRETARY'S REPORT:**

- A. SUT report-none
- B. SUT revenue -above
- C. Bank signatories- will be all Commissioner's after 5th member appointed.

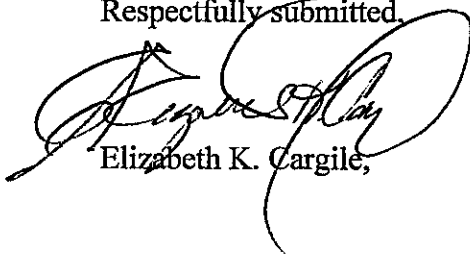
8. **ITEMS FOR REVIEW, DISCUSSION & ACTION AT NEXT MEETING:**

- A. Station #3 property near Great Oaks
- B. New Commissioner applications/appointments.
- C. Bank signature cards
- D. Bylaws
- E. Audit update
- F. Contracts
- G. Inventory
- H. Phones
- I. Budget and spreadsheet workshop
- J. Station #1 remodel
- K. SCBA purchase LVFD/NVFD

9. **ADJOURNMENT:**

President Pro tem Rodriguez moved to adjourn the meeting; second by Commissioner Leo Rodriguez. The meeting was adjourned at 6:54 p.m.

Respectfully submitted,



Elizabeth K. Cargile,

Reviewed on: 3/20/25

Motion: Maria Sanchez

2nd: Reyna Vasquez

Vote: 4/0