

MEDINA COUNTY EMERGENCY SERVICES DISTRICT NO. 5

REGULAR MEETING MINUTES

January 16, 2025

1. CALL TO ORDER AND ESTABLISH QUORUM:

President Manuel Rodriguez called the meeting to order at 6:01 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. COMMISSIONER'S COURT APPOINTMENTS:

Commissioners Manuel Rodriguez and Maria Sanchez were reappointed to serve until 12/31/2026.

3. BOESC STATEMENTS and OATH OF APPOINTED OFFICER:

Commissioners Rodriguez and Sanchez verified and signed the Office holder statement. County Commissioner David Lynch administered the Oath to Commissioner Sanchez and then to Commissioner M. Rodriguez.

4. ELECTION OF BOARD SEATS:

MOTION: Commissioner Leo Rodriguez moved to elect Manuel Rodriguez as President, second by Commissioner Sanchez, being no discussion; motion passed unanimously. 4/0

MOTION: Commissioner Rodriguez moved to elect Maria Sanchez as Vice-President, second by Commissioner Leo Rodriguez, being no discussion; motion passed unanimously. 4/0

MOTION: Commissioner Sanchez moved to elect Leo Rodriguez as Treasurer, second by Commissioner Linda Rodriguez, being no discussion; motion passed unanimously. 4/0

MOTION: Commissioner Linda Rodriguez moved to elect Reyna Vasquez as Secretary and to have 1 (one) "At Large" position, second by Commissioner Sanchez, being no discussion; motion passed unanimously. 4/0

5. PUBLIC COMMENTS:

RECOGNITION AND WELCOME OF CITIZENS:

EMS Chief Jason Miller with MCESD #4 was present to request a designated location for the ambulance to be stationed with access to an electrical outlet. President directed Chief Miller to work with the Fire Chief Brown to establish a location convenient for both.

6. READING AND APPROVAL OF MINUTES:

The minutes from November 21, 2024, were presented and read.

MOTION: Commissioner Sanchez moved to approve and accept the minutes, second by Commissioner Linda Rodriguez, being no discussion; motion passed unanimously. 4/0

7. SERVICE PROVIDER REPORT:

A. Report and Presentations from LVFD-Angelo Stafford was present for questions, reports and receipts were emailed to BOESC by Treasurer Vanessa Garcia. These were forwarded to the BOESC.

a. 2025 contract was emailed and will be reviewed in February.

b. Mr. Stafford will inform Chief Garcia of the inventory request.

c. Inform: None - Requests: None

- B. Report and Presentations from NVFD-Cory Bradley was present for questions, financials were received and forwarded to BOESC.
 - a. 2025 contract was emailed and will be reviewed in February.
 - b. Mr. Bradley was informed of the inventory deadline for March.
 - c. Inform: Asst. Chief Gilbert Rodriguez was present to answer questions regarding the balance of funds paid for the equipment on the new grant truck, the increase in new Volunteers and Personal Protection Equipment. Requests: 15 sets of bunker gear, quote was emailed in December.

MOTION: Vice-President Sanchez moved to ratify the purchase of the PPE as approved in budget line item “new equipment” these funds as well as grant balance needed to be **“allocated as appropriated”** before the end of the fiscal year, second by Commissioner Linda Rodriguez, being no discussion; motion passed unanimously 4/0

8. **PRESIDENT'S REPORT:**

- A. 2025 Board meeting schedule

MOTION: Commissioner Sanchez moved to keep the regular meeting time and day on the 3rd (third) Thursday at 6:00 p.m. Second by Commissioner Leo Rodriguez. There being no discussion; motion passed 4/0.

- B. Official newspaper

MOTION: Commissioner Linda Rodriguez moved to keep “The Devine News” as the official newspaper, seconded by Commissioner Sanchez, being no discussion; motion passed unanimously. 4/0

- C. District Administrator contract.

MOTION: Vice-President Maria Sanchez moved to approve the contract with Elizabeth Cargile as District Administrator, second by Commissioner Leo Rodriguez, being no discussion; motion passed unanimously. 4/0

- D. The new positions of the Board of Emergency Services Commissioners (BOESC) will be updated to Medina County Commissioner’s Court and on the website by Admin EKC.

- E. RFB station #1-request for bids postponed until March 2025.

- F. Mandatory continued education-Commissioners Sanchez, Linda Rodriguez, Reyna Vasquez and Leo Rodriguez are registered and have rooms for the SAFE-D training conference. Per diem sheets need to be signed.

MOTION: VP Maria Sanchez moved to issue the per diem checks by February 3rd, second by Commissioner Linda Rodriguez, being no discussion; motion passed unanimously 4/0.

9. **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	\$ 52,685.96	999
NVFD	Grant truck equip. bal.	62,253.92	1000
MCAD	Appraisal dist. Fees	11,644.69	1001
Elizabeth K. Cargile	Dec. salary	2,000.00	1002
NVFD	Bunker gear/budgeted	45,870.00	1003
Extraco Bank	Truck #8150 loan	57,697.43	1004

Elizabeth K. Cargile	Jan. salary	2500.00	1005
Lytle VFD	Quarterly payment	15,000.00	1006
Natalia VFD	Quarterly payment	54,000.00	1007
Maria Sanchez	Training per diem	414.40	1008
Reyna Vasquez	Training per diem	414.40	1009
Leo Rodriguez	Training per diem	414.40	1010
Linda Rodriguez	Training per diem	414.40	1011
TOTAL EXPENSES		\$305,309.60	

REVENUE	FOR	AMOUNT	DATE
Texas Comptroller	SUT- 5	16,290.87	12/13/24
Texas Comptroller	SUT- 5A	3,260.75	12/13/24
Texas Comptroller	SUT- 5	16,698.19	01/10/25
Texas Comptroller	SUT- 5A	4,719.53	01/10/25
TOTAL REVENUE		\$40,969.34	

TRANSFER	FOR	AMOUNT	DATE
I&S to M&O	Mason Bank loan	\$52,685.96	12/13/24

MOTION: Commissioner Sanchez moved to ratify December payments and to approve January payments, second by Commissioner Leo Rodriguez, there being no discussion; motion passed unanimously 4/0.

10. SECRETARY'S REPORT:

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

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

12. ADJOURNMENT:

President Rodriguez moved to adjourn the meeting; second by Commissioner Leo Rodriguez. The meeting was adjourned at 6:47 p.m.

Reviewed on: **2/20/2025**

Respectfully submitted,



Elizabeth K. Cargile,

Motion: **Comm. Linda Rodriguez**

2nd: **Comm. Reyna Vasquez**

Vote: 3/0