

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 24, 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. **Report from District Service Providers:** Consider, Discuss and Possible Action
 - A. Report and presentations from Lytle Volunteer Fire Dept.
 - a. Reports and receipts
 - b. Inform and request-ESO software
 - B. Report and presentations from Natalia Volunteer Fire Dept.
 - a. Reports and receipts
 - b. Inform and request-SCBA's /compressor
4. **President's Report:** Inform, Consider, Discuss and Possible Action.
 - A. Board of Emergency Services Commissioners (BOESC)-status
 - B. Bank signatures status.
 - C. Property tax exemptions
 - D. Station #1 remodel.
 - E. Station #1 new building.
 - F. Station #3
 - G. Member health benefits-NFPA physicals
5. **Secretary's Report:** Inform, Consider, Discuss and Possible Action
 - A. Presentation of minutes of prior meeting.
 - B. BOESC email accounts
 - C. Fiduciary bond for Treasurer & Employee.
6. **Treasurer's Report:** Inform, Consider, Discuss and Possible Action
 - A. Financial report.
 - B. Administrative requests-Budget Officer/letter of designation to MCTAC
 - C. 2025 tax year budget workshop-schedule date
 - D. Payments/Receipts.
 - E. MCESD 5 / NVFD Audit update.
7. **Administrator's Report:** Inform, Consider, Discuss, and Possible Action
 - A. Letter of Designation to MCTAC
 - B. SUT payer report
 - C. Website accessibility update.
 - D. Inform and update as necessary- BOESC cell phones
 - E. Requests for items on the next regular agenda
8. **Adjourn.**

Posted
HOUR 10:30am

JUL 16 2025

GINA CHAMPION
County Clerk, Medina County, TX
By [Signature] Deputy

Original was
NOT COMPARED

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

Elizabeth K. Cargile

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 #5

Regular Meeting Minutes

July 24, 2025

1. CALL TO ORDER AND ESTABLISH QUORUM:

President Leo Rodriguez called the meeting to order at 6:02 p.m. A quorum was present with Commissioners Manuel Rodriguez, Maria Sanchez, and Leonel Garcia.

2. CITIZEN REGONITION AND COMMENTS:

The following citizens were present: None

3. SERVICE PROVIDERS REPORTS:

A. LVFD-No member was present for questions due to fire call.

a. Reports and receipts were emailed to BOESC.

b. **Inform**-ESO software / **Request**-none

B. NVFD-Assistant Chief G. Cargile and Cory Bradley were present for questions.

a. Reports and receipts were emailed to BOESC.

b. **Inform**-purchase of 20 sets of SCBA's for the cost of \$231,719.62.

MOTION: Commissioner Garcia moved to purchase the 20 sets of SCBA's plus the fee to transfer the compressor to station #3 from the "new equipment / PPE" budget line, second by Commissioner Sanchez, discussion: rather than pay to transfer the outdated compressor and have it retro fitted for the new units, the new compressor should be purchased, **MOTION AMENDED:** Commissioner Garcia moved to approve purchase of 20 sets of SCBA and a new compressor for the units, second by Commissioner Sanchez, discussion: NVFD will update further on this purchase in August, being no further discussion; motion carried 4/0.

Request- None

4. PRESIDENT's REPORT:

A. BOESC status: resolved.

B. Bank signatures: resolved

C. Property tax exemption: EKC informed that because the reserves have not reached 1 (one) year funding, it is not recommended at this time, as an example, due to the flooding, Kerr County lost \$200 Million dollars in property tax revenue and will have to rely on reserve funds to operate. Discussion postponed.

D. The Station #1 remodel: Postponed.

E. Station #1 new building: Postponed.

F. Station #3: At 6:44 p.m. President L. Rodriguez called the meeting into closed session under Texas Government Code 551:087 (Economic Development) and reconvened in regular session at 6:56 p.m.

MOTION: VP Sanchez moved to continue discussion in August on the purchase of property for a third station in the eastern portion of District #5. Second by Commissioner M. Rodriguez, there being no further discussion, motion passed unanimously 4/0.

G. Member Health Benefits: NFPA physicals approved at March 20th meeting in the amount of \$29,670.00, to be paid tonight.

5. SECRETARY's REPORT:

A. Review and approve previous meeting minutes.

MOTION: Commissioner Sanchez moved to approve May 15, 2025, minutes; second by Commissioner M. Rodriguez; being no discussion; motion carried 4/0.

B. BOESC email accounts; review in August.

C. Fiduciary bond-Treasurer bond for Treasurer Garcia completed and invoice submitted in payments. Fiduciary Bond application for Administrator Cargile under the TX Health Safety Code 775.073 ((2)b).

MOTION: Commissioner Sanchez moved to allow EKC to submit the new Employee bond application as required by law, second by Commissioner M. Rodriguez, no discussion; motion carried 4/0.

6. TREASURER's REPORT:

A. EKC emailed financial reports and hardcopies presented to all Commissioners.

B. Requests-Admin Cargile presented the Board with 3 budget items for approval (*see attached motion as voted*).

1st was that a budget officer needed to be appointed, and draft budget reviewed and discussed, 2nd is that a proposed tax rate needed to be adopted to meet the tax hearing deadline requirements. 3rd was the letter authorizing Tax Assessor Melissa Lutz as our designee to calculate the FED 5 tax rate that must be completed asap.

MOTION: Vice-President Sanchez moved to appoint EKC as Budget Officer, second by Commissioner M. Rodriguez, being no discussion; motion carried 4/0.

MOTION: Vice-President Sanchez moved to adopt a proposed tax rate of \$0.10 /\$100.00 valuation, seconded by Commissioner M. Rodriguez, being no discussion; motion carried 4/0.

MOTION: Vice-President Sanchez moved to approve Budget Officer Cargile to submit the "Letter of Designation" to the Medina County Tax Assessor's office, seconded by Commissioner M. Rodriguez, being no discussion; motion carried 4/0.

C. 2025 ty / 2026 fy budget workshop: Treasurer Leo Garcia, Secretary Reyna Vasquez and Admin. Cargile will meet on the 7th of August at 5:00 p.m.

D. Accounts payable / receivable

PAYABLE	FOR	AMOUNT	CK #
BAJB	Legal fees-June	175.00	1028
Elizabeth K. Cargile	June salary	2094.75	1029
IRS	FICA / FIT	405.25	-----
Medina County Clerk	Agenda posting-June	2.00	-----
MCTAC	Tax collector fee-June	189.73	-----
BAJB	Legal fees-July	250.00	1030
VFIS	Treasurer Bond	500.00	1031
VFIS	Commercial policy	2,983.00	1032
Elizabeth K. Cargile	July salary	2,094.75	1033
IRS	FICA / FIT	405.25	-----
Medina County Clerk	Agenda posting-July	4.00	-----
Lytle VFD	3 rd quarter pymt.	15,000.00	1034
Natalia VFD	3 rd quarter pymt.	36,000.00	1035
Natalia VFD	Member physicals	29,670.00	1036
MCTAC	Tax collector fee-July	143.91	-----
TOTAL EXPENSES		\$89,917.64	

REVENUE	FOR	AMOUNT	DATE
Texas Comptroller	SUT- 5 June	18,755.00	06/13/25
Texas Comptroller	SUT- 5A June	4147.67	06/13/25
Texas Comptroller	SUT- 5 July	16,533.32	07/11/25
Texas Comptroller	SUT- 5A July	<u>4514.54</u>	07/11/25
TOTAL REVENUE		\$43,950.53	

MOTION: Commissioner Sanchez moved to accept, ratify and pay the invoices from June and July, second by Commissioner M. Rodriguez, no discussion; motion carried 4/0.

E. The administrator advised the Board that the auditor has sent out letters to each Board Member, bank and to the Attorney, and as soon as the Auditor receives them back the audit should be completed.

7. ADMINISTRATOR's REPORT:

- A. Letter of Designation had been submitted to the Board for review and was just waiting for a budget officer to sign. She will send it to the tax office on Friday.
- B. Admin reports she is still currently working on the SUT reports for the 78016 portion of the District, after tax season she should be able to complete the reports for 78059 and 78052.
- C. Website accessibility update: deadline for some districts are through 2027 and there are now online classes through TAC/CIRA.
- D. ESD cell phones: postponed indefinitely.
- E. Request for discussion items for next meeting:
 - 1. NVFD SCBA's
 - 2. Board emails -TAC/Cira
 - 3. The audit status.

8. ADJORNMENT:

Motion to adjourn by Commissioner Sanchez; second by Commissioner M. Rodriguez; approved unanimously and the meeting was adjourned at 8:01 p.m.

Respectfully submitted,


Elizabeth K. Cargile,
District Administrator

Reviewed on: 21 Aug 25

Motion: MS

2nd: MR

Vote: 5/0

Inform, Consider, Discuss, and possible Action July 24, 2025

Agenda item: 6 B Administrative requests:

Motion to appoint Budget Officer

Commissioner Sanchez moved to appoint Elizabeth Cargile, as Budget Officer for the 2025 tax year. Seconded by Commissioner Rodriguez, Discussion None

	<u>4</u>	<u>0</u>	<u>0</u>	<u>1</u> <u>RV</u>
VOTES	AYE	NAY	PNV	ABSENT

ADOPT PROPOSED 2025 TAX RATE

MEDINA COUNTY EMERGENCY SERVICES DISTRICT NO. 5 (Fed. 5)

ADOPTED A 2025 TAX YEAR PROPOSED TAX RATE OF:

\$0.10 per \$100,000.00 VALUATION

Motion MS - VP
Second MR - Asst. Treasurer
Discussion NONE

	<u>4/0</u>	<u>0</u>	<u>0</u>	<u>1</u> <u>RV</u>
VOTES	AYE	NAY	PNV	ABSENT

Motion to allow Budget Officer to remit Letter of Designation

Commissioner Sanchez moved to allow Elizabeth Cargile, as Budget Officer to remit the letter of designation to the Medina County Tax Assessor Collector Melissa Lutz. Seconded by M. Rodriguez, Discussion: NONE

	<u>4/0</u>	<u>0</u>	<u>0</u>	<u>1</u> <u>RV</u>
VOTES	AYE	NAY	PNV	ABSENT