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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, March 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 Officers
 - b. 2025 Service Provider Contract
 - c. Reports and receipts
 - d. Inventory due 3/31/2025
 - e. Inform and request.
 - B. Report and presentations from Natalia Volunteer Fire Dept.
 - a. 2025 Officers
 - b. Reports and receipts
 - c. Inventory due 3/31/2025
 - d. Inform and request.
5. **President's Report:** Inform, Consider, Discuss and Possible Action.
 - A. Suggested names to fill open seat.
 - B. Administrative Contract
 - C. Website accessibility Coordinator
 - D. Website platform-Streamline
 - E. Member health benefits
 - F. MOU for EMS housing
 - 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-cell phones
 - C. Payments/Receipts
 - D. 2024 FY MCESD#5/ NVFD audit prep.
7. **Secretary's Report:** Inform, Consider, Discuss and Possible Action.
 - A. Bylaws and Board policies
 - B. Budget and financial workshop-date and time
8. **Requests for agenda items at next meeting:**
9. **Adjourn.**

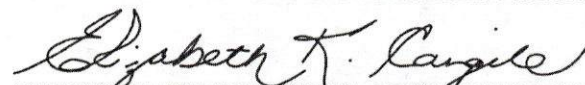
Posted
HOUR 3:16pm

MAR 13 2025

GINA CHAMPION
County Clerk, Medina County, TX
By Kimberly Berner 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



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

March 20, 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 Maria Sanchez, Commissioner Leo Rodriguez and Commissioner Reyna Vasquez present. Pledge of Allegiance and Invocation recited by NVFD Assistant Chief Cargile.

2. PUBLIC COMMENTS:

RECOGNITION AND WELCOME OF CITIZENS: None present to speak, however, EKC informed that a member of the Forest Woods HOA called inquiring if the VFD's did hydrant checks, she advised that he must call Benton City Water for information on the hydrants. He explained that they are trying to improve readiness in their subdivision for the summer burn season. EKC expressed Thanks for the preparation and thoughts of the safety of the residents and firefighters.

3. READING AND APPROVAL OF MINUTES:

The minutes from February 20, 2025, were presented and read.

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

4. SERVICE PROVIDER REPORT:

- A.** Report and Presentations from LVFD- President Lucas Martinez was present for questions.
 - a. 2025 Officers' list is attached.
 - b. 2025 contract was signed.
 - c. Reports and financials were received via email from Treasurer Vanessa Garcia.
 - d. LVFD President Martinez believes the inventory will be completed.
 - e. **Inform:** SCBA's were purchased 12 packs with 24 bottles & the set up was approximately \$126,000.00, President Medina will get with NVFD Chief Brown and Treasurer G. Rodriguez to provide further information.
Requests: None
- B.** Report and Presentations from NVFD-Asst. Chief Gilbert Rodriguez was present for questions.
 - a. 2025 Chiefs and Officers list is attached.
 - b. Financials were received from Treasurer Gilbert Rodriguez; reports were received from Administrative Assistant Viola Potter.
 - c. NVFD Chief Brown believes the inventory will be completed.
 - d. **Inform:** None – **Requests:** None

5. **PRESIDENT'S REPORT:**

- A. Viola Potter has applied for the open seat; however, the Commissioner's Court has taken no action currently.
- B. Administrator Contract: EKC explained that she spoke with legal counsel Ken Campbell who explained that since she is a contractor she is not allowed to represent the District in any capacity, act as an agent, employee or representative of the District. (*the contract was presented to the Board for review of terms*); due to the constrictions of the contract, EKC cannot have discussions with outside parties without the expressed consent of the BOESC by motion for each interaction. (example-project Cinco meeting). There are 3 (three) options.

- Remain as Contractor and direct all calls to a Commissioner or have 3-way calls with a Commissioner.
- Hire on as an employee, EKC would be able to bring 17 years' experience and knowledge of all aspects of the needs and requirements of the District i.e. expected discussions on possible annexation for project Cinco.
- EKC is willing to serve on the Board of Emergency Service Commissioner, will apply but is hereby informing the BOESC that though she will submit her application and resume' she refuses to answer 2 (two) specific questions.

The Commissioners encouraged EKC to submit the application.

- C. Website accessibility coordinator-EKC explained that on April 24/2024 a new law has been adopted: Title II of the ADA which sets out specific requirements for state and local governments and the specific content required on websites, the deadline for compliance is April 24, 2026. The Texas Association of Counties provides CE training and is holding a training conference in May and EKC would like permission to attend the CIRA conference to learn how to become 100% compliant before the 2026 deadline.

MOTION: Commissioner Vasquez moved to allow EKC to attend the training in May for website accessibility. Second by Commissioner Sanchez, there being no discussion; motion passed 4/0.

- D. Web provider called Streamline: Commissioner Linda Rodriguez met with the vendor at the SAFE-D conference and gave him the email address for Admin EKC to see if ESD #5 is compliant. Streamline Agent Julian Ortega and EKC have been emailing and did have a zoom meeting regarding packages offered and pricing (attached). Mr. Ortega sent the attached "Web accessibility and risk report which shows ESD #5 score as 94 out of 100. Because of the clarification on the admin contract, EKC will need a motion if she is allowed to continue discussions with Streamline,

MOTION: Commissioner Sanchez moved to stay with TAC/CIRA and to allow EKC to inform the Streamline agent that the Board declines the offer of services. Second by Commissioner Vasquez, Discussion-CE available with TAC and streamline price, being no further discussion; motion passes 4/0.

- E. The Member health benefits: Assistant Chief emailed the prospectus from NVFD Secretary Potter. For 25 members to receive the **NFPA** approved physicals the "Gold" package (recommended by NVFD) is \$29,670.00 (twenty-nine thousand six hundred and seventy dollars and no/100).

MOTION: Commissioner Sanchez moved to provide the VFD with the funds for the Gold package physicals, second by Commissioner Leo Rodriguez. There being no discussion; motion carried 4/0.

F. The memorandum of Understanding for overnight housing with MCESD #4 is no longer needed.

G. Station #1 remodel-Quality Renovators submitted a bid to move the bunker gear laundry area to the outside bay including the cost of running all new plumbing to both areas, allowing for a new $\frac{3}{4}$ (three-quarter) rest room with shower to be designated as the women's restroom for a total cost of \$35,000.00. The administrator asked for permission to contact ESD attorney for any conflicts of interest.

MOTION: Commissioner Sanchez moved to allow EKC to speak with ESD attorney Ken Campbell regarding any possible conflicts of interest issues. Second by Commissioner Vasquez. There being no discussion; motion carried 4/0.

Admin EKC submitted the blueprint received from NVFD member Albert Saldana for the new station with sleeping quarters, conference room, offices for VFD and ESD #5 that will face SH 132, Chief Brown explained that there are some problems with City of Natalia main water lines that run in that area that the City would need to move/relocate.. Commissioner Sanchez inquired if there are any grants for new fire stations, EKC informed that Albert Saldana NVFD grant writer is looking for available grants. Chief Brown explained that the price of metal has increased 25% in just a few weeks, the price of material is increasing and now is the time to build before prices get even higher. President M. Rodriguez inquired if it can be confirmed that the main lines are in fact in path of the new building.

MOTION: Commissioner Sanchez moved to have the NVFD provide more information on the water lines at the April meeting. Second by Commissioner Leo Rodriguez. Discussion- Chief Brown and Assistant Chief G. Rodriguez will inquire and inform in April. There being no further discussion; motion passes 4/0

6. **REPORT FROM TREASURER:**

A. Financial reports, QB reports and spreadsheets for February submitted to the Board via email, and hard copies are in the Commissioner's packet prepared by Admin EKC.

B. Administrative requests: Cell phones postponed until April.

Fireproof file safes discussion

MOTION: Commissioner Vasquez made a motion to act on the purchase of a fireproof file safe. Second by Commissioner Sanchez. Discussion: EKC there are 3 types, the type I would be perfect because it takes up less space and holds both letter and legal files. EKC explained that because of the weight, we need to set up a date and time for the delivery and someone to be present, also the old file cabinets would have to be moved in advance, for placement of the new file cabinets. Admin EKC would like permission to coordinate such with the NVFD to confirm someone would be present for delivery if purchase is approved. Discuss further in April.

C. The following payments were submitted:

PAYABLE	FOR	AMOUNT	CK #
Elizabeth K. Cargile	Contract services	2500.00	1016
TOTAL EXPENSES		\$ 2,500.00	

REVENUE	FOR	AMOUNT	DATE
Texas Comptroller	SUT- 5	15,429.78	03/14/24
Texas Comptroller	SUT- 5A	4240.27	03/14/24
TOTAL REVENUE		\$31,502.44	

7. **SECRETARY'S REPORT:**

A. Reading of the Bylaws-Admin EKC read the Bylaws and Board policies aloud.

MOTION: Commissioner Vasquez moved to accept and sign the bylaws, second by Commissioner Sanchez. Discussion-Commissioners understand the bylaws, code of conduct, policies, being no further discussion; motion passes 4/0.

B. Possibly set for 5:00 p.m. before the next regular meeting on 4/17/2025.

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

- D. Station #3 property near Great Oaks
- E. New Commissioner applications/appointments.
- F. Bank signature cards
- G. Audit update
- H. Cell phones
- I. Final decision on purchase of 2 fire safe file cabinets.
- J. Budget and spreadsheet workshop at 5:00 pm before reg. mtg.
- K. Station #1 remodel and new building.
- L. SCBA purchase LVFD/NVFD

9. **ADJOURNMENT:**

Vice-President Sanchez moved to adjourn the meeting; second by Commissioner Leo Rodriguez. The meeting was adjourned at 7:23 p.m.

Respectfully submitted,



Elizabeth K. Cargile,

Reviewed on: 4/24/25

Motion: AKR

2nd: JR

Vote: 4/0