

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, May 15, 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. **Commissioner's Court Appointment:**
 - A. Statement of Appointed Officer.
 - B. Oath of Office-Swearing in of new Commissioner.
 - C. Board member updates.
 - D. Election of Board seats.
3. **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).*
4. **Report from District Service Providers:** Consider, Discuss and Possible Action
 - A. Report and presentations from Lytle Volunteer Fire Dept.
 - a. Reports and receipts
 - b. Inventory.
 - c. Inform and request.
 - B. Report and presentations from Natalia Volunteer Fire Dept.
 - a. Reports and receipts
 - b. Inventory.
 - c. Inform and request-SCBA's / compressor
5. **President's Report:** Inform, Consider, Discuss and Possible Action.
 - A. Bank resolutions.
 - B. Update bank signatures.
 - C. Property tax exemption
 - D. Station #1 remodel.
 - E. Station #1 new building.
 - F. Station #3
6. **Secretary's Report:** Inform, Consider, Discuss and Possible Action
 - A. Presentation of minutes of prior meeting.
 - B. Fiduciary bond for Employee.
7. **Treasurer's Report:** Inform, Consider, Discuss and Possible Action
 - A. Financial report.
 - B. Administrative requests.
 - C. Payments/Receipts.
 - D. MCESD 5 / NVFD Audit status.
8. **Administrator's Report:** Inform, Consider, Discuss, and Possible Action
 - A. File cabinets status.
 - B. Website accessibility Conference update.
 - C. Inform and update as necessary.
9. **Requests for items on the next regular agenda:**
10. **Adjourn.**

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.

MCESD NO. 5 / 2025 May 15 reg mtg

MEETING DATE AND TIME ARE SUBJECT TO CHANGE WITH PROPER NOTICE

**Original was
NOT COMPARED**

Posted
HOUR 2:49 pm

MAY 08 2025

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

MEDINA COUNTY EMERGENCY SERVICES DISTRICT #5

Regular Meeting Minutes

May 15, 2025

1. CALL TO ORDER AND ESTABLISH QUORUM:

President Pro Tem. Sanchez called the meeting to order at 6:01 p.m. A quorum was present with Commissioners Leo Rodriguez, Maria Sanchez, Reyna Vasquez and Leonel Garcia. Commissioner Manuel Rodriguez withdrew his resignation, but was not available for tonight's meeting.

2. COMMISSIONER'S COURT APPOINTMENT:

- A. Commissioner Garcia office holder statement completed.
- B. Commissioner Garcia was sworn in by Judge Lutz. This term ends 12/31/2026.
- C. The Commissioners information sheet is updated.
- D. ELECTION OF BOARD POSITIONS:

MOTION: Commissioner Sanchez moved to elect Leo Rodriguez as President, she, Maria Sanchez will remain as VP, Commissioner Reyna Vasquez to remain as Secretary, Commissioner Leonel Garcia as Treasurer, and Commissioner Manuel Rodriguez as Asst. Treasurer, second by Commissioner Leonel Garcia, no discussion; motion carried 4/0.

At 6:15 p.m. President Leo Rodriguez presided over the meeting.

3. CITIZEN REGONITION AND COMMENTS:

The following citizens were present: None

4. SERVICE PROVIDERS REPORTS:

- A. LVFD-Angelo Stafford was present for questions.
 - a. Reports and receipts were emailed to BOESC.
 - b. Mr. Stafford-inventory by June.
 - c. Inform-none / Request-none
- B. NVFD-Assistant Chief Gilbert Rodriguez was present for questions.
 - a. Reports and receipts were emailed to BOESC.
 - b. Inventory is being transcribed.
 - c. Inform-Asst. Chief Gilbert Rodriguez passed out the 2023 ty audit and informed the Board that the SCBA's quote from "HEAT safety" is for 20 units, compressor refit, and to move compressor to station #2 - \$284,092.86. Request: Asst. Chief Rodriguez requested 15 sets of radio equipment, quote submitted \$32,985.00.

MOTION: Secretary Vasquez moved to purchase the 15 sets of radios from the "new equipment" budget line, second by Commissioner Sanchez, discussion: interest rates should be considered for a loan, move forward with possible purchase of the SCBA's in June, being no further discussion; motion carried 4/0.

5. PRESIDENT'S REPORT:

- A. Bank resolution-President Leo Rodriguez will speak with Attorney Campbell.
- B. Bank signatures: Letter to be sent to each bank shows the motion, the second and signed by President Leo Rodriguez. (*see attached*)

MOTION: Secretary Vasquez moved verbatim as on the letter- to remove past members and add new members to the signature cards of LSB and SSB and to add Admin EKC, treasurer bond may be needed, for the purposes as authorized by a motion and a second during a Board meeting, no discussion; motion carried 4/0.

C. Property tax exemption

MOTION: Commissioner Sanchez moved to allow EKC to inquire with attorney as to the steps for allowing over 65 years / disabled person property exemptions, second by Commissioner Garcia, no discussion; motion carried 4/0.

D. The Station #1 remodel-discuss in June.

E. Station #1 new building-Assistant Chief Gilbert Rodriguez provided a street map and blueprints for placement of the new building. Discuss in June.

F. Station #3-discuss in June.

6. SECRETARY'S REPORT:

A. Review and approve previous meeting minutes.

MOTION: Commissioner Sanchez moved to approve April 24, 2025, minutes; second by Commissioner Garcia; being no discussion; motion carried 4/0.

B. Fiduciary bond-Treasurer bond may be necessary for Administrator EKC. Secretary Vasquez presented Treasurer Garcia with the bond application, (filled and completed).

MOTION: Secretary Vasquez moved to allow EKC to submit the new Treasurer bond application for Commissioner Garcia and to inquire on another Treasurer bond with attorney, second by VP Sanchez, no discussion; motion carried 4/0.

7. TREASURER'S REPORT:

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

B. Requests-EKC inquired about 2 cell phones for the district as discussed in April.

MOTION: Vice-President Sanchez moved to allow EKC to get prices on a cell plan with 2 phones, second by Secretary Vasquez, no discussion; motion carried 4/0.

At 7:21 p.m. President Rodriguez departed, President Pro Tem Sanchez presided.

C. Account payable / receivable

| PAYABLE | FOR | AMOUNT | CK # |
|-----------------------|-------------------------------|--------------------|-------------|
| Transfer from I & S | to M&O for ck #1021 | 18,404.00 | TR |
| Fire King | File cabinets- voided | 0.00 | 1020 |
| Fire King | File cabinets x2 | 4,750.00 | debit |
| Elizabeth K. Cargile | Conf. per diem- voided | 0.00 | 1024 |
| EDE & Co., CPA | NVFD 2023 fy audit | 6590.00 | 1025 |
| Elizabeth K. Cargile | May salary | 2,094.75 | 1026 |
| Rocky Mountain Comms. | NVFD radios x15 | <u>32,985.00</u> | 1027 |
| TOTAL EXPENSES | | \$64,823.75 | |

| REVENUE | FOR | AMOUNT | DATE |
|----------------------|------------|--------------------|-------------|
| Texas Comptroller | SUT- 5 | 20,617.52 | 05/09/25 |
| Texas Comptroller | SUT- 5A | <u>4,219.06</u> | 05/09/25 |
| TOTAL REVENUE | | \$24,836.58 | |

MOTION: Commissioner Sanchez moved to accept and pay the invoices as presented and for EKC to make the reserve fund transfer, second by Commissioner Vasquez, no discussion; motion carried 3/0.

D. The administrator advised that all items have been submitted to the auditor; NVFD advised that they have also submitted all items.

8. ADMINISTRATOR's REPORT:

- A. File cabinets expected on May 20, 2025.
- B. EKC has cancelled her attendance at the website accessibility conference.
- C. EKC presented the Board with information for Board position emails through current website provider. Further discussion in June,
Also presented were the initial estimates for the 2025 tax year received from the Medina CAD, copies are in the Board members packets.

9. Request for discussion items for next meeting:

- 1. NVFD SCBA's;
- 2. Loan interest rates;
- 3. Property tax exemptions
- 4. Cell phone plan rates;
- 5. Board emails -TAC/Cira
- 6. The audit status.
- 7. Budget committee meeting.

10. ADJORNMENT:

Motion to adjourn by Commissioner Garcia; second by Commissioner Vasquez; approved unanimously and the meeting was adjourned at 7:40 p.m.

Respectfully submitted,



Elizabeth K. Cargile,
District Administrator

Reviewed on: 7/24/25

Motion: pass

2nd: M.R.

Vote: 4/0