

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 15, 2024, 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. **Medina County Commissioner's Court appointments.**
3. **Board of Emergency Service Commissioner's Statement and Oath of Office**
4. **Election of BOESC to Board Seats.**
5. **BUDGET SESSION:** End of fiscal year 2023 budget review. Beginning of fiscal year 2024 budget review.
6. **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).*
7. **Reading and approval of the minutes of the previous meeting.**
8. **Report of Service Providers in District:** Consider, Discuss and Possible Action
 - A. Report and presentations from Lytle Volunteer Fire Dept.
 - a. Inform and requests.
 - B. Report and presentations from Natalia Volunteer Fire Dept.
 - a. Inform and requests.
9. **President's Report:** Inform, Consider, Discuss and Possible Action.
 - A. Discuss "request for bid's" on Station #1 remodel.
 - B. Update on new apparatus.
 - C. VFD's NFFPA physicals
10. **Treasurer's Report:** Inform, Consider, Discuss and Possible Action
 - A. Financial report.
 - B. Administrative requests
 - C. Payments/Receipts-Service provider 1st qtr.
 - D. 2023 FY MCESD/ NVFD audit prep.
11. **Secretary's Report:** Inform, Consider, Discuss and Possible Action.
 - A. Sales & Use taxpayers' -monthly update.
 - B. SUT revenue account.
12. **Requests for agenda items at next meeting:**
13. **Adjourn.**

Posted
HOUR 1:40 PM

FEB 09 2024

GINA CHAPMAN
County Clerk, Medina County, TX
By *Gina Chapman* Deputy

I, Elizabeth K. Cargile, Secretary 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



COMMISSIONER 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 for

February 15, 2024

1. CALL TO ORDER AND ESTABLISH QUORUM:

President Manuel Rodriguez called the meeting to order at 6:00 p.m. Pledge of Allegiance was recited and Mr. Cory Bradley said the invocation. Quorum was established with Treasurer Linda Rodriguez, and Secretary Cargile present.

2. COMMISSIONER'S COURT APPOINTMENTS: Judge Keith Lutz was present to give the Oath of Office to the newly appointed members of the Board-Pat Bourcier and Leo Rodriguez.

3. STATEMENT OF OFFICER/ OATH OF OFFICE. Judge Lutz swore in the new Commissioner's and sat in for the rest of the meeting. At this time Elizabeth Cargile turned over all paperwork, the ESD tablet and the ESD hard drive, and moved to the public seating area. Cathy Gonzalez turned in the ESD tablet in her possession and left. Commissioner Linda Rodriguez took over writing the minutes of the meeting.

4. ELECTION OF OFFICER POSITIONS: Quorum was intact with Commissioner's Pat Bourcier, Manuel Rodriguez, Leo Rodriguez, and Linda Rodriguez.

MOTION: Commissioner Manuel Rodriguez moved to appoint the members as follows: Pat Bourcier as President, Leo Rodriguez as Vice-President, Linda Rodriguez as Treasurer, Maria Sanchez as Secretary, Manuel Rodriguez as Commissioner, Second by Leo Rodriguez. Discussion-Commissioner Linda Rodriguez tendered her resignation letter (discussion and action to be added to next meeting's agenda) and stated she would no longer be able to serve as Commissioner and therefore could not be Treasurer; Motion was amended to show Commissioner Maria Sanchez as Secretary/Treasurer. Being no further discussion, motion passed 4/0.

5. BUDGET SESSION: Postponed until March.

6. PUBLIC COMMENTS: Natalia VFD Asst. Chief Greg Cargile-Welcomed the new Commissioner's, stated that MCESD #5 is the only ESD without a paid coordinator, the achievements of the Board working together has created (in his opinion) the best ESD in Medina County, honoring the promises made with the creation of the ESD with an ISO rating of 2 (two) which saves on property insurance, the most transparent financial records, the best maintained and updated website, appreciation and prayer of thanks for the ESD Board of Commissioner's willingness to serve. County Judge Lutz asked what the best possible rating is and Chief Brown informed the best is a 1 (one).

Commissioner Manuel Rodriguez asked to have discussion and possible action for the creation of a coordinator position on the March meeting agenda.

Commissioner Linda Rodriguez noted such for the next meeting as shown below on next meeting "agenda items".

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7. **READING AND APPROVAL OF MINUTES:**

The Commissioners read the minutes and were approved.

MOTION: Commissioner Linda Rodriguez moved to adopt the minutes, seconded by Commissioner Pat Bourcier being no discussion; motion passed unanimously.

8. **REPORT FROM SERVICE PROVIDERS:**

A. Report and Presentations from LVFD- Chief Roger Garcia was present for questions, packet was received and forwarded to the BOESC, hard copy on file.

a. Inform and requests- Chief Roger Garcia introduced himself to the new members of the Board, explained that the LVFD is now a split department with volunteer and career which allows the department to be staffed 24/7 by 3 person shifts. Funding is received from Medina ESD 5, Bexar ESD 5, Atascosa ESD 1 and the City of Lytle.

B. Report and Presentations from NVFD- Chief Chuck Brown was present for questions, the financial packet was received and forwarded to the BOESC. No minutes or pay per call report was received. Hard copy on file.

a. Recruit and retention report- none presented.

b. Inform and requests- None

9. **PRESIDENT'S REPORT:**

A. Request for bids- Chief Brown informed that the rough draft on design for Station #1 remodel has been prepared. Budget restraints have limited the number of Contractors willing to submit quotes or bids. Carl Patteson Construction, LLC., General Contractor, has agreed to provide a bid for the next meeting. Commissioner Bourcier stated that once the specs are prepared, the "request for bids" will need to go into the newspaper. No Motions made.

B. Update on new grant apparatus- grant writer Albert Saldana informed that the chassis was apparently never ordered by the builder "AG Meier, the grant is set to expire on August 31, 2024, will inform further in March.

C. The 2024 fiscal year health benefits- "hard physical" needed following NFPA standards which are required to receive grants, and that the physicals could be "staggered" ½ membership this year, balance next year. Commissioner Bourcier inquired about types of insurances provided to the volunteers, NVFD Assistant Chief Gilbert Rodriguez replied that there is cancer insurance and another insurance provided through VFIS. LVFD Chief Garcia will confer with Asst. Chief Rodriguez and report back in March.

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10. TREASURER’S REPORT:

- A. Financial reports attached-QB, MCTO Tax revenue, and YTD Revenue and Expense spreadsheet delivered to Commissioners with a copy presented to County Judge Lutz.
- B. Admin requests-Elizabeth Cargile request for compensation for services performed outside the scope of secretarial duties.
- C. Payments / receipts.

<u>PAYABLE</u>	<u>FOR</u>	<u>AMOUNT</u>	<u>CK #</u>
EDE & Company	Audit	\$5,485.00	952
BAJB	legal fees	344.46	953
Elizabeth Cargile	Compensation	1,900.00	954
<u>RECEIVED</u>	<u>FOR</u>	<u>AMOUNT</u>	<u>DEP.</u>
TX Comptroller	SUT-February	\$21,794.00	*open new *

(approved December minutes needed to open the account at LSB)

MOTION: Commissioner Manuel Rodriguez moved to approve payments, second by Commissioner Bourcier, being no discussion; motion passed 4/0.

- D. Audits for 2023fy NVFD and MCESD#5 to be addressed at March meeting.

11. SECRETARY’S REPORT:

- A. SUT update: Spreadsheet for the month of February was presented. Further discussion in March.
- B. SUT revenue checks were given to President Bourcier for deposit into a new Lytle State Bank money market account.

DISCUSSION ITEMS FOR NEXT MONTH: -

- A. Paid Coordinator.
- B. Remodel station #1.
- C. Budget session.
- D. VFD physicals.
- E. Grant truck update.
- F. TX Comptroller SUT review and report.
- G. Lytle State Bank SUT money market account.
- H. SUT revenue received.

12. ADJOURNMENT:

Commissioner Manuel Rodriguez moved to adjourn the meeting without objection, being none, the meeting was adjourned at 7:35 p.m.

Respectfully submitted,


Elizabeth Cargile (Interim Coordinator)

Approved by _____