

**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, April 24, 2025, at 6:00 p.m., at the Natalia Volunteer Fire Department 211 Pearson Street, Natalia, Texas.

The Treasurer, Secretary and Admin will meet at 5:00 pm for the 2024 end-of-year audit workshop.

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. Inventory due 3/31/2025
 - c. Inform and request.
 - B. Report and presentations from Natalia Volunteer Fire Dept.
 - a. Reports and receipts
 - b. Inventory due 3/31/2025
 - c. City water lines update
 - d. Inform and request.
4. **President's Report:** Inform, Consider, Discuss and Possible Action.
 - A. Commissioner's Court ESD #5 appointment.
 - B. Administrative contract/employment
 - C. Bank signatures / resolution
 - D. Website accessibility Conference
 - E. Discuss "request for bids" on Station #1 remodel.
5. **Secretary's Report:** Inform, Consider, Discuss and Possible Action
 - A. Presentation of minutes
 - B. Budget workshop discussion
6. **Treasurer's Report:** Inform, Consider, Discuss and Possible Action
 - A. Financial report.
 - B. Final 2024 fiscal end of year review.
 - C. Administrative requests
 - D. Payments/Receipts.
 - E. MCESD 5 / NVFD Audit status
7. **Administrator's Report:** Inform, Consider, Discuss, and Possible Action
 - A. Finalize file cabinet purchase and delivery details.
8. **Requests for items on the next regular agenda:**
9. **Adjourn.**

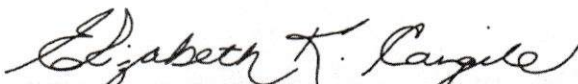
Posted
HOUR 3:09pm

APR 17 2025

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

April 24, 2025

1. CALL TO ORDER AND ESTABLISH QUORUM:

President Manuel Rodriguez called the meeting to order at 6:05 p.m. A quorum was established with Commissioner Leo Rodriguez, Commissioner Linda Rodriguez and Commissioner Reyna Vasquez present. Pledge of Allegiance and Invocation recited by NVFD Member Cory Bradley.

2. PUBLIC COMMENTS:

RECOGNITION AND WELCOME OF CITIZENS: None.

3. SERVICE PROVIDER REPORT:

A. Report and Presentations from LVFD- Member Angelo Stafford was present for questions.

- a. Reports and financials will be sent from Treasurer Vanessa Garcia a new system has caused a delay.
- b. The inventory is almost completed, will be submitted in the next 2 weeks.
- c. Inform: Mr. Stafford informed us that Lytle VFD no longer contracts with Bexar ESD #5.
Requests: None

B. Report and Presentations from NVFD-Asst. Chief Gilbert Rodriguez was present for questions.

- a. Reports-financials and run reports were received, Secretary Potter will email the minutes.
- b. The inventory will be submitted in the next 2 weeks.
- c. City water lines-Asst. Chief G. Rodriguez received confirmation that the lines are sewer and should not impede the proposed station. Will update further in May.
- d. Inform: VFIS certificates of insurance were received from NVFD; SCBA's grant is available, grant writer Albert Saldana is currently working on it and will inform further in May.
Requests: None

4. PRESIDENT'S REPORT:

A. The Commissioner's Court received 2 applications-Viola Potter who applied in January and Elizabeth Cargile who applied in March. On April 17th NVFD Asst. Chief Gilbert Rodriguez requested that EKC send an application to Leo Garcia and today another was sent to Johnny Rizo, these were emailed. President Manuel Rodriguez informed that he would be resigning. This creates another open seat. Asst. Chief Rodriguez reported that the Commissioner's Court is aware, and this will be on the May 5th agenda.

B. Administrator Contract: Because of Commissioner's Court refusal to have MCESD# 5 appointments on the agenda to discuss and consider either of the previous 2 applicants, the following action was taken:
EKC submitted her application for employment and requested that if hired, her contract pay remain the same for salary.

MOTION: Secretary Vasquez moved to hire EKC as District Administrator effective immediately with the salary to remain the same and to speak with legal counsel for advice on "duties and responsibilities"; second by Commissioner Linda Rodriguez, being no discussion, motion carried 4/0.

- C. Bank signatures: EKC informed that the signature cards at Security State and Lytle State Bank will need to be updated. EKC presented the Board with the required form from SSB (present members have filled it out, EKC will meet with Vice-President Sanchez for her signature). LSB only needs the minutes. EKC advised she may need an order to be able to conduct ESD business with the banks.

MOTION: Commissioner Linda Rodriguez moved to have President Manuel Rodríguez and Patrick Bourcier removed from the signature cards, the new signature cards will be filled with the current remaining Commissioners' Maria Sanchez, Reyna Vasquez, Linda Rodríguez and Leo Rodriguez. Seconded by Commissioner Reyna Vasquez, there being no discussion, motion carried 4/0.

- D. Website accessibility coordinator- EKC has registered for the Texas Association of Counties /CIRA conference on website compliance to be held in May. Expense request submitted.

- E. The request for bids will be addressed in June.

5. **SECRETARY'S REPORT:**

- A. The minutes from March 20, 2025, were presented and read.

MOTION: Treasurer Leo Rodriguez moved to approve and accept the minutes, second by Commissioner Vasquez, there being no discussion; motion carried 4/0.

- B. Budget workshop discussion-Admin EKC, Treasurer Rodriguez and Secretary Vasquez met and reviewed the 2024 fiscal year budget, revenue from the Medina County Tax Office, projected expenditures versus actual amounts received and disbursements. They are submitted to the Board for approval and to be sent to the auditor.

6. **REPORT FROM TREASURER:**

- A. Financial reports, QB reports and spreadsheets were submitted to the Board via email, and hard copies are in the Commissioner's packet prepared by Admin EKC.
- B. Final 2024 fiscal end of year review. Final amendment to the budget is submitted to the Board for review and approval.

MOTION: Treasurer Leo Rodriguez moved to approve the final 2024 budget as submitted and for EKC to send it to the auditor, EDE & Co., seconded by Commissioner Linda Rodriguez; there being no discussion, motion carried 4/0.

- C. Administrative requests: Cell Phones-Commissioner Linda Rodriguez explained the possible need for the BOESC to have District issued cell phones. The cell phones could be transferred to a new member; however, they could not be erased for a new member until all items are reviewed and saved. Further inform in May.

- D. The following payments were submitted:

PAYABLE	FOR	AMOUNT	CK #
Elizabeth K. Cargile	Services rendered	2500.00	1017
Natalia VFD	2 nd quarter payment	54,000.00	1018
Lytle VFD	2 nd quarter payment	15,000.00	1019
Fire King	Fireproof file safes x2	4,750.00	1020
Security State Bank	Station #2 loan payment	18,404.00	1021
Natalia VFD	2025 fy incentive funds	45,000.00	1022
SAFE-D	Membership dues	1,475.00	1023
Elizabeth K. Cargile	Website conference	1,317.13	1024
Transfer from #391	Emergency reserve fund	10,000.00	TR
Transfer from #391	Capital reserve fund	10,000.00	TR
Transfer from #391	M & O reserve fund	10,000.00	TR
TOTAL EXPENSES		\$172,446.13	

REVENUE	FOR	AMOUNT	DATE
Texas Comptroller	SUT- 5	14,672.26	04/11/25
Texas Comptroller	SUT- 5A	3,251.95	04/11/25
TOTAL REVENUE		\$17,924.21	

MOTION: Commissioner Vasquez moved to accept and pay the invoices as presented and for EKC to make the reserve fund transfers, second by Commissioner Linda Rodriguez; there being no discussion; motion carried 4/0.

7. **ADMINISTRATOR'S REPORT:**

A. Finalize purchase and delivery of 2 fire safe file cabinets

MOTION: Treasurer Leo Rodriguez moved to allow EKC to inquire if the vendor "FireKing" accepts checks and if not, to allow EKC to purchase the file cabinets with the SSB debit card and coordinate delivery with NVFD member Cory Bradley, seconded by Secretary Vasquez; there being no further discussion, motion carried 4/0.

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

B. Station #3 property near Great Oaks

C. New Commissioner applications/appointments/Oaths/election.

D. Bank signature cards-2 new members

E. Audit update

F. Cell phones

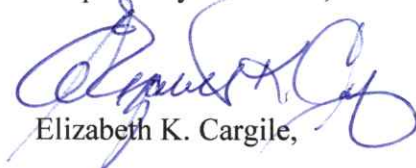
G. Station #1 remodel / new building.

H. SCBA updates NVFD

9. **ADJOURNMENT:**

Treasurer Leo Rodriguez moved to adjourn the meeting; second by Commissioner Linda Rodriguez. The meeting was adjourned at 7:15 p.m.

Respectfully submitted,


Elizabeth K. Cargile,

Reviewed on: 5/15

Motion:  MS

2nd: LG

Vote: 4/0