

**MEDINA COUNTY EMERGENCY SERVICE DISTRICT 1
PO BOX 1037
CASTROVILLE, TEXAS 78009**

PUBLIC MEETING MINUTES

WEDNESDAY, APRIL 09, 2025 7:00PM

Meeting Location: Medina County Precinct 2 Bldg., Courtroom, 8366 FM 471 S, Castroville, TX 78009

I. OPEN MEETING:

1. CALL TO ORDER and ROLL CALL:

President Marvin Dziuk called the meeting to order at 7:01pm and established a quorum with commissioners Jenny Ferren Tom Page, and Leroy Haby. Rodney Hitzfelder was absent. Also present were Fire Chief Clinton Cooke, District Administrator Polly Edlund, Deputy Chief Jaime Esquivel, Personnel Manager Lori Stein, Accounts Payable Associate Cynthia Stanukinos, Division Chief Kevin Story, Battalion Chief Ben Hicks, Lt. Ian Zabel, and Firefighter Ernest Espinosa and Blake McOnie.

1 - A. PLEDGE OF ALLEGIANCE TO UNITED STATES AND TEXAS FLAGS:

President Dziuk requested all in attendance to rise, face the United States and Texas flags and pledge their allegiance to each. President Dziuk thanked all for their participation.

1 - B. INVOCATION:

President Dziuk called upon Fire Chief Cooke to do the invocation.

1 - C. INTRODUCTION OF ANY SPECIAL GUEST(S)/RECOGNITIONS:

President Dziuk introduced the auditor, Dusty Routh of Coleman Horton & Co. LLP, who would be giving the audit presentation under agenda item 3-D and thanked him for coming.

2. CITIZEN COMMENTS:

None

At this point in the meeting President Dziuk moved the board to item 3-D on the agenda, to allow Auditor Dusty Routh to give his report earlier in the meeting, since he had an hour to drive back to Uvalde following his presentation. (See item 3-D below for details).

3. ADMINISTRATION – DISCUSSION AND RESOLUTIONS/ACTIONS ON THE FOLLOWING:

3 - A. MINUTES, RESOLUTION OF ACCEPTANCE – (March Minutes):

Commissioner Page moved to approve the minutes, draft two as submitted with grammatical corrections for the March 12, 2025, regular meeting. Commissioner Ferren seconded his motion. Discussion followed to review the two grammatical corrections. The motion passed 3-0.

3 - B. FINANCIAL REPORTS, BUDGET VS. ACTUAL, AND APPROVAL FOR PAYING BILLS AND APPROPRIATE TRANSFERS:

Chief Cooke reviewed the details of the financial reports, including budget vs. actual reports, revenue collections, and bank balances with the Board. He discussed details of special projects, a few needed budget amendments, and received a head nod to continue moving forward with the projects from the Board. He would present the budget amendments for approval after collecting all the specific figures. Commissioner Ferren moved to accept the financial reports as presented and approval for paying bills and making appropriate transfers. Her motion was seconded by Commissioner Page. The motion passed with a 3-0 vote.

3 - C. SALES TAX REPORT (March / YTD):

The sales tax report was submitted to the board. Commissioners discussed year-to-date sales tax revenues and sales tax trends. The reported revenues covered the first five months of this fiscal year, December through April. The revenues reflected a 47.69% collection of sales tax revenue (\$1,251,898.35) of the fiscal year budget total for sales tax revenue. The March anomaly deposit was identified, and Chief Cooke explained those details with the board, along with future expectations. There was no action necessary.

3 - D. REVIEW AND APPROVE AUDIT FOR YEAR 2023-2024:

A copy of the audit report had been provided to the board for review prior to the meeting. Auditor, Dusty Routh of Coleman Horton & Company, LLP was present at the meeting to give a short presentation and answer any questions for the board. He explained that the district's audit had been issued an unqualified opinion, which was the highest opinion with no findings or issues found that a government entity could receive. He commended the district's accounting department for a job well done. Commissioner Page moved to accept the audit report for 2023-2024 fiscal year. Commissioner Ferren seconded his motion. The Motion passed 3-0 and President Dziuk thanked him for attending the meeting and to have safe travels back to Uvalde.

3 - E. RECEIVE ANNUAL REPORT PRESENTATION FROM ADMINISTRATION AND ADOPT AS DISTRICT'S ANNUAL REPORT:

Chief Cooke gave each board member a bound copy of the district's 2024 annual report and gave a detailed overview of the contents within the report. He noted the report would be made public and posted to our social media outlets as soon as the board adopted the report. Commissioner Ferren moved to adopt the 2024 annual report as presented. Commissioner Page seconded her motion. The motion passed 3-0.

4. FIRE CHIEF'S REPORTS – DISCUSSIONS AND ACTIONS ON THE FOLLOWING:

4 - A. Fire Chief's report – project updates:

Chief Cooke gave the Fire Chief's report for the prior month of March, see report for details.

Highlights included:

- Coordinated with Siddons on delivery of final equipment for new Engine. The engine will be placed at Station 14.
- May 1st the final inspection was planned for the new ladder truck (the pending 2022 PO).
- Final inspection on three of the medic units, now scheduled for the end of April.
- Some EMS revenue had been received; this was revenue for the EMS runs billed on the first MCESD1 medic unit that was placed into service in December. Once we go live with the new Medic units it is anticipated to bill up to 5-10 transports per day.
- Board gave a head nod to start the station 10 annex project with Chief Esquivel doing day to day oversight on the project.

4 - B. CONSIDER GRANTING AN EASEMENT TO CPS GAS FOR A REGULATOR STATION AT THE STATION 14 SITE:

Chief Cooke reviewed the details of the request with the board. The board approved him moving forward with discussions on the proposed easement.

4 - C. CONSIDER OPENING AN ACCOUNT WITH MISSION SQUARE RETIREMENT FOR A 457B PLAN FOR STAFF:

Chief Cooke reviewed the details of the proposed 457B retirement plan with the board. Commissioner Ferren moved to approve the opening of an account with Mission Square retirement for the 457B plan. Commissioner Page seconded her motion. The motion was approved with a 3-0 vote.

4 - D. CONSIDER RESOLUTION TO OPT OUT OF SOCIAL SECURITY COVERAGE ONCE 457B PLAN IS IN PLACE:

Chief Cooke discussed this topic with the board over several meetings. He noted the date of implementation would happen when the 457 plan was in place. Commissioner Page moved to adopt a resolution to opt out of Social Security once the 457B plan was in place. Commissioner Ferren seconded his motion. The motion and resolution were approved with a 3-0 vote.

5. NEW OR UPCOMING DISTRICT DEVELOPMENT(S) – DISCUSSION AND ACTIONS ON THE FOLLOWING:

Chief Cooke discussed new developments starting around the district, and projected revenue analysis he had compiled including future estimated property tax valuations, projected revenues, and population growth estimates. He gave the board a snapshot of projected budget figures for the next few years as well as a 5–7-year projection. Growth continued to increase within the district every week, and he encouraged the board to drive the district to view the changes happening within the district.

II. EXECUTIVE SESSION – CLOSED MEETING:

The MCESD#1 Board of Commissioners will meet in closed executive session as authorized by Tex. Gov't. Code Chapter 551 under one or more of the following sections Texas Government Code: **551.074 Personnel Matters.**

A. Discussion regarding Personnel Matters.

Commissioner Ferren moved to go into closed executive session as authorized by Tex. Gov't. Code Chapter 551 under §§ section 551.074 Personnel Matters. Commissioner Page seconded the motion. The motion was unanimously approved, and the board went into closed executive session at 8:23 pm.

CLOSED EXECUTIVE SESSION:

Commissioner Page moved to close the executive session. Commissioner Haby seconded his motion, and the motion approved with a 3-0 vote. The executive session concluded at 8:49 pm.

III. RECONVENE IN OPEN SESSION:

1. CALL TO ORDER AND ROLL CALL:

President Dziuk reconvened the meeting in open session and called the meeting to order at 8:50 pm and established a quorum with commissioners Jenny Ferren Tom Page, and Leroy Haby. Rodney Hitzfelder was absent. Also present were Fire Chief Clinton Cooke, District Administrator Polly Edlund, Deputy Chief Jaime Esquivel, Personnel Manager Lori Stein, Accounts Payable Associate Cynthia Stanukinos, Division Chief Kevin Story, and Battalion Chief Ben Hicks.

2. DISCUSSION & POSSIBLE ACTIONS FOLLOWING EXECUTIVE SESSION ITEM A:

Commissioner Ferren moved to proceed as deliberated in the executive session. Commissioner Page seconded the motion. The motion was approved 3-0.

3. OLD BUSINESS – DISCUSSION AND ACTIONS ON THE FOLLOWING:

None

4. NEW BUSINESS – INTRODUCTION OF ANY NEW BUSINESS

4 - A. MONTHLY MEETING - MAY

The next regular meeting of MCESD1 was tentatively scheduled for Wednesday, May 14, 2025, at 7:00pm at the Medina County Pct. 2 Bldg. Courtroom. The date and time would be confirmed when the agenda was posted.

5. ADJOURN

Commissioner Ferren moved to adjourn the meeting. Commissioner Haby seconded her motion. The motion passed 3-0. President Dziuk closed the meeting at 8:51 pm.

RESPECTFULLY SUBMITTED,


THOMAS M. PAGE, JR, SECRETARY

MCESD1 PRESIDENT


MARVIN DZIUK, PRESIDENT