

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

**PUBLIC MEETING MINUTES  
WEDNESDAY, JUNE 11, 2025 7:00PM**

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

**1. OPEN MEETING:**

**1. CALL TO ORDER and ROLL CALL:**

President Marvin Dziuk called the meeting to order at 7:00 pm and established a quorum with commissioners Jenny Ferren, Leroy Haby, and Tom Page. Commissioner Rodney Hitzfelder and Fire Chief Clinton Cooke were not in attendance. Also present were District Administrator Polly Edlund, Assistant Fire Chief Sarah Windsor, Deputy Chief Jaime Esquivel, Personnel Manager Lori Stein, and Accounts Payable Associate Cynthia Stanukinos.

**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 District Administrator Polly Edlund to do the invocation.

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

No special guests were present.

**2. CITIZEN COMMENTS:**

None

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

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

Commissioner Page moved to approve the May minutes as submitted. Commissioner Ferren seconded his motion. The motion passed 3-0.

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

Assistant Chief Windsor reviewed the details of the financial report which covered 8 months of the current 2024-2025 fiscal year, October 1, 2024, through June 11, 2025, including budget vs. actual report, revenue collections, bank balances and transaction reports with the Board. Property Tax revenues were at 99.6% collected. The Sales Tax revenue on the budget vs. actual covered six months December through May at \$1,568,508.91 and represented 59.75% of the budgeted revenue for sales tax. The June payment had just been reported by the comptroller prior to the meeting and was reflected in the sales tax report. The investment process has netted \$150,502.74. This is 20% down on the budgeted amount; however, we are making that shortage up in the sales tax revenue. There were several line-item accounts that needed budget amendments before year end, and these would be presented at the next meeting. Fire Chief Cooke had drafted an assessment of where he felt the district will end up at year end, and this report could be reviewed at the bottom of the financial summary report. Commissioner Ferren asked if certain funds transferred from the CSB – Surplus Reserve Account were being utilized in the current fiscal year? These funds were moved to the current year's money market along with the funds for the medic units' invoice and the Siddon's \$100,000 discount, and if the funds were not needed this fiscal year, could they be placed into the Tx Class Reserve Fund to get a higher interest rate on these funds. Administrator Edlund noted that she would need to discuss the purchase date of the cardiac monitors for the engines, and AEDs for the brush trucks, this was discussed at the last meeting; however, she did not know if this was going to be a purchase in this current fiscal year or a purchase in next year's budget. Commissioner Ferren was going to text Fire Chief Cooke. Following the discussion, Commissioner Ferren moved to accept the financial reports as presented and approve paying the 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 (May / YTD):**

The sales tax report was submitted to the board. The June payment of \$297,591.37 was reported just prior to the meeting and was included in the report presented. Commissioners discussed year-to-date sales tax revenues and sales tax trends.

The reported revenues covered seven months of this fiscal year, December through June. The revenues reflected a 69.87% collection of sales tax revenue (\$1,834,216.68) of this fiscal year's budget total (\$2,625,000) for sales tax revenue. There was no action necessary.

**3 - D. Discuss the Truth and Taxation Calendar and secure meeting dates for adopting the tax rate:**

Polly discussed the truth and taxation state calendar with the board and the proposed dates and deadlines needed to make public notices in the newspaper in time to vote on the budget and tax rate utilizing regular monthly board meetings. President Dziuk asked to attend the Finance Committee's budget workshop this year and requested a possible quorum agenda be posted. The Finance Committee agreed and would pass along his request to Fire Chief Cooke, and the date and time of the meeting would be sent out to all the board commissioners who wished to attend.

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

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

Assistant Chief Windsor gave the Fire Chief's report for the prior month of May, see report for details.

Highlights included:

- A status report on the new EMS service and how things were going. Commissioner Page asked where current medic units were stationed and if Station #14 needed a permanent unit at that station.
- Deputy Chief Esquivel was asked to give an update on the Station #10 Annex project, which he did.

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

None

**6. OLD BUSINESS – DISCUSSION AND ACTIONS ON THE FOLLOWING:**

None

**7. NEW BUSINESS – INTRODUCTION OF ANY NEW BUSINESS**

**7 - A. MONTHLY MEETING - JUNE**

The next regular meeting of MCESD1 was tentatively scheduled for Wednesday, July 09, 2025, at 7:00pm at the Medina County Pct. 2 Bldg. Courtroom. The date and time would be confirmed when the agenda was posted.

**8. ADJOURN**

Commissioner Ferren moved to adjourn the meeting. Commissioner Page seconded her motion. The motion passed 3-0. President Dziuk closed the meeting at 7:31 pm.

RESPECTFULLY SUBMITTED,

  
THOMAS M. PAGE, JR. SECRETARY

MCESD1 PRESIDENT

  
MARVIN DZIUK, PRESIDENT