

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

MEETING MINUTES

WEDNESDAY, OCTOBER 08, 2025 7:00 PM

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 7:01 pm and established a quorum with commissioners Leroy Haby, Rodney Hitzfelder, and Tom Page. Commissioner Jenny Ferren was out of town. Also present were Fire Chief Clinton Cooke, District Administrator Polly Edlund, Assistant Chief Sarah Windsor, Accounts Payable Associate Cynthia Stanukinos, and special guest Stephanie Earls.

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. Chief Cooke gave the invocation, asking for guidance, safety, and continued support for all.

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

President Dziuk welcomed special guest Stephanie Earls. Chief Cooke introduced Mrs. Earls to the board and explained that today was her first day on the job as the new MCESD#1 administrative staff hired to support ESD2 & ESD4 with administration. She would be training with current administration staff upstairs for a little while and then she would be officing at the Devine location with Chief Powers. The board welcomed her to the team.

2. CITIZEN COMMENTS:

None.

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

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

Commissioner Page moved to approve the September meeting minutes. Commissioner Haby seconded his motion. The motion passed 3-0.

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

Chief Cooke presented the details of the financial report which covered the months of October 1, 2024, through September 30, 2025, for the fiscal year 2024-2025 for budget vs. actual, the revenue collections, bank balances, and transaction reports with the Board. The total Ad-Valorem property tax revenues were at 101.13% collected of budget which included both M&O and past delinquent tax collections. The Sales Tax revenue on the budget vs. actual covered 10 months December through September. The October comptroller report dropped earlier today and reported \$336,433.85 as the October net deposit. This figure was included on the sales tax report, giving the district 116.82% of the annual budget for sales tax revenue. There was one month still pending (November) to be included in this year's fiscal budget revenue, and the November deposit would be in accounts receivable and added to this fiscal year's revenue when it arrived. This deposit reflected an increase over monthly budgeted expectations, and the total net deposits for the year were \$3,066,433.43 to date. The investment interest netted \$258,740.23 through the end of September. The final budget amendments for capital projects have not yet been entered into the QBs system, but there were no major concerns. The so the end of September's budget vs. actual would be more detailed with the final numbers, but there were no major concerns. The district would end the year with a higher than anticipated sales tax revenue that would offset any amendments made to specific line items. There would also be some open POs that would carryover into the new fiscal year, these could be viewed by the board in the Teams. Following the discussion, Commissioner Hitzfelder moved to accept the financial reports as presented and approve paying the bills and making appropriate transfers. His motion was seconded by Commissioner Page. The motion passed with a 3-0 vote.

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

Chief Cooke presented the sales tax report to the board. As previously stated, the October deposit of \$336,433.85 had been reported by the state comptroller's office and was included in the report. This deposit came in higher than anticipated for the month of October. The 11 months of sales tax deposits netted \$3,066,443.43 in sales tax revenue, December through October, representing 116.82% over the budget amount of \$2,625,000. Chief Cooke estimated the final revenues to be approximately 3.3 million for the fiscal year 2024-2025. Commissioners discussed year-to-date sales tax revenues and future sales tax trends for next fiscal year. The report was accepted by the board, and no action was necessary.

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 September, see report for details.

Highlights included:

- Station #12 remodel update – the inside interior framing was in progress, taking a little longer than anticipated.
- Interviews were conducted for paramedics and firefighters for ESD2/ESD4.
- Chief Cooke was working with Emergicon to clarify billing processes and percentages charged as billing fees.

4 - B. MCESD#2 – Update on Inter-local agreement:

Chief Cooke gave the board details on both ESD2 and ESD4 agreements, stating that both are working to get finalized and communications with the attorney are in progress. The agreement with MCESD#2 (Devine Fire ESD) would have a start date of October 1, 2025. They had good success down in Devine the first week they went into service with life saving efforts at a structure fire the first week they started.

4 - C. MCESD#4 – Update on Inter-local agreement:

Chief Cooke explained that MCESD#4 (Devine EMS ESD) agreement would go into effect November 1, 2025. They were working on a few details and waiting on the attorney to respond. The MCESD#1 units were already providing stand-by operations at the Devine varsity football games. Something that had not previously taken place. The school was very happy, and they would have similar billing arrangements to those provided by MCESD#1 for Medina Valley football games. The MCESD#4 units were in the process of getting new striping for MCESD1 to license and stock with supplies. Allegiance was providing the current services with two units until MCESD1 was ready to go live on November 1st. The board notified Chief Cooke that if timing became an issue with legal counsel, he needed to let President Dziuk know.

4 - D. Consider and Approve purchase of used Horton ambulance from Texas Fire Trucks for \$55,000:

Chief Cooke included a detailed explanation of this purchase option and the reasons it was needed. It was a 2016 Model Horton medic unit quoted from Siddons Martin. The unit had been traded in from Plano Fire. It had just over 100K miles and would run until over 500K, it was in very good condition. Commissioner Hitzfelder made a motion to approve the purchase of the medic unit at \$55,000 and the needed equipment to stock the unit. Commissioner Page seconded his motion. The motion was approved with a 3-0 vote.

4 - E. Station #10 – Annex Remodel Project – Construction Project Updates & YTD Project Costs:

The Station #10 Annex was right at \$290,000 and almost finished. There were some current delays due to drawings that had been submitted and permitted regarding the awning, issues being worked out with the City of Castroville's code compliance department. There were a few project costs that would be carried over into October that would need to have journal entries moving those expenses back into the 2024-2025 fiscal year. Chief Cooke asked the board to come see the new training room. He also answered board questions as to which personnel would be moving into the new location: Lori, Chief Esquivel, Chief Reddout, and the Medical Director. He further detailed the cost share and benefits of having a wonderful medical director with the district, who lived within our district and agreed to have office hours at the new station #10 annex. The board approved of the cost share arrangement and thanked him for the overview.

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

Chief Cooke once again urged the board to continue to drive the district, things were changing every day from Potranco and North on the Eastern side of the district. There was a new strip center going in at CR 381 and Potranco. No action was required by the board.

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

None

7. NEW BUSINESS – INTRODUCTION OF ANY NEW BUSINESS

7 - A. MONTHLY MEETING -

The next regular board meeting of the MCESD#1 was tentatively scheduled for Wednesday, November 12th, at 7:00pm at the Medina County Pct. 2 Bldg. Courtroom. The date and time would be confirmed when the agenda was posted.

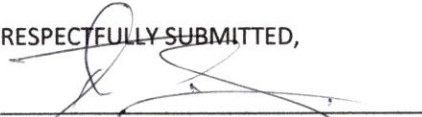
7 - B. Follow-up on last month's citizen comments:

Commissioner Hitzfelder asked for an update on last month's citizens' comments and if Chief Cooke had followed up with the individual who spoke at the meeting. Chief Cooke had spoken to him.

8. ADJOURN

Commissioner Page moved to adjourn the meeting. Commissioner Hitzfelder seconded his motion. The motion passed 3-0. President Dziuk closed the meeting at 8:06 pm.

RESPECTFULLY SUBMITTED,


THOMAS M. PAGE, JR, SECRETARY

MCESD1 PRESIDENT


MARVIN DZIUK, PRESIDENT