

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

MEETING MINUTES

WEDNESDAY, NOVEMBER 12, 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 7:00 pm and established a quorum with commissioners Jenny Ferren, Leroy Haby, Rodney Hitzfelder, and Tom Page. Also present were Fire Chief Clinton Cooke, District Administrator Polly Edlund, Assistant Chief Sarah Windsor, Personnel Manager Lori Stein, Accounts Payable Associate Cynthia Stanukinos, and special guest Christina Cooke.

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 and safety.

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

President Dziuk welcomed a special guest who attended the meeting, Christina Cooke (Chief Cooke's wife) and thanked her for attending the meeting.

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 October meeting minutes. Commissioner Haby seconded his motion. The motion passed 4-0.

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 first month of the new fiscal year; October 1, 2025, through October 31, 2025, for budget vs. actual, the revenue collections, bank balances, and transaction reports with the Board. Chief Cooke also discussed the new Division Budget vs. Actual reporting format in which each ESD Division was reported individually/separately in sections of the overall financial report. He commended the accounting team for figuring out how to set-up the new format in the QuickBooks to give him the reporting format that was needed. The total Ad-Valorem property tax revenues for the current fiscal year 2025-2026 had not started coming in yet; however, there were still some prior years property taxes trickling in with smaller deposits. The Sales Tax revenue on the Sales Tax Report covered 12 months December through November. The November comptroller deposit was reported on this Sales Tax report. The total Sales Tax deposits for the fiscal year December through November came in at \$3,316,300.26, well over the budget figure of \$2,625,000.00 (126.34% collected). The final budget amendments for capital project at station #10 had not been completed in the QBs system, but there were no major concerns. There were also some open POs that carried over into the new fiscal year, these could be viewed by the board in the Teams PO folder.

Chief Cooke also reviewed the engagement letter from Coleman Horton & Company LLP Auditing firm to complete the 2024-2025 audit for \$14,500. The investment report from Mr. Randy Parr, the investment officer, was also in the meeting folder. Following the discussion, Commissioner Ferren moved to accept the financial reports as presented, approve paying the bills and making appropriate transfers and approved the engagement letter with Coleman Horton & Company, LLP to complete the fiscal year's audit for 2024-2025 at \$14,500. Her motion was seconded by Commissioner Page. The motion passed with a 4-0 vote.

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

Chief Cooke presented the sales tax report above with the financial report. (See Report). As previously stated, the November deposit of \$249,856.83 and the total fiscal year with 12 Months of sales tax deposits netted \$3,316,300.26 in sales tax revenue, December 2024 through November 2025. The budget was \$2,625,000. 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.

3 - D. CONSIDER AND APPROVE ANNUAL REVIEW OF INVESTMENT POLICY.

Chief Cooke reviewed the Investment Policy #P030. The board did not make any changes to the policy. Commissioner Ferren moved to keep Policy #P030 as is. Commissioner Page seconded her motion. The motion passed 4-0.

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 October, see report for details.

Highlights included:

- MCESD#1 had finalized the roll out of EMS for MCESD#4.
- MCESD#1 and MCESD#2 had finalized that Interlocal Agreement. It would be voted on later in this meeting.
- Budget amendments would be presented to the MCESD#1 after both Interlocal agreements were finalized.
- Station #12 remodel was on going – a little slower than anticipated.
- Chief Cooke has continued to work with Emergicon to clarify billing processes and their escalation of fees charged on 120 day collected revenues. Emergicon was on a 90 day pause through January 1, 2026 while both entities work through issues related to how and when billing fee percentages get assessed.
- The FSG Cabling Contactor had finally completed the work at station #11. This was a prior fiscal year's budget and expense item.

4 - B. CONSIDER AND APPROVE INTER-LOCAL AGREEMENT WITH MCESD#2:

A copy of the agreement was provided to the Board prior to the meeting. Chief Cooke gave the board a short overview of the details. A couple of typo graphical errors were corrected, but no major changes. Commissioner Hitzfelder moved to approve the Inter-local agreement with Medina County ESD#2 (the Devine Fire ESD) with a retro start date of October 1, 2025. Commissioner Ferren seconded his motion. The motion passed with a 4-0 vote.

4 - C. MCESD#4 – UPDATE ON INTER-LOCAL AGREEMENT:

Chief Cooke explained that the MCESD#4 (Devine EMS ESD) agreement was not ready to be voted on at tonight's meeting. He temporarily took them the same agreement for review. Medina County ESD#4 rescheduled a meeting, and that ILA was not ready in final draft for final approval. President Dziuk noted no action was necessary at tonight's meeting and Chief Cooke would get the final draft on to the MCESD#1 agenda as soon as it was ready.

4 - D. CONSIDER AND APPROVE ENGAGING D. DOCKERY ARCHITECTS FOR PRELIMINARY SITE DESIGN FOR STAION #14:

Chief Cooke gave a detailed explanation as to why this design phase was necessary and the quote document presented by D. Dockery. Commissioners Page and Hitzfelder had also visited the site and concurred with the necessity. The major component driving the urgency was that ForeStar was ready to start their contract obligation to stub up water and sewer, and they would like the trailer to be moved earlier than anticipated. The design phase was necessary to help determine the best options on what to do with the site, the trailer, and where to relocate the metal apparatus building. After much discussion, Commissioner Hitzfelder moved to approve engaging with Debra Dockery Architects for the Preliminary site design phase for Station #14. Commissioner Ferren seconded his motion. The motion was approved with a 4-0 vote.

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

Chief Cooke gave a short overview on the Station #10 Annex project and reasons for the delays with completion of the project. There was no action necessary.

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 around the district. There was a new development with 1600 homes, commercial frontage which also included some apartments. Commissioner Haby noted a new subdivision going in called MV Ranch near Settler's Pass. 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, December 10th, 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. SAFE-D 2026 CONFERENCE IN SAN ANTONIO:

District Administrator Edlund reminded all board members to respond to the e-mails sent out regarding hotel confirmations and Safe-d 2026 conference registrations. These items needed to be shored up before December.

8. ADJOURN

Commissioner Page moved to adjourn the meeting. Commissioner Ferren seconded his motion. The motion passed 4-0. President Dziuk closed the meeting at 8:10 pm.

RESPECTFULLY SUBMITTED,


THOMAS M. PAGE, JR, SECRETARY

MCESD1 PRESIDENT


MARVIN DZIUK, PRESIDENT