

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

**MEETING MINUTES**

WEDNESDAY, DECEMBER 10, 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, Accounts Payable Associate Cynthia Stanukinos, Battalion Chief Ben Hicks and special guest Medina County Judge Keith Lutz.

**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, Medina County Judge Keith Lutz. Judge Lutz gave a special recognition to Commissioner Rodney Hitzfelder, as this was his final Medina County ESD#1 meeting as a commissioner. Commissioner Hitzfelder had previously given notice to Medina County Commissioner's Court and the District of his decision to retire from the district at the end of his term, December 31, 2025. Judge Lutz thanked Commissioner Hitzfelder for his long tenure on the Medina County ESD#1 Board and for his experience and contributions having retired from San Antonio Fire Department and then bringing that fire industry knowledge to the MCESD1 board as a Board Commissioner. The County was honored to have had him and his expertise on this ESD board for such a long time, and Judge Lutz thanked him for his service to the community, to the County and for the district.

**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 November meeting minutes. Commissioner Ferren 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 recent end of year MCESD#1's 2024-2025 financial report which covered October 1, 2024, through September 30, 2025. He reviewed the budget vs. actual figures for the fiscal year and explained which QuickBooks accounts had journal entries that had carried over into the new fiscal year on some October and November 2025 expenses and revenues. He further explained how the journal entries would affect the final financial report (Sales Tax October-November, Property Taxes from September that carried over into October, EMS billed revenues in collections for October and November, and a few other Capital expenditures that carried over). The total year end ad-valorem property tax collected was \$3,286,729 compared to budget of \$3,250,000. The Sales tax revenue, our initial budget was \$2,625,000. The trend of that being well above budget, and he reminded the board how they previously amended the budget to \$2,950,000 and ended the fiscal year with Sales Tax Revenues at \$3,383,720. Well surpassing our initial budget and our amended budget. Our investment process netted \$258,740.23 our amended budget was 265K. EMS revenue was amended to 300K and we collected 320K. Total income is going to be a little over 8.6 million compared to a budget of 8.1 million. Total administrative expenses including payroll were 6.45 million compared to a budget of 6.52 million, ending up with approximately 70K under budget on expenses. The final project total on the station #10 annex project had not been completed, mostly due to the city's issue with permitting which delayed the completion of the project. However, there were no major financial concerns.

There were also a few open POs that carried over into the new fiscal year, these could be viewed by the board in the Teams PO folder. Chief Cooke believed the district had adjusted projects and controlled expenses well during this fiscal year.

Chief Cooke also presented the individual categorized budget vs. actual expenses and revenues for each new Division; MCESD2, MCESD4 and MCESD6 as they were categorized within MCESD1's QuickBooks, to give the board an entire overview of a companywide financial report. He further answered any of the board's questions about how those expenses were being categorized and tracked by MCESD1. Following the discussion, Commissioner Ferren moved to accept the financial reports as presented, approve paying the bills and making appropriate transfers. 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 end of year sales tax totals for 2024-2025 with the financial report above. As previously stated, The Sales tax revenue for December 2024 through November 2025 had an initial budget of \$2,625,000. The trend for that was hitting well above budget, and the budget was amended to \$2,950,000 and ended the fiscal year with Sales Tax Revenues at \$3,383,720 gross collected revenues before commissions. The new fiscal year 2025-2026 December deposit had dropped by the board meeting, and that 'net' deposit was \$414,380.27 to start out the new fiscal year. Commissioners discussed year-to-date sales tax revenues and future sales tax trends for the new 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 November, see report for details.

Highlights included:

- New FFs for station #11 arriving in January.
- District's healthcare renewal plan has been finalized for staff benefits.
- MCESD#1 was waiting on the attorney to complete the contract with MCESD#4.
- Budget amendments would be presented to the MCESD#1 Board after both Interlocal agreements were finalized.
- Division 4 has medic unit down due to mechanical failure, the district is currently stocking the additional reserve unit.
- Station #12 remodel: bay doors, the electric & plumbing and dry wall are in and moving towards completion soon.
- Station #10 Annex project completion was delayed due to a city issue with permitting.
- Emergicon issues continued, Chief Cooke was exploring corrective measures and options.
- Division 6 received a donation for grain rescue equipment.
- Chief officer of Training resigned.

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

The Contract was not ready for approval by meeting time. No action was required at this time. The item was tabled.

#### **4 - C. Station #14 – Follow-up on Site Design:**

Chief Cooke noted that there was no action required at this time. The Board took no action on this agenda item.

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

Chief Cooke gave a short update on the Station #10 Annex project and permitting issues. 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. He would be taking the new board Commissioner around the district in January and urged any other commissioner who wanted to see the growth to ride with him or call him and he would schedule a drive with them on a different day. 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, January 14<sup>th</sup>, 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. New Board Commissioners** will be sworn in on January 5<sup>th</sup> by County Judge Keith Lutz at the County Courtroom in Hondo. No business would be discussed.

**7 - C. 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 by the end of December.


**8. ADJOURN**

Commissioner Hitzfelder moved to adjourn the meeting. Commissioner Ferren seconded his motion. The motion passed 4-0. President Dziuk closed the meeting at 7:42 pm.

RESPECTFULLY SUBMITTED,

  
THOMAS M. PAGE, JR, SECRETARY

MCESD1 PRESIDENT

  
MARVIN DZIUK, PRESIDENT