

THE STATE OF TEXAS                   X       KENEDY COUNTY FIRE AND  
COUNTY OF KENEDY                   X       EMERGENCY SERVICES DISTRICT NO. 1

On the 11th day of January, 2021, at 6:30 o'clock p.m. a Regular Meeting of the Kenedy County Fire & Emergency Services District No. 1 was held at the Kenedy County Fire & Emergency Services District #1 Fire Station, 350 N. Mallory Street, Sarita, Texas.

**Commissioners Present:**

William Dieterle, Commissioner  
Lonnie Allen Brown, Commissioner  
Melinda Vela, Commissioner  
Robert Alegria, Commissioner  
Charles E. Burns, II, Commissioner

**Also Present:**

Leo Villarreal  
Jose E. Mendieta, Fire Chief  
Frank Torres, Willacy County EMS  
Gilbert Trevino, Willacy County EMS

**Absent:**

None

**1. Call the Meeting to Order**

William Dieterle called the meeting to order at 6:30 p.m.

**2. Receive Public Comments**

No public comments were made.

**3. Discuss & Act on Swearing in New Commissioners and Signing of Oaths for all Commissioners and Leo Villarreal**

Leo Villarreal informed the Fire Commissioners that the Kenedy County Commissioners' Court, on January 11, 2020, had appointed the following persons as Fire & Emergency District Commissioners to the following term of office:

William Dieterle – 2-year term (January 1, 2021 to December 31, 2022)  
Melinda Vela – 2-year term (January 1, 2021 to December 31, 2022)  
Lonnie Allen Brown – 2-year term (January 1, 2021 to December 31, 2022)  
Charles E. Burns, II – 1-year term (January 1, 2021 to December 31, 2021) to finish out Mitchell Thomas' term  
Robert Alegria – 1-year term (January 1, 2021 to December 31, 2021) to finish out Michelle Alegria's term

Leo Villarreal presented to the Statements of Appointed Officers/Oaths to the appointed Commissioners which they signed.

This being a report only, no vote was needed and none was taken.

**4. Discuss & Act on Election of Officers**

William Dieterle informed the Fire Commissioners that officers needed to be elected for fiscal year 2021. The following persons were nominated to serve:

William Dieterle as President  
Robert Alegria as Vice-President  
Charles E. Burns, II as Secretary/Treasurer

Commissioner Lonnie Allen Brown moved and Commissioner Melinda Vela seconded the motion; the motion was unanimously passed that William Dieterle serve as President; Commissioner Charles E. Burns, II moved and Commissioner Lonnie Allen Brown seconded the motion; the motion was unanimously passed that Robert Alegria serve as Vice-President; and Commissioner Robert Alegria moved and Commissioner Lonnie Allen Brown seconded the motion; the motion was unanimously passed that Charles E. Burns, II serve as Secretary/Treasurer.

**5. Discuss & Act on Minutes of December 14, 2020, Regular Meeting**

William Dieterle presented the Fire Commissioners' Minutes of the regular Fire Commissioners' meeting of December 14, 2020.

Commissioner Lonnie Allen Brown moved and Commissioner William Dieterle seconded the motion; the motion was unanimously passed that the December 14, 2020, minutes of the Fire Commissioners' Regular Meeting be accepted as presented.

**6. Discuss & Act on Fire Chief's Report**

- a. Training Drills Held in December
- b. Meetings and Projects Held in December
- c. Fire/Emergency Incidents Handled in December

Jose E. Mendieta, Fire Chief, presented his Fire Chief's report to the Fire Commissioners. He reported the following:

Training:

12/01/2020 Placed Brush 3 back in service  
12/08/2020 Station Cleaning for Food Bank  
12/15/2020 Christmas Dinner and passed out checks and gifts  
12/29/2020 Prepared units for New Years fireworks

Meetings/Projects:

Update on the virus – 28 cases, 24 recovered, 4 active, and 2 deaths  
Food Bank was here December 10, 2020

Painter began on Tuesday, December 18, 2020

Made contact with TDHS on December 28, 2020, and was told that vaccine had been ordered and should be received any day now.

Halo Pad

AED's

Worked with county in getting all the brush piles burned before the burn ban takes effect

Did a Fire Extinguisher and fire safety class for the courthouse employees on Friday, January 8, 2021. The rest of the county offices will be offered the class on January 12-15, 2022.

F. F. Cuellar registered in the CC fire academy. Needs assistance.

Fire Calls for December

Vehicle Accidents	4
Vehicle Fires	0
Grass Fires	1
Traffic Control	0
Structure Fires	0
Medical Assistance	0
Total Calls	5

EMS Calls for December

Norias	0
Armstrong	7
Sarita	4
Total Calls	11

Total Calls for 2020 – 163

Commissioner Lonnie Allen Brown moved and Commissioner Melinda Vela seconded the motion; the motion was unanimously passed that the Fire Chief's report be accepted as presented and that the Fire Chief is authorized to purchase AED's for the Fire Station in an amount not to exceed \$3,316.00 and to pay \$1,600 towards F. F. Cuellar's fire academy costs.

**7. Discuss & Act on Standby Officer Command Pay for December**

Jose E. Mendieta, Fire Chief, informed the Fire Commissioners that the following standby officers were entitled to receive compensation for standby/response coverage:

Ruben Hernandez	\$187.50
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Commissioner Lonnie Allen Brown and Commissioner Charles E. Burns, II seconded the motion; the motion was unanimously passed that Ruben Hernandez be paid \$187.50 for their standby officer pay.

**8. Receive Report on 2020 Volunteer Annual Event**

Jose E. Mendieta, Fire Chief, informed the Fire Commissioners that the following amounts had been spent on the Volunteer's Christmas annual event wherein a regular meeting with dinner and gifts was held at the station.

This being a report only, no vote was needed and none was taken.

**9. Discuss & Act on Willacy EMS Contract**

Frank Torres, Willacy County EMS, informed the Fire Commissioners that the contract with Willacy County EMS to provide ambulance service would expire on January 31, 2021 and the 2021 EMS Contract should be considered. Further, Frank Torres provided a statistical EMS report for 2020 and requested a 2/5% increase to cover the increased cost of living.

Commissioner Lonnie Allen Brown moved and Commissioner Robert Alegria seconded the motion; the motion was unanimously passed that the Willacy County EMS contract be renewed for another year subject to Leo Villarreal's review and approval; and that Frank Torres' statistical EMS report for 2020 and financial report be approved as presented and granted the request for increase of cost of living by 2.5%.

**10. Receive & Act 2020 Fourth Quarter Investment Report**

Leo Villarreal presented the Fire Commissioners with the 2020 Fourth Quarter Investment Report.

Commissioner Melinda Vela moved and Commissioner Charles E. Burns, II seconded the motion; the motion was unanimously passed that the 2020 Fourth Quarter Investment Report be approved as presented.

**11. Discuss & Act on Compilation Engagement Letter for December 31, 2020 Year End for Kenedy County Fire & Emergency Services District No. 1 from John Womack & Co.**

William Dieterle informed the Commissioners that it was necessary to sign the John Womack & Co. Compilation Engagement audit letter for December 31, 2020 year end for the Kenedy County Fire & Emergency Services District No. 1.

Commissioner Charles E. Burns, II moved and Commissioner Robert Alegria seconded the motion; the motion was unanimously passed that William Dieterle is authorized to execute the John Womack & Co. audit Compilation Engagement letter for December 31, 2020 year end for the Kenedy County Fire & Emergency Services District No. 1.

**12. Discuss & Act on Setting Date of Next Regular Meeting**

William Dieterle informed the Board of Directors that a date needed to be designated for the next meeting.

Commissioner Lonnie Allen Brown moved and Commissioner Charles E. Burns, II seconded the motion; the motion was unanimously passed to hold the District's next meeting on February 8, 2021, at 6:30 p.m.

**13. Discuss & Act on Payment of Bills and Receive Report on Tax Revenue Received and Bank Balance**

William Dieterle presented the bills for the month ending December 31, 2020, to the Fire Commissioners and informed the Fire Commissioners that the bills should be considered for payment.

Commissioner Lonnie Allen Brown moved and Commissioner Charles E. Burns, II seconded the motion; the motion was unanimously passed that the bills be paid as presented.

**14. Adjournment**

There being no further business to come before the Commissioners, Commissioner Lonnie Allen Brown moved and Commissioner Robert Alegria seconded the motion; the motion was unanimously passed that the Fire District's Commissioners' meeting be adjourned at 8:00 o'clock p.m.



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William Dieterle, President

ATTESTED TO:



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Charles E. Burns, II, Secretary