

THE STATE OF TEXAS

X KENEDY COUNTY FIRE &

COUNTY OF KENEDY

X EMERGENCY SERVICES DISTRICT NO. 1

On the 17th day of April, 2023, 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
Melinda Vela
Lorraine Burns
Rogelio Salinas

Also Present:

Leo Villarreal
Jose E. Mendieta, Fire Chief
James Carr
Sylvia H. Villarreal
Grace Salinas
Judge Charles E. Burns

Absent:

Robert Alegria

1. Call Meeting to Order

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

2. Public Comments

James Carr addressed the Fire Commissioners regarding several matters as follows:

Volunteer's pay of \$10 and federal pay of \$15 and volunteer time
Insurance and retirement benefits for volunteers
Implementation of sales tax
Broken tractor status
Status of truck maintenance
Budget excess funds
Creating a women's auxiliary
Raymondville Fire volunteers regarding south end of county
Board members attending fires

The Fire Commissioners thanked James Carr for his comments.

Jose E. Mendieta, Fire Chief, informed the Fire Commissioners that Commissioner Roberto Alegria had submitted a letter of resignation from the Kenedy County Fire & Emergency Services District No. 1 and presented the letter of resignation to the Fire Commissioners.

3. Discuss & Act on Minutes of March 13, 2023 Regular and March 20, 2023 Special Meetings

William Dieterle presented the Fire Commissioners' Minutes of the regular Fire Commissioners meeting of March 13, 2023 and the special Fire Commissioners meeting of March 20, 2023.

Commissioner Melinda Vela moved and Commissioner Lorraine Burns seconded the motion; the motion was unanimously passed that the March 13, 2023 minutes of the Fire Commissioners' Regular and the March 20, 2023 minutes of the Fire Commissioners' Special Meetings be accepted as presented.

4. Discuss & Act on the Fire Chief's Report

a. Training Drills

b. Meetings and Projects

c. Fire/Emergency Incidents

d. Fuel Consumption Report

e. Truck Repairs Report

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

Training:

03/07/2023 Checked all units
03/14/2023 Discuss & begin to setup training classes
03/27/2023 Food Bank
03/28/2023 Went through fire unit made a list of equipment needed

Meetings/Project:

Fire pump for Brush 1 has arrived and will be mounted soon
CPR class waiting for instructor to give me some more dates
5-ton truck tank has been repaired and lid put back on tank. Hoses are being reconnected and truck will be ready to go
Hurricane conference is May 3 and 4, 2023 in Robstown
Maltby has installed the front door and is just finishing up the painting
TDHS was here March 22, 2023 and offered Covid shots and flu shots; they will be back at the end of April during Food Bank to offer more Covid shots
TEEX and training school will be July 23-28, 2023 in College Station
Vehicle Extrication class is being setup for the end of April

<u>Fire Calls for March</u>	
Vehicle Accidents	3
Vehicle Fires	1
Grass Fires	3
Others	0
Structure Fires	1
Medical Assistance	0
TOTAL CALLS	8

<u>EMS Calls for March</u>	
Norias	0
Armstrong	2
Mifflin	1
Sarita	5
TOTAL EMS CALLS	8

Commissioner Melinda Vela moved and Commissioner Lorraine Burns seconded the motion; the motion was unanimously passed that the Fire Chief order new filters for both pumps, extra hoses, nozzles, filters, etc. to have on hand and not have to wait until said parts are broken; further, the Fire Chief is to provide Judge Charles Burns with a list of equipment needed by the Fire Department to see if the County's ORCA funds will pay for any of the needed equipment and if not, approve buying it if the funds are in the budget, including the switch plow for \$7,200.00.

Commissioner Melinda Vela moved and Commissioner Rogelio Salinas seconded the motion; the motion was unanimously passed to authorize the Fire Chief to purchase the front and emergency lights for the five-ton truck, the battery for the command truck and the above-mentioned equipment subject to William Dieterle's approval.

Commissioner Lorraine Burns moved and Commissioner Rogelio Salinas seconded the motion; the motion was unanimously passed that the Fire Chief's report be accepted as presented.

5. **Discuss & Act on Command Officer Standby Compensation**

Jose E. Mendieta, Fire Chief, informed the Fire Commissioners that Chris Lee was entitled to receive \$75.00 and Brandon Rogers was entitled to receive \$150.00 as compensation for standby/response coverage.

Commissioner Melinda Vela moved and Commissioner Rogelio Salinas seconded the motion; the motion was unanimously passed that Chris Lee be paid \$75.00 and Brandon Rogers be paid \$150.00 for standby officer compensation.

6. **Discuss & Act on Memorandum with Jose E. Mendieta, Fire Chief**

William Dieterle presented the Fire Commissioners with a proposed Memorandum regarding the Fire Chief's procedures to take effect March 20, 2023.

Commissioner Melinda Vela moved and Commissioner Rogelio Salinas seconded the motion; the motion was unanimously passed that William Dieterle and Jose E. Mendieta sign the Memorandum with an effective date of March 20, 2023.

7. **Discuss & Act on Ordering Documents from SAFE-D**

Leo Villarreal informed the Fire Commissioners of the need to contact SAFE-D for forms for By-Laws and other materials to assist the District compile necessary documentation and information.

Commissioner Lorraine Burns moved and Commissioner Rogelio Salinas seconded the motion; the motion was unanimously passed that Leo Villarreal is authorized to contact SAFE-D and purchase documents regarding By-Law forms and certifications needed by Fire Chief and volunteers as needed by the District.

8. **Discuss & Act on First Quarter Investment Report**

Leo Villarreal presented the Fire Commissioners with the 2023 First Quarter Investment Report.

Commissioner Melinda Vela moved and Commissioner Rogelio Salinas seconded the motion; the motion was unanimously passed that the 2023 First Quarter Investment Report be accepted as presented.

9. **Discuss & Act on Date for Next Regular Board Meeting**

William Dieterle informed the Fire Commissioners to determine the date for a special meeting and the next regular meeting.

Commissioner Melinda Vela moved and Commissioner Lorraine Burns seconded the motion; the motion was unanimously passed that a regular meeting be held on May 9, 2023, at 6:30 p.m.

10. **Discuss & Act on Payment of Bills; Receive Report on Tax Revenue Received; and Receive Report on Bank Balance as of March 31, 2023**

William Dieterle presented the Commissioners the bills for the month ending March 31, 2023, and informed the Fire Commissioners that the bills should be considered for payment.

Commissioner Melinda Vela moved and Commissioner Lorraine Burns seconded the motion; the motion was unanimously passed the bills be paid as presented.

11. **Adjournment**

There being no further business to come before the Commissioners, Commissioner Melinda Vela moved and Commissioner Rogelio Salinas seconded the motion; the motion was unanimously passed that the Fire Commissioners meeting be adjourned at 8:12 o'clock p.m.



Melinda Vela, Secretary

ATTESTED TO:

William Dieterle, President