

THE STATE OF TEXAS

X KENEDY COUNTY FIRE &

COUNTY OF KENEDY

X EMERGENCY SERVICES DISTRICT NO. 1

On the 13th day of March, 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

Sylvia H. Villarreal

Grace Salinas

Judge Charles E. Burns

Commissioner Israel Vela, Jr.

**Absent:**

Robert Alegria

**1. Call Meeting to Order**

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

**2. Public Comments**

No public comments were made.

**3. Discuss & Act on Minutes of February 15, 2023 and February 20, 2023 Regular Meetings**

William Dieterle presented the Fire Commissioners' Minutes of the regular Fire Commissioners meetings of February 15, 2023 and February 20, 2023.

Commissioner Melinda Vela moved and Commissioner Lorraine Burns seconded the motion; the motion was unanimously passed that the February 15, 2023 and February 20, 2023 minutes of the Fire Commissioners' Regular Meetings be accepted as presented.

**4. Discuss & Act on 2021 Audit**

Louis Longoria and Margaret Kelly presented the Fire Commissioners with the 2021 Audit.

Commissioner Melina Vela moved and Commissioner Lorraine Burns seconded the motion; the motion was unanimously passed that the 2021 Audit be accepted as presented.

**5. Discuss & Act on Authorizing Signature of John Womack & Co., P.C. Engagement Letter for 2022 Audit**

William Dieterle presented the Fire Commissioners with John Womack & Co., P.C. 2021 Audit Engagement Letter.

Commissioner Melinda Vela moved and Commissioner Lorraine Burns seconded the motion; the motion was unanimously passed that the Engagement Letter be signed by William Dieterle.

**6. Discuss & Act on Fire Chief's Report**  
**a. Training Drills**  
**b. Meetings and Projects**  
**c. Fire/Emergency Incidents Handled in February 2023**  
**d. Fuel Consumption Report**  
**e. Truck Repairs Report**  
**f. Truck Returned to County**

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

Training:

02/07/2023 Checked all the units  
02/14/2023 CPR training  
02/27/2023 Food bank

Meetings/Projects:

Fire pump for Brush 1 has arrived and will be mounted on the truck soon; the old pump will be worked on to keep as a spare

CPR class for some county employees held on Monday, 02/13/2023, and the rest will be done as soon as possible

CPR classes completed for fire department on Tuesday, 02/14/2023

Maltby work on the station (front door has been ordered and waiting for it to arrive)

5-ton truck tank has been painted and another small hole was found and patched lid will be put back on this week.

Light bulbs for outside of the station were ordered and have arrived, work to replace the bulbs will be done soon

Command truck was taken for repairs to the front end

Projector and mounting bracket were received from RAC office to go with projector screen that is at sheriff's office

Ice machine repaired and placed outside, now back in service

<u>Fire Calls for February</u>	
Vehicle Accidents	0
Vehicle Fires	1
Grass Fires	5
Others	2
Structure Fires	0
Medical Assistance	1
<b>TOTAL FIRE CALLS</b>	<b>9</b>

<u>EMS Calls for February</u>	
Norias	1
Armstrong	2
Mifflin	4
Sarita	9
<b>TOTAL EMS CALLS</b>	<b>16</b>

Commissioner Melinda Vela moved and Commissioner Lorraine Burns 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 get an estimate for LED lights for inside and outside the station and to research roadway lift kits.

**7. Discuss & Act on Command Officer Standby Compensation for February 2023**

Jose E. Mendieta, Fire Chief, informed the Fire Commissioners that Ruben Hernandez was entitled to receive \$425.00 compensation for standby/response coverage.

Commissioner Melinda Vela moved and Commissioner Rogelio Salinas seconded the motion; the motion was unanimously passed that Ruben Hernandez be paid \$42500 for standby officer compensation.

**8. Discuss & Act on Obtaining Certification for Standby Officer**

William Dieterle informed the Fire Commissioners of the need to consider having the Standby Officer obtain certification for when the Fire Chief is unable to attend a fire.

Commissioner Melinda Vela moved and Commissioner Lorraine Burns seconded the motion; the motion was unanimously passed that the Fire Chief continue to develop regiments for training and certifications.

**9. Discuss & Act on Banking Resolution and Adding Rogelio Salinas to Bank Signature Card**

William Dieterle informed the Fire Commissioners of the need to adopt a Banking Resolution placing Rogelio Salinas as a signor of the Fire District’s Kleberg Bank accounts.

Commissioner Lorraine Burns moved and Commissioner Melinda Vela seconded the motion; the motion was unanimously passed that the following Banking Resolution be adopted:

**KENEDY COUNTY FIRE & EMERGENCY SERVICES DISTRICT NO. 1  
BANKING RESOLUTION**

On the 13th day of March, 2023 at 6:30 o'clock a.m., KENEDY COUNTY FIRE & EMERGENCY SERVICES DISTRICT NO. 1's Regular Meeting of the Fire Commissioners was held at the Kenedy County Fire & Emergency Services District No. 1's Fire Station located at 350 N. Mallory, Sarita, Texas.

I, Melinda Vela, certify that I am Secretary of the KENEDY COUNTY FIRE & EMERGENCY SERVICES DISTRICT NO. 1 whose Federal I.D. Number is 27-0718720; that said District is engaged as a governmental public entity under the name of KENEDY COUNTY FIRE & EMERGENCY SERVICES DISTRICT NO. 1; and that the following is a correct copy of Resolution adopted at a meeting of the Fire Commissioners of the District duly and properly held on March 13, 2023. This Resolution appears in the minutes of this meeting and has not been rescinded or modified.

**BE IT RESOLVED, that:**

1. Kleberg First National Bank, is designated as a depository for the funds of this District; and
2. This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by Kleberg First National Bank; and
3. All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of this District with Kleberg First National Bank prior to the adoption of this resolution are hereby ratified, approved and confirmed; and
4. Any two of the persons named below, so long as they act in a representative capacity as agents of this District, are authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated below, from time to time with Kleberg First National Bank; and
5. Concerning funds deposited in Kleberg First National Bank, moneys borrowed from Kleberg First National Bank or any other business transacted by and between this District and Kleberg First National Bank subject to any restrictions stated below; and
6. Any and all prior resolutions adopted by the Fire Commissioners of this District and certified to Kleberg First National Bank as governing the operation of this District's accounts are in full force and effect, unless supplemented or modified by this authorization; and
7. This District agrees to the terms and conditions of any account agreement, properly opened by any authorized representatives of this District, and authorizes Kleberg First National Bank at any time, to charge this District for all checks, drafts, or other orders, for the payment of money, that are drawn on Kleberg First National Bank regardless of by whom or by what means the facsimile signatures

may have been affixed so long as they resemble the facsimile signature specimens in section C (or the facsimile signature specimens that this District files with Kleberg First National Bank from time to time) and contain the required number of signatures for this purpose.

If indicated, any of two persons listed below (subject to any expressed restrictions) is authorized to exercise all of the following powers:

1. Open any deposit or checking accounts in the name of the District;
2. Endorse checks and orders for the payment of money and withdraw funds on deposit with Kleberg First National Bank (number of authorized signatures required for this purpose is 2);
3. Enter into written lease for the purpose of renting and maintaining a Safe Deposit Box in Kleberg First National Bank (number of authorized signatures required for this purpose is 2); and
4. Apply for and obtain a credit card by and through Kleberg First National Bank (Jose E. Mendietta, Fire Chief, is authorized to apply for and process the application and use the credit card for the District's benefit).

<u>Name and Title</u>	<u>Signature</u>
William Dieterle, President	_____
Melinda Vela, Secretary	_____
Roberto Alegria, Vice-President	_____
Lorraine Burns, Commissioner	_____
Rogelio Salinas, Commissioner	_____

I further certify that the Fire Commissioners of the District has, and at the time of adoption of this Resolution had, full power and lawful authority to adopt the foregoing Resolution and to confer the powers granted to the persons named who have full power and lawful authority to exercise the same.

10. **Discuss & Act on Halo Pad Bids**

William Dieterle and Jose E. Mendietta informed the Fire Commissioners that the location and plans for the Halo Pad had not yet been received; that Jose E. Mendietta needs to continue to obtain detailed and precise plans; and William Dieterle recommended that this item be tabled.

Commissioner Melinda Vela moved and Commissioner Lorraine Burns seconded the motion; the motion was unanimously passed that this item be tabled.

11. **Discuss & Act on Possible Construction of Water Tanks/Towers Along Hwy 77**

William Dieterle, Leo Villarreal, Judge Charles E. Burns and James Carr informed the Fire Commissioners of the need to consider placing water tanks/towers along Highway 77 in the southern part of the County.

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

12. **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 Rogelio Salinas seconded the motion; the motion was unanimously passed that a special meeting be held on March 20, 2023, and a regular meeting be held on April 11, 2023, at 6:30 p.m.

13. **Discuss & Act on Payment of Bills; Receive Report on Tax Revenue Received; and Receive Report on Bank Balance as of February 28, 2023**

William Dieterle presented the Commissioners the bills for the month ending February 28, 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.

14. **Adjournment**

There being no further business to come before the Commissioners, Commissioner Melinda Vela moved and Commissioner Lorraine Burns seconded the motion; the motion was unanimously passed that the Fire Commissioners meeting be adjourned at 8:00 o'clock p.m.

  
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Melinda Vela, Secretary

ATTESTED TO:

  
\_\_\_\_\_  
William Dieterle, President