

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

On the 12th day of May, 2025, at 6:30 o'clock p.m. a Regular Meeting of the Kenedy County Fire & Emergency Services District No. 1 was held at 350 N. Mallory Street, Sarita, Texas.

Commissioners Present:

William Dieterle
Melinda Vela
Daniel Alaniz
Alex Shugart

Also Present:

Jose E. Mendieta, Fire Chief
Leo Villarreal, Adm. Assistant
Sylvia H. Villarreal
Christopher D. Lee

Absent:

Lorraine Burns
Charles E. Burns, County Judge

1. Call Meeting to Order

William Dieterle called the meeting to order at 6:28 p.m.

2. Public Comments

Frank Torres with Willacy County EMS addressed the Fire Commissioners that as of May 1, 2025, the ambulance will be carrying Blood Type O+ up the checkpoint for trauma and medical patients. Life of the blood is 32 days, but EMS will only carry it for 14 days and then switch out for new blood. He also stated that Willacy County EMS will be obtaining a new ambulance with funds from their insurance carrier.

3. Discuss & Act on Approving Minutes of April 14, 2025 Meeting

William Dieterle presented the Fire Commissioners with the minutes of the regular Fire Commissioners meeting of April 14, 2025.

Commissioner Melinda Vela moved and Commissioner Alex Shugart seconded the motion; the motion was unanimously passed that the minutes of the regular Fire Commissioners meeting of April 14, 2025 be approved as presented.

4. **Discuss & Act on 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 the Fire Chief's report to the Fire Commissioners. He reported the following:

Training:

- 04/01/2025 Training on loading tractor and properly lying down
- 04/08/2025 Checked all units and equipment
- 04/15/2025 Did training with Game Warden on drone flights
- 04/22/2025 Installed the fuel tank on the 5-ton and train on proper use
- 04/29/2025 Did not have a meeting

Meetings/Projects:

- Attended Sarita School Safety and Security Meeting at the school
- Attended the 2025 Hurricane Conference in Robstown

Repairs:

- Need to finish work on the tanker
- Lights in the bay area

Volunteer Activities:

- Trained on loading and properly securing the tractor on the flatbed
- Trained with the Game Warden on the use of his drones

Equipment/Special Projects:

Completed work on the 5-ton brush truck. Fuel tank has been installed and is working and the small valve that was broken has been repaired and the truck is now back in full service.

Needs:

- The Polaris needs to be repaired because it won't start.
- The tanker needs a radio
- Need to get price on large master stream to use on tanker
- Need a 2.5 inch wye on the large tanker 2
- Need to order about 35 gallons of foam

Fire Calls:

Vehicle Accidents	3
Vehicle Fires	0
Grass Fires	5
Others	1
Structure Fires	0
Medical Assistance	0

EMS Calls:

Norias	3
Mifflin Armstrong	1
Kenedy County	0
Sarita	10
TOTAL:	14

TOTAL: 9

Commissioner Melinda Vela moved and Commissioner Alex Shugart seconded the motion that the Fire Chief's monthly report be approved as presented.

5. Discuss & Act on Standby Officer Compensation for April 2025

Jose E. Mendieta, Fire Chief, informed the Fire Commissioners that Cris Lee was entitled to \$437.50 as standby officer for the month of April 2025.

Commissioner Melinda Vela moved and Commissioner Daniel Alaniz seconded the motion; the motion was unanimously passed that Cris Lee be paid ~~\$427.50~~ ^{437.50} as standby officer for the month of April 2025 subject to the correction of changing p.m. to a.m. on the report.

6. Discuss & Act on Hiring Assistant Fire Chief

William Dieterle informed the Fire Commissioners of the need to consider hiring Christopher D. Lee, a present Fire District volunteer and Standby Officer, as Assistant Fire Chief. He stated that Christopher Lee was well informed of Fire District's policies and equipment and that he had attended the 2025 SAFE-D conference; that Jose E. Mendieta, the Fire Chief, need to be off at least two days a week; that Mr. Lee was well informed and dependable in managing the Fire Station and drills; and that he was willing for the Commissioners to consider employing him as an Assistant Fire Chief.

Commissioner Melinda Vela moved and Commissioner Alex Shugart seconded the motion; the motion was unanimously passed that Christopher Lee be employed as Assistant Fire Chief at \$26,000.00 per year starting June 1, 2025 and be paid \$2,166.00 per month.

7. Discuss & Act on Assistant Fire Chief Job Description

William Dieterle recommended to the Fire Commissioners that the Assistant Fire Chief's job description should be as follows: on-call 104 days per year, respond to calls with no stipend, help move equipment as needed, assist training of volunteers, file reports on calls as Assistant Fire Chief and input training log into SFFMA website.

Commissioner Melinda Vela moved and Commissioner Daniel Alaniz seconded the motion; the motion was unanimously passed that the Assistant Fire Chief's job description consist of the following: on-call 104 days per year, respond to calls with no stipend, help move equipment as needed, assist training of volunteers, file reports on calls as Assistant Fire Chief and input training log into SFFMA website.

8. Receive Report on Hurricane Conference

Jose E. Mendieta, Fire Chief, and Leo Villarreal commented they had attended the Hurricane Conference held in Robstown; that Kenedy County was ahead of most of the attendees regarding the Kenedy County Hurricane Shelter, supplies and preparation prior and post to the

hurricanes; that the conference on the hurricane insurance was very informative in that a special wind and hail insurance would be the only insurance to provide wind and hail insurance. Leo Villarreal stated that he will provide the Commissioners written hurricane and emergency material for their and the District's benefit.

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

9. Discuss & Act on Setting Date for Next Regular Meeting

William Dieterle informed the Fire Commissioners of the need to set a date for the next regular meeting.

Commissioner Melinda Vela moved and Commissioner Alex Shugart seconded the motion; the motion was unanimously passed that the District's next regular meeting be held on June 9, 2025 at 6:30 p.m.

10. Discuss & Act on Payment of Bills

William Dieterle informed the Fire Commissioners of the need to pay the bills for the month of April 2025.

Commissioner Melinda Vela moved and Commissioner Daniel Alaniz seconded the motion; the motion was unanimously passed that the bills be paid as presented.

11. Adjournment

There being no further business to come before the Commissioners, Commissioner Melinda Vela moved and Commissioner Daniel Alaniz seconded the motion; the motion was unanimously passed that the meeting be adjourned at 8:16 p.m.



William Dieterle, President

ATTESTED TO:



Melinda Vela, Secretary