

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

On the 12th day of November, 2024, 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:**

Lorraine Burns  
Melinda Vela  
Daniel Alaniz

**Also Present:**

Leo Villarreal  
Jose E. Mendieta, Fire Chief  
Judge Charles E. Burns  
Sylvia H. Villarreal

**Absent:**

William Dieterle  
Alex Shugart

1. **Call Meeting to Order**

Lorraine Burns, Vice-President, called the meeting to order at 6:22 p.m.

2. **Public Comments**

No public comments were made.

3. **Discuss & Act on Minutes of October 15, 2024**

Lorraine Burns presented the Fire Commissioners' Minutes of the regular Fire Commissioners' meeting of the regular October 15, 2024 meeting.

Commissioner Melinda Vela moved and Commissioner Daniel Alaniz seconded the motion; the motion was unanimously passed that the October 15, 2024, minutes of the Regular Meeting be accepted as presented.

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

- a. **Training Drills**
- b. **Meetings and Projects**
- c. **Fire/Emergency Incidents Handled in October 2024**
- 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:

10/01/2024 Took part in National Night Out  
10/08/2024 Checked and started all units and equipment  
10/14/2024 Trained on location of equipment for different vehicles  
10/22/2024 Trained with EMS on the proper placement and use of heart monitor  
And blood pressure cuffs  
10/29/2024 Trained on connecting to hydrant and proper starting and use of the  
Fire pump

Meetings/Projects:

Events attended: Attended and cooked for National Night Out; attended TAMUK homecoming bon fire and did a fire prevention class with the Sarita School and the Texas Forest Service

Meetings: Met with the Fire Chiefs and discussed call and needs for our area  
Met with the school and teachers for safety and security for the school.

Future Repairs: Located a fuel tank for the pump on the 5-ton truck

Volunteer Activities: Training:

Trained on setting up and using the heart monitor and blood pressure equipment with EMS unit; Trained with two more new personnel on proper use and location of equipment On the units; and trained on proper use and how to hookup to the fire hydrants with all The different units.

Equipment/Special Projects:

Completed Projects – Assisted with the bonfire at TAMUK and did a fire prevention class With the school

Ongoing Projects:

Semi still needs inspection and semi-trailer was picked up but is going to need tires and a Little rearranging of equipment

Fire Calls for October

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

EMS Calls for October

Norias	0
Mifflin Armstrong	0
Kenedy County	0
Sarita	6
TOTAL CALLS:	6

Commissioner Melinda Vela moved and Commissioner Daniel Alaniz seconded the motion; the motion was unanimously passed that the Fire Chief's report be accepted as presented.

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

Jose E. Mendieta, Fire Chief, informed the Fire Commissioners that Cris Lee was entitled to \$200.00 for standby/response coverage for the month of October 2024.

Commissioner Melinda Vela moved and Commissioner Daniel Alaniz seconded the motion; the motion was unanimously passed that Cris Lee be paid \$200.00 for standby/response coverage for the month of October 2024.

**6. Discuss & Act on Attendance and Registration for SAFE-D Conference in February 2025**

Lorraine Burns informed the Fire Commissioners of the need to consider the Fire Commissioners to attend for the SAFE-D Conference being held on February 6-8, 2025 in Round Rock, Texas. This year the conference will start on Thursday morning, February 6; therefore, arrival will need to be on Wednesday, the 5<sup>th</sup>. Hotel reservations need to be when registering in order to ensure that the Fire Commissioners will be at the host hotel. The registration fee is \$295 per Commissioner and the hotel is \$195 a night (3 nights for a total of \$585.00 + tax). (\$880.00 per Commissioner).

Commissioner Melinda Vela moved and Commissioner Daniel Alaniz seconded the motion; the motion was unanimously passed that registrations for the SAFE-D conference and reservations for hotel rooms be made for the five Commissioners, Jose E. Mendieta, Fire Chief, Leo Villarreal, Administrative Assistant and Cris Lee, Standby Officer.

**7. Receive Report o Kenedy County Water Tanks on Kenedy Foundation Property**

Judge Charles E. Burns informed the Fire Commissioners that on October 28, 2024, Kenedy County and the Foundation had agreed to and signed a Right of Entry Agreement regarding placement of water tanks for firefighting purposes.

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

**8. Discuss & Act on Purchasing Indestructo Record Binders for District Minutes**

Leo Villarreal informed the Fire Commissioners of the need to consider purchasing Indestructo Binders regarding the District's minutes. The binders in white will cost approximately \$170.00 each and will each hold two years of minutes. The cost will include the engraving of the District's name, the word "Minutes" and the "Kenedy County Fire & Emergency Service District No. 1" on the spine and cover of the binder. Approximately 12 to 15 binders will be needed to include all past minutes to the current year for a total of \$2,040.00.

Commissioner Melinda Vela moved and Commissioner Daniel Alaniz seconded the motion; the motion was unanimously passed that 9 Indestructo Binders be purchased.

**9. Discuss & Act on 2024 Budget Amendments**

Leo Villarreal informed the Fire Commissioners of the need to amend the 2024 Budget, as follows:

- Transfer \$150.00 from Fire Chief Retirement to Accounting
- Transfer \$1,300 from Fire Chief Salary to Audit
- Transfer \$1,180 from Tax Office Commission to Halo Service
- Transfer \$14,500 from Contingency to Willacy County EMS
- Transfer \$11,000 from Fuel to Willacy County EMS
- Transfer \$7,750 from Apparatus Replacement to Equipment Maintenance
- Transfer \$5,700 from Fuel to Equipment Maintenance
- Transfer \$405 from Radio Equipment to Equipment Purchase
- Transfer \$400 from Utilities to Website Maintenance

Commissioner Melinda Vela moved and Commissioner Daniel Alaniz seconded the motion; the motion was unanimously passed that the 2024 Budget be amended as follows:

- Transfer \$150.00 from Fire Chief Retirement to Accounting
- Transfer \$1,300 from Fire Chief Salary to Audit
- Transfer \$1,180 from Tax Office Commission to Halo Service
- Transfer \$14,500 from Contingency to Willacy County EMS
- Transfer \$11,000 from Fuel to Willacy County EMS
- Transfer \$7,750 from Apparatus Replacement to Equipment Maintenance
- Transfer \$5,700 from Fuel to Equipment Maintenance
- Transfer \$405 from Radio Equipment to Equipment Purchase
- Transfer \$400 from Utilities to Website Maintenance

**10. Discuss & Act on Date for Next Regular Meeting**

Lorraine Burns informed the Fire Commissioners of the need to set a date for the next regular meeting.

Commissioner Melinda Vela moved and Commissioner Daniel Vela seconded the motion; the motion was unanimously passed that the next regular meeting be held on December 9, 2024, at 6:30 p.m.

**11. Discuss & Act on Payment of Bills**

Lorraine Burns presented the bills for the month ending October 31, 2024, to the Fire Commissioners and informed the Fire Commissioners that the bills should be considered for payment.

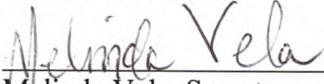
Commissioner Daniel Alaniz moved and Commissioner Melinda Vela seconded the motion; the motion was unanimously passed that the bills be paid as presented.

**12. Adjournment**

There being no further business to come before the Commissioners, Commissioner Daniel Alaniz moved and Commissioner Melinda Vela seconded the motion; the motion was unanimously passed that the Fire District's Commissioners' meeting be adjourned at 7:00 o'clock p.m.

  
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William Dieterle, President

ATTESTED TO:

  
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Melinda Vela, Secretary