

MINUTES
REGULAR MEETING
ATASCOSA COUNTY EMERGENCY SERVICES DISTRICT NO. 1
July 25, 2025

The Board of Commissioners of Atascosa County Emergency Services District No. 1 conducted a Regular Meeting at 15078 Main Street, Lytle, TX 78052 on July 25, 2025 at 6:00 PM.

- 1) Call the Atascosa County Emergency Services District 1 meeting to order and establish a quorum.**

Meeting was called to order at 6:02 pm and a quorum was established. Board members in attendance were Lee Redoux, Nikki Fuentes, and Jose Ramirez. Gabriel Gonzalez and Kenneth Steffens were absent.

- 2) Invocation: Pledge of Allegiance to the American Flag.**

Pledge recited.

- 3) Citizens to be heard: This item will be open for a maximum of 30 minutes with 3 minutes per speaker. (If there are more than 10 speakers, each will be given 2 minutes.)**

There was no one present for comment.

- 4) Consent items:**

- a) Approval of Minutes**

- i. June 17, 2025, Regular Meeting**

- b) Review and Approval of Financials**

- i. June 18, 2025 to July 25, 2025**

General Manager Dear informed the Board of the additional deposit of \$203.66 for Ad Valorem Taxes that was not posted in the packet they received the Friday prior. Commissioner Redoux moved to approve the Consent Agenda Items as presented. Commissioner Ramirez seconds. Motion passed.

- 5) Chief's Report; including request for funds, if any; and Department and Operations report with action taken as necessary.:**

Treasurer Garcia gave the following report to the District.

15 calls within District, Avg. response time of 6:25

1 call outside the District, Avg. response time 22:24

74 Training Hours Conducted for the month

Apparatus

Engine 206: All electrical issues were repaired

Engine 706: In Service – No A/C

Brush 206: Out of Service – Needs new tires

Squad 206: In Service – New Tires have been installed

Squad 706: In Service – Needs Radio Programming

Treasurer Garcia reported that the Department is continuing to have issues with the new RMS system that the vendor is working on.

Treasurer Garcia reported that the Department hired a CPA for quarterly reviews of the Department financials.

Treasurer Garcia reported that the Auditor will be in Lytle on Monday, July 28th to finish reviewing a couple items which should complete the FY23 audit.
Treasurer Garcia reported that the Department has had some billing issues with both FirstNet and Metro Fire Apparatus which have since been resolved and prevent any further past due invoices.

6) Action items: Consider, discuss, and action as appropriate.

a) Discussion, consideration and possible action regarding District Credit/Debit Carse Usage Policy.

General Manager advised that he drafted the attached policy for review and consideration adding that it had not yet been reviewed by legal.

Commissioner Redoux moved that the item be tabled until the August 19th Meeting and that the policy be sent to legal for review.

Commissioner Ramirez seconds. Motion passed.

b) Discussion, consideration and possible action regarding District Policies and Procedures.

General Manager advised that he drafted the attached policy for review and consideration adding that it had not yet been reviewed by legal.

Commissioner Ramirez moved that the item be tabled until the August 19th Meeting with the Reserve Fund balance being set at 9 months and that the policy be sent to legal for review.

Commissioner Redoux seconds. Motion passed.

c) Discussion, consideration and possible action regarding VFIS Insurance Coverages for FY25-26.

General Manager Dear advised that the policy was up for renewal and after speaking with VFIS the limits did not need to change for the coming year due to the expansion of the District.

Commissioner Ramirez moved to renew the VFIS Insurance policy at its current limits.

Commissioner Redoux seconds. Motion passed.

d) Discussion, consideration and possible action regarding authorizing the General Manager to use the District Debit Card to reserve hotel rooms for SAFE-D Conference January 29-31, 2026.

General Manager Dear briefed the Board on the upcoming conference advising that its customary for the District to pay for hotel rooms for all 5 Commissioner, General Manager and both the Chief and Assistant Chief of the Service Providers.

Commissioner Redoux moved to authorize the General Manager to use the District Debit Card to reserve hotel rooms for the aforementioned people for the SAFE-D Conference.

Commissioner Ramirez seconds. Motioned passed.

e) Briefing and Discussion Concerning Quarterly Investment Report for Period Ending June 30, 2025.

General Manager Dear covered the Quarterly Investment Report with the District per District Policy.

No action taken, Informational only.

f) Discussion, consideration and possible action regarding email received from Metro Fire Apparatus about several open invoices totaling \$47,827.80 with Lytle VFD.

General Manager Dear explained that the District received an email from the Billing Manager with Metro Fire Apparatus requesting assistance with getting several past due invoices paid due to Metro Fire Apparatus not being able to resolve the issue with Lytle VFD.

Treasurer Garcia explained that there was some miscommunication, but that the Department has since taken steps to avoid issues like this in the Future. Treasurer Garcia expressed that Metro Fire Apparatus has been paid in full.

No Action was taken.

7) Executive Session

No Items Taken into Executive Session

8) Discussion, consideration and possible action regarding matters discussed in Executive Session.

No Action Taken

9) Announcements / Informational Items

General Manager Dear cover the following items:

- *HB 1522 – New Requirement for Posting of Budget*
- *HB 5534 – New Requirement for Posting of Agenda*
- *Texas A&M Forrest Service Grant funding being increased to \$192 million for the coming grant cycle.*
- *Service Provider Contracts and dates for them to be placed on the ESD Agenda.*
- *Tagging of ESD property that the VFD was in possession of after purchase with District funds.*

President Fuentes reminded everyone of the upcoming Special Meeting for August 5th covering the FY25-26 Budget.

Lytle VFD Treasurer Garcia asked about reimbursements for SAFE-D Hotel reservations from the previous conference. General Manager Dear informed Treasurer Garcia that he could forward her a reimbursement form to complete and submit for consideration by the Board.

Treasurer Redouz asked the Fire Department if they were having any issues with finding water sources within the District for filling the fire trucks with water. The Fire Department stated that there were no issues at this time, but expressed that there are areas where fire hydrants are sparse.

10) Adjourn

Commissioner Ramirez moved to adjourn. Commissioner Redoux seconds. Motion passed. Meeting adjourned at 6:55 pm.