

MEDINA COUNTY EMERGENCY SERVICE DISTRICT #6

P.O. Box 201

HONDO, TEXAS 78861

**NOTICE OF PUBLIC MEETING**

**TUESDAY, JANUARY 23, 2024 6:30 p.m.**

**Meeting will be held at the STRTC Bldg. (South TX Regional Training Ctr.) 402 Carter, Hondo, TX**

**MEETING FORMAT** - Persons must be recognized by a Board Member before speaking during any agenda item and direct all comments to the Board. Visitors wishing to make public comments may do so under the Citizen Comments agenda item and must sign up to speak on the Sign up Sheet at least 10 minutes prior to the meeting's start time. Visitors wishing to address the board will only be recognized if they signed the proper form. Each person signed up to make a comment will be given 3-minutes to make a statement. Law prohibits discussion on any questions or inquiries made during the Citizen Comments agenda item. Any person in violation of the meeting format can be asked to leave or be removed from the property.

**I. Open Meeting**

1. Call to Order & Roll Call
2. Pledge of Allegiance & Any Special Guests or Recognitions
3. A. Commissioner Status & Oath of Office / New Appointed Commissioners Sworn In  
B. Board Officer/Positions Established & Approved by New Commissioners  
C. Board Committees Established / Approved by New Commissioners
4. Discussion and Action on Hiring Ronda McNew as new MCESD#6 Administrator
5. Statement of Officer & Oath of Office for New Administrator
6. Discussion and Action on Acceptance of Job Description for MCESD#6 Administrator
7. Discussion and Action on Acceptance of Job Description for MCESD#6 Administrative Asst.
8. Discussion and Action on Hiring Victoria (Vickie) Wharton as MCESD#6 Administrative Assistant
9. Discussion and Action on setting up Payroll Processes
10. Discussion and Action on Acceptance of Notice of Termination of Contract - Polly Edlund Bookkeeper
11. Consent Agenda - Discussion & Possible Resolutions/Actions:
  - A. Minutes, Resolution of Acceptance – (November & December Minutes)
  - B. Financial Reports & Current Bills & Transfers – December/January
  - C. Sales Tax Reports – End of Fiscal Year & JANUARY YTD
12. Administration and Committee Reports – Discussion & Possible Resolutions/Actions:
  - A. Audit Updates
    1. Yancey VFD Audit – 2020 & 2021 - Update
    2. Hondo VFD Audit – 2021 & 2022 - Update
    3. MCESD#6 Audit – Fiscal Year 2022-2023 - Update
  - B. Fire Truck Maintenance – Committee Updates on Fleet Issues/Maintenance on Trucks
  - C. ESD Office Rental Agreement – Committee Update
  - D. ESD Office – Ofc. Equipment Internet & Phone Updates
  - E. Discussion and Approve IT Contract with Prime Its for Office 365 & TEAMS
  - F. Discussion and Approval of IT Equipment needed for Board & New Administrative Personnel
  - G. Training Requirements & SAFE-D 2024 Conference Dates
  - H. Discussion and Amendment to Travel Per Diem Policy Rate
13. Contracted Entity Reports - Discussion & Possible Resolutions/Actions:
  - A. Hondo VFD Reports:
    1. 2023 QBs Reports, End of Year Budget vs. Actual Financial Reports & Data Entry Status (Jan.- Dec. 2023)
    2. Any grant updates – New or Pending Grants
    3. Run Reports: Jan. – December 2023 Runs on Excel Spreadsheet (revised w/contract requirements)
    4. IRS 990 Report – 2022 Filed in November by Coleman Horton – Acceptance of Final Filed Report
    5. Status of Special Racks Purchase - Non-Budgeted Item Request 2023
    6. Status of PPE Invoices – End of Year Budget Amendment 2022
  - B. Yancey VFD Reports:
    1. 2023 QBs Reports, End of Year Budget vs. Actual Financial Reports & Data Entry Status (Jan. – Dec. 2023)
    2. Any grant updates – New or Pending Grants
    3. Run Reports – Jan.– Dec. 2023 Runs on Excel spreadsheet (revised w/contract requirements)
    4. IRS 990 Report - 2022 Filed in November by Coleman Horton – Acceptance of Final Filed Report
14. Old Business – Consider, Discuss and Take Appropriate Action on the following:
  - A. Fuel Cards & Credit Cards – status update
  - B. Contract Committee Discussions and any Updates
  - C. Committee Update on Architect – RFQ (Request for Qualifications)
  - D. Fire Programs – Plans to get program setup & training offered – Updates on Timelines
  - E. Land Acquisition – City of Hondo – Committee Update
15. New Business – Introduction of any New Business
  - A. Next Month's Meeting(s) – February
16. Adjourn

The MCESD#6 Board of Commissioner's reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Open Meetings Act, Texas Government Code §§ 551.071 (Consultation with Attorney; pending or contemplated litigation); 551.072 (Deliberation about Real Property) , 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters); 551.076 (Deliberation about Security Devices); and 551.087 (Economic Development); and any other provision under Texas law that permits a governmental body to discuss a matter in a closed executive session.

RESPECTFULLY SUBMITTED,  
LAWRENCE C. HOFFMAN, PRESIDENT

POSTED ACCORDING TO ALL KNOWN MEETINGS ACTS:  
January 19, 2024