MEDINA COUNTY EMERGENCY SERVICE DISTRICT 1
PO BOX 1037
CASTROVILLE, TEXAS 78009

MEETING MINUTES
WEDNESDAY, April 15, 2026 7:00 PM
Meeting Location: Medina County Precinct 2 Bldg. Courtroom, 8366 FM 471 S, Castroville, TX 78009

I. OPEN MEETING:

1. CALL TO ORDER and ROLL CALL:
President Marvin Dziuk called the meeting to order at 7:00 pm and established a quorum with commissioners Jenny Ferren, Gary Foster, Leroy Haby, and Tom Page. Also present were Fire Chief Clinton Cooke, Assistant Chief Sarah Windsor, Personnel Manager Lori Stein, Office Administrator South Division Stephanie Earls, Accounts Payable Associate Cynthia Stanukinos, and special guest Chief Vaughn Miller, Division Chief of EMS.

1 - A. PLEDGE OF ALLEGIANCE TO UNITED STATES AND TEXAS FLAGS:
President Dziuk requested all in attendance to rise, face the United States and Texas flags and pledge their allegiance to each. President Dziuk thanked all for their participation.

1 - B. INVOCATION:
President Dziuk called upon Fire Chief Cooke to do the invocation. Chief Cooke gave the invocation; asking for guidance, safety and protection.

1 - C. INTRODUCTION OF ANY SPECIAL GUEST(S)/RECOGNITIONS:
Chief Cooke introduced Chief Vaughn Miller to the Board. He is the new Division Chief of EMS.

2. CITIZEN COMMENTS:
None.

3. ADMINISTRATION – DISCUSSION AND RESOLUTIONS/ACTIONS ON THE FOLLOWING:

3 - A. MINUTES, RESOLUTION OF ACCEPTANCE – (January Minutes):
Commissioner Page moved to approve the March meeting minutes as presented. Commissioner Ferren seconded his motion. The motion passed 4-0.

3 - B. FINANCIAL REPORTS, BUDGET VS. ACTUAL, AND APPROVAL FOR PAYING BILLS AND APPROPRIATE TRANSFERS:
Chief Cooke presented the details of the March financial report which covered October 1, 2025, through March 2026. (See Financial Summary & Financial Reports for details) Chief Cooke also discussed recent transactions and bank funds including the balances in each account. Following the discussion, Commissioner Ferren moved to accept the financial reports as presented, and approved paying the bills and making appropriate transfers. Her motion was seconded by Commissioner Page. The motion passed with a 4-0 vote.

3 - C. SALES TAX REPORT (January / YTD):
The 2025-2026 April deposit had dropped prior to the meeting, $290,221.40 bringing the total year to date net deposits to $1,280,837. This was 40.66% of the MCESD#1's budget total $3,150,000. The Commissioners also discussed future sales tax trends for the remainder of the 2025-2026 fiscal year. The report was accepted by the board and there was no action necessary.

4. FIRE CHIEF'S REPORTS – DISCUSSIONS AND ACTIONS ON THE FOLLOWING:

4 - A. Fire Chief's report – project updates:
Chief Cooke gave the Fire Chief's report for the prior month of March, see report for details.

4 - B. CONSIDER AND APPROVE INTER-LOCAL AGREEMENT WITH MCESD#4:
Chief Cooke updated the board on the agreement. Commissioner Page moved to approve the interlocal agreement with the amended correction of a small typo. Commissioner Haby seconded his motion. The motion was approved with a 4-0 vote.

4 - C. Station #14 – PROJECT UPDATE(S):
Chief Cooke reviewed the selection of Architectural services process and the rules of Texas Government code 2254 so the board fully understood how the process of an RFQ works and the rules for evaluations and scoring. He further explained that the board could move forward with the request for qualifications, or they could negotiate fees with the current architect they have in place. They cannot legally score the RFQ by using the percentages or cost of the fees. After a long discussion on past history and the relationship with the district's current architectural firm, the board tabled the item.

4 - D. Station #10 – Annex Remodel Project – Construction Project Updates & YTD Project Costs:
Chief Cooke gave an update during the Chief's report. Annex remodel is 99% complete. Our flooring company is a one-person shop and had illness and additional family emergency delaying his completion. The only funds left are to get furniture and technology for the facility. (T.V Monitors for the walls along with desks and chairs for the classrooms).

5. NEW OR UPCOMING DISTRICT DEVELOPMENT(S) - DISCUSSION AND ACTIONS ON THE FOLLOWING:
Chief Cooke continued to urge commissioners to keep driving the district. Continued growth everywhere within the district. There was no action required by the board.

6. OLD BUSINESS – DISCUSSION AND ACTIONS ON THE FOLLOWING:
None

II. EXECUTIVE SESSION – CLOSED MEETING:
The MCESD#1 Board of Commissioners will meet in closed executive session as authorized by Tex. Gov't. Code Chapter 551 under one or more of the following sections Texas Government Code: *Section 551.072 Real Estate and 551.074 Personnel Matters.*

A. Discussion and possible action regarding Real Estate matters
B. Discussion and possible action regarding Personnel matters

Commissioner Ferren made the motion to meet in a closed executive session under 551.072 Real Estate and section 551.071 Personnel Matters. Commissioner Page seconded her motion. The motion was approved with a 4-0 vote. The MCESD1 Board of Commissioners and Fire Chief Cooke went into executive session at 8:21pm.

Commissioner Page moved to adjourn the executive session. Commissioner Foster seconded his motion, the motion was approved with a 4-0 vote. President Dziuk adjourned the executive session at 9:17pm.

III. RECONVENE IN OPEN SESSION:
1. OPEN MEETING: CALL TO ORDER and ROLL CALL:
President Marvin Dziuk called the meeting back to order at 9:18pm and established a quorum with Board commissioners Jenny Ferren, Gary Foster, Leroy Haby, and Tom Page. Also present were Fire Chief Clinton Cooke, Assistant Chief Sarah Windsor, Personnel Manager Lori Stein, Office Administrator South Division Stephanie Earls, Accounts Payable Associate Cynthia Stanukinos, and special guest Chief Vaughn Miller, Division Chief of EMS.

2. Discussion and Possible actions following executive session on executive session item A & B above:
Commissioner Page moved to proceed as deliberated under item A, Real Estate matters. Commissioner Foster seconded his motion. The motion was approved with a 4-0 vote. President Dziuk noted there was no action required on executive session Item B.

3. NEW BUSINESS – INTRODUCTION OF ANY NEW BUSINESS
3 - A. MONTHLY MEETING:
The board tentatively scheduled the next board meeting of the MCESD#1 for Wednesday, May 13th, at 7:00pm at the Medina County Pct. 2 Bldg. Courtroom. The date and time will be confirmed when the agenda is posted.

4. ADJOURN
Commissioner Page moved to adjourn the meeting. Commissioner Ferren seconded his motion. The motion passed 4-0. President Dziuk closed the meeting at 9:20 pm.

RESPECTFULLY SUBMITTED,

GARY FOSTER, SECRETARY

MCESD1 PRESIDENT

MARVIN DZIUK, PRESIDENT