

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

**MASTER PLANNING WORKSHOP MINUTES**

Monday – Wednesday, October 26, 27, and 28, 2020 - 6:30pm each day  
Workshop Location: Braden Keller Center, 1410 Amelia Street, Castroville, TX 78009

Monday, October 26, 2020  
*Braden Keller Classroom*

6:30 – 7:00pm, Project Kick-off  
7:00 – 7:30pm, Review of LEAN Process  
7:30 – 9:00pm, MCESD1 Current State (Where are you?)

Richard Buchanan, Project Manager/Consultant  
303-250-0209, rfbuchanan63@gmail.com, 6353 Trappers Trail Avenue, Parker, CO 80134

Rich Buchanan began the workshop by stating the challenge: There are barriers between the VFDs and MCESD1 and with a warning that tragedy is coming our way and we can either react or be proactive noting that there are things we need to fix. The problems and concerns are based on facts not feelings. There were twenty-seven attendees.

Tuesday, October 27, 2020  
*Braden Keller Classroom*

6:30 – 7:30pm, MCESD1 Target State (Where do you want to go?)  
7:30 – 8:30pm, Gap Analysis (Barriers to Target State)  
8:30 – 9:00pm, Short-Term/Long-Term Opportunities

There were thirty attendees.

Each solution Rich listed and discussed are TEMPORARY to fix the level of frustration that is present.

**Top 10 Challenges:**

Staffing Issues – one year  
Communication/Transparency - \*  
Financial Issues - \*\*  
Facility Issues – one year  
Need Organization Structure - \*  
Improving Service - \*\*  
Reporting Issues - \*\*  
Equal Representation - \*  
Loss of Identity – one year  
Reimbursement Processes - \*\*

Challenges solved in one month - \*  
Challenges solved in six months - \*\*  
Challenges solved in one year as denoted.

These ten challenges were reported to Rich in a survey that he sent out to the powers that be prior to the workshop. Workshop participants ranked the challenges during an electronic exercise during the session.

Rich challenged ESD1 to put a plan in place and work at it.

**Communication/Transparency Challenge** to temporarily fix distrust and lack of communication

- Designate a PIO for each level (a single human, on paper, designated to disseminate information with a group email, up and down, be held accountable for their responsibility)

*PIO (Public Information Officer)*

ESD1 Board PIO  
 ESD1 Administration PIO  
 EMS PIO  
 Mico VFD & 501c3 Board PIO  
 Castroville VFD & 501c3 Board PIO  
 LaCoste VFD & 501c3 Board PIO  
 Medina Lake VFD PIO

**Need Organization Structure Challenge**

Transition Board (Advisory): gather and pass on information, need to reach a consensus, meet every 2-weeks, no governmental authority, 2 members from each entity and outsider, interim chief, equal representation. Initially meet and solve some small problems, resolutions to look for interim chief, communication plan

**Organizational Structure:**

	ESD Board (Financial Oversight)		
ESD Staff	Interim Fire Chief (unbiased/openminded, operational & administrative)		Advisory Board (system development)
Mico VFD Board	Castroville VFD Board		LaCoste VFD Board
Mico VFD Chief	Castroville VFD Chief		LaCoste VFD Chief
Firefighters	Firefighters		Firefighters

**VFD Staffing (Temporary)**

A Shift	B Shift	All Hands
Routine calls	Routine calls	

Divide volunteers into shifts to give them a day off. Perhaps use personnel from other VFDs if needed to cover schedule.

Josh Brown & Chief Ralph Rodriguez from BCESD2 spoke on their programs and progress.

Wednesday, October 28, 2020      6:30 – 9:00pm, Stakeholder Presentation  
*Braden Keller Gymnasium*  
 There were 35-40 attendees.

**Overview**

- Need to Establish Organization Structure
- Need Communication Plan
- Need Staffing Plan
- Need Training Plan
- 501.c3

**Action Plan**

Transition Team  
 Exploratory Committee

**Advisory Board**

2 from each department  
 1 non-affiliated

Meet every two weeks, pass on information, consensus

### **Goals of the Advisory Board**

Agenda

Meeting Minutes

Action Items

Establish Provisional Organization structure

Identify/address immediate service delivery issues

- Alarms
- Staff Issues
- Immediate equipment issues

Identify utilization of the new station

Develop a strategic plan

### **Communication Process**


#### **Conclusion:**

Steps to Temporary Structure


- *ESD1 Board Resolution* to Create Provisional Advisory Board
- *Memorandum of Understanding* for all entities to participate in proposed communication plan
- *Memorandum of Understanding* by each Volunteer Board to participate in the Provisional Advisory Board
- *ESD1 Board Resolution* to hire Provisional Chief (up to one year) with operational and administrative responsibilities
- *Memorandum of Understanding* by each Volunteer Board to accept/allow temporary operational and administrative responsibilities of Provisional Chief

President Dziuk thanked Rich for his time and his presentation of this valuable information. MCESD1 is serious about its organization, personnel, growth, plans for the future.

RESPECTFULLY SUBMITTED,

  
POLLY EDLUND

MCESD#1 PRESIDENT

  
MARVIN DZIUK