

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

MINUTES

WEDNESDAY, JANUARY 8, 2020 7:00 p.m.

Meeting Location: MCESD#1 Conference Room, 800 Madrid Station, Castroville, TX 78009

I. OPEN MEETING:

1. CALL TO ORDER and ROLL CALL:

President Marvin Dziuk called the meeting to order at 6:35pm, and established a quorum with Board members Michael Echte, Rodney Hitzfelder, Terry Beck, and Pam Mathis present. Administrative Coordinator Polly Edlund, Assistant Chief of Administration John Banning, Ronda McNew, Medina County Justice of the Peace Judge Clyde 'Bubba' Howse, Castroville VFD Chief Rick Lair, Castroville VFD representatives Melanie Godwin, Billy-Jim Perez, Marques Fuentes, and LaCoste VFD Chief Joe Wells were also in attendance.

2. PLEDGE OF ALLEGIANCE and ANY SPECIAL GUESTS/RECOGNITION:

President Dziuk requested all in attendance to rise, face the United States flag followed by the Texas flag and pledge their allegiance to the United States of America and to the State of Texas and their respective flags. President Dziuk thanked all for their participation and display of patriotism. President Dziuk welcomed Medina County Justice of the Peace Judge Clyde 'Bubba' Howse to the meeting.

3. COMMISSIONER STATUS and OATH OF OFFICE/NEW APPOINTED COMMISSIONERS SWORN IN:

Precinct #3 Justice of the Peace Judge Howse swore in Marvin Dziuk, Rodney Hitzfelder, and Terry Beck as Commissioners on the Board for the appointed term of office of January 2020 to December 31, 2021. Terry Beck was appointed to replace the MCESD #1 Board position previously held by Gary Holzhaus at the Medina County Commissioners Court meeting held on December 5, 2019. The Board thanked Judge Howse for his time and efforts and Judge Howse, in turn, thanked and expressed his appreciation to the ESD for what they are doing. Judge Howse left the meeting after administering the Oath of Office and swearing in ceremony.

4. BOARD OFFICER/POSITIONS ESTABLISHED/APPROVED BY COMMISSIONERS:

Following the administering the oath of office and swearing in ceremony, the Board voted on their executive positions within the Board. Pam moved to appoint the following individuals to be the 2020-2021 slate of MCESD#1 officers: President Marvin Dziuk, Vice-President Rodney Hitzfelder, Secretary Michael Echte, Treasurer Terry Beck, and Assistant Treasurer Pam Mathis. Michael seconded her motion which was approved with a 4-0 vote.

5. TRAINING REQUIREMENTS and SAFE-D 2020 CONFERENCE DATES:

Assistant Chief of Administration Banning will be attending the TEEX (Texas A&M Engineering Extension Service) Leadership Development Seminar/Conference in San Marcos, on January 20-22, 2020. His hotel accommodations, conference registration, and meals will be part of this travel.

SAFE-D Conference is in Galveston this year. The conference runs from 2:00pm on Thursday, February 20th, until noon Saturday, February 22nd. This conference is included in the ESD's training and travel budget with funding allocated for conference registration, vehicle rental, fuel, and meals. Polly asked Rodney if he plans to attend the SAFE-D conference to verify if an agenda needed to be posted.

II. EXECUTIVE SESSION – CLOSED MEETING:

Pam moved to meet in closed executive session under Texas Government Code 551 under the following sections: §§ Section 551.072 (*Deliberation about Real Property*), 551.073 (*Deliberations about Gifts and Donations*), 551.076 (*Deliberation about Security Devices*); and 551.087 (*Economic Development*) Texas Government Code. Her motion was seconded by Rodney. Motion carried with a 4-0 vote. The Board went into executive session at 6:55pm.

CLOSED EXECUTIVE SESSION:

Rodney moved to close the executive session. Michael seconded his motion which was approved with a 4-0 vote. The closed executive session concluded at 8:52pm.

III. RECONVENE IN OPEN SESSION:

1. OPEN MEETING: CALL TO ORDER and ROLL CALL:

President Marvin Dziuk called the meeting back to order at 8:53pm, and established a quorum with Board members Michael Echte, Rodney Hitzfelder, Terry Beck, and Pam Mathis present. Administrative Coordinator Polly Edlund, Assistant Chief of Administration John Banning, Ronda McNew, Castroville VFD Chief Rick Lair, Castroville VFD representatives Melanie Godwin, Billy-Jim Perez, Marques Fuentes, and LaCoste VFD Chief Joe Wells were also in attendance.

2. DISCUSSION and POSSIBLE ACTIONS FOLLOWING EXECUTIVE SESSION:

Following the Closed Meeting, Terry moved to allow a committee of President Dziuk and Rodney to further discussions with the City of Castroville on their request of whether or not MCESD#1 would like to join the TIRZ within the development agreement between the City of Castroville and Alsatian Oaks. Michael second his motion which was approved with a 4-0 vote. (Agenda Item 7-C ALSATIAN OAKS TIRZ).

3. CONCERNED CITIZEN COMMENTS:

None.

4. DISCUSSIONS & POSSIBLE RESOLUTIONS ON THE FOLLOWING:

4 - A. MINUTES, RESOLUTION OF ACCEPTANCE (December):

Rodney moved to approve the minutes from the December 11, 2019, meeting as presented. Michael seconded his motion which was approved with a 4-0 vote.

5. TREASURER'S REPORT - DISCUSSIONS and POSSIBLE RESOLUTIONS ON THE FOLLOWING:

5 - A - 1. TREASURER'S REPORT and CURRENT BILLS DUE - (December-January):

A detailed treasurer's report was included in the Board's meeting folder for their review. The report included year to date budget figures and tax collection revenue, overall bank balances, expenses paid, and bills due. Polly requested the Board review the line items of the report and contact her if there were any additional questions and concerns that were not addressed during the Board meeting.

Terry questioned if the City of Castroville utilities bill for 800 Madrid also included the utilities for the Paris Street building and he was informed that the utility bill was only for 800 Madrid. Polly requested discussion about the internet services, consolidation of services for both station #10 and Station #10 Annex, and data speeds. Both the Paris Street Station and the 800 Madrid Station had the fastest internet speeds available; however, the Paris Street facility pay less than \$100/month for service while the 800 Madrid facility pays over \$200/month for the same service. Castroville VFD Chief Lair will meet with MCESD#1 Finance committee to discuss consolidation of services and reduce the overall costs. Castroville VFD is classified as a 503-c-3 organization while MCESD#1 is not, as a 501c3 the VFD received a better rate.

Polly noted that she has received another bill for the Master Planner services. The YTD spend was \$32,880 prior to this new bill. Polly will contact ESCI to find out the remaining balance.

5 - A - 2. SALES TAX REPORTS (December):

Polly reported that the December sales tax reports were emailed to members on December 17, 2019, and requested the Board contract her if there were any questions or concerns. Polly noted that Board members can view the year-to-date comparisons on monthly deposits by viewing the different workbook tabs. The 'cash flow' tab reflects the gross revenues and projected commission payments.

5 - A - 3. INSURANCE - ANY INSURANCE ISSUES OR CLAIMS/ANNUAL RENEWAL INFORMATION:

Polly reported that the renewal policy was emailed to the Board for review on December 23, 2019. Payment was included on the January Treasurer's report.

5- A - 4. AIRPORT OFFICE LEASE - Update:

The payment for both offices was remitted to the City of Castroville to secure both leases through October 2020. The initial contract for the new office (#111) given to the MCESD#1 by the airport manager and the revised contract for suites 119/120 did not get approved by the City Council at their latest meeting. Therefore, the old contract (same contract used for suites 119/120) was resent to the MCESD#1 by the airport manager. This old/new agreement – a third contract – was signed by President Dziuk at the monthly meeting. John reported that he is adding new keypad locks to both offices like the ones installed at 800 Madrid. The ESD Board will be given a code to allow as needed access. There will no longer be keys.

5- A - 5. AUDITOR REPORT – 2018-2019 Audit:

The auditor, Trevor Myers, came to the MCESD#1 office mid-December and concluded/completed the audit for 2018-2019. Copies of the .pdf report will be emailed to the Board for their information and review. Polly delivered a copy of the Audit Report to both depository banks. Trevor plans to attend the scheduled February meeting to answer/address any questions from the Board.

5- A - 6. NEW WEBSITE AND INTERNET SERVICES:

While waiting on website suggestion from the RFQ/new IT provider, the administrative staff created a very inexpensive website on GoDaddy called 'MCESD1.net' to comply to the law that requires a website by January 2020. After RFQ for internet services is completed, the 'mcesd1.com' site will be switched to replace the GoDaddy .net site, and the district's website will be functioning in full set-up mode. Once the new website is operational the old .net will be taken down. Polly noted this was a quick fix to another non-funded mandate by the State, while the MCESD#1 tackled more high priority issues. Including scanning minutes and the new master plan, which once finalized would be required to be published on the new state mandated website.

5 - B. ACCEPT FINANCIAL REPORT and MOTION FOR PAYING ALL BILLS:

Rodney moved to accept the financial report as presented to the Board and to pay all necessary bills and transfers as needed. Terry seconded his motion which carried with a 4-0 vote.

6. COMMITTEE/STAFF REPORTS - DISCUSSIONS & POSSIBLE RESOLUTIONS ON THE FOLLOWING:

6 - A. EMS COMMITTEE – Committee Updates

6 - A - 1. ALLEGIANCE and FIRE District-Wide Reporting - (December Zoned Run Reports Fire and EMS): (EMS, Castroville, LaCoste, Mico run reports in Excel for District-Wide Report by Grid with Type of Call)

Polly noted that there are currently three Run Reports in progress.

(1) Allegiance/Ronda Run Monthly Report that has only EMS run data with location by Medina County grids noted.

(2) The VFD/EMS Report (the Marvin requested Report) that is updated quarterly with VFD Fire Programs data taken from Fire Programs. Currently, this report has data from Mico VFD and Castroville VFD updated thru September 2019, the LaCoste VFD data is only thru July 2019. We are working with Fire Programs to find out why LaCoste cannot get their data to export in excel. This report will be updated again in January when the 4th quarterly reports are due from the VFDs, January 15th. This report combines EMS run data with VFD run data, and currently the reporting is heavily dependent on EMS contractor's data to match up run data and determine accuracy.

(3) The third report has the Medina County CAD data and time stamps on it. MCESD#1 would like to continue to receive this report MONTHLY from the Sheriff's office; however, a meeting needs to be held with Sheriff Randy Brown, Keith Lutz, and Tony Aguilar to make sure the CAD is programmed with appropriate fields, so that the data can be extracted in the fields needed to sort data for analysis. Eventually, this report will combine the EMS run data with the CAD data and then will incorporate the VFD data, giving a complete picture of all calls from the time calls are received by 911 until calls end. This report is a work in progress, but can only improve if data entry and data received improves. President Dziuk, Rodney, John and Polly will continue to work with the County to improve the CAD data report. Rodney noted that they would add this discussion item to other items to be discussed with Medina County officials – a growing list of items from prior meetings.

6 – A – 2. ALLEGIANCE YEAR-TO-DATE REVENUE REPORT:

Polly noted that the last revenue report received included data through August. Polly had intended to seek confirmation from the Board that she had authorization to hold Allegiance's January 2020 check until data was received. However, Polly reported that the requested revenue data was received just prior to meeting time.

6 – A – 3. FRO PROGRAM – UPDATES:

John has been in contact with DSHS (Texas Department of State Health Services) field inspector and stated that the FRO program is almost ready to proceed with the site inspection and review. Once this is done, it is John's understanding that the ESD should receive the FRO approval documents. Presently, John is completing purchasing and assembling of the 3-response bags. (The 3-bags and equipment are the minimum amount designated with the state. It is not what will be normally carried). Also being completed is the new MCESD#1's Patient Care Report (PCR) document. We will initially be using 2-part or 3-part paper forms. We will be getting these printed along with patient refusal-of-care forms. Initially, LaCoste will be ramped up for operation with equipment being placed on designated apparatus. Once other agencies have certified personnel, they will be brought online as well. *Reminder* - our existing providers that are not certified to the level of ECA or above, may continue to respond and assist EMS as currently done. Nothing changes there. Certified personnel may provide additional levels of care based on the certification level and medical director approval. This is a beginning point and we will grow the program. The ECA class is still in the planning stage with Allegiance Mobile Health, Chief Mesa. As soon as we get approval from the state on a course grant, we will move forward with dates for the class.

John stated that there were five EMT that could respond to scenes, four EMT/firefighters and himself, and he had interested people from LaCoste, Castroville, and Mico.

(Following the meeting, John clarified his statement that LaCoste VFD currently has 4 EMT certified personnel that would be responding to calls, Mico and Castroville have none certified at this time.

6 – A – 4. MCESD#1 Northern 336/337 Coverage Area – EMS Contract:

Polly drafted the EMS coverage area contract and then sent it to District's attorney, Ken Campbell, for edits. John then emailed the first draft of the agreement following the December meeting to the Bexar County ESD #7 President Bill Davidson and Bexar 7 Fire and Rescue Fire Chief Kevin Clarkson. John received a phone call on Tuesday, January 7th, from Chief Kevin Clarkson to discuss contract concerns. The EMS Committee had not had time for a meeting prior to meeting time. Rodney moved to table this agenda item. Michael seconded his motion which was approved with a 4-0 vote.

6 - B. MCESD#1 – ADMINISTRATIVE STAFF REPORTS:

6 – B – 1. VFD SERVICE PROVIDERS – 2019 Q4 Operational and Financial Reports – Due January 10th:

Polly noted the next quarterly QuickBooks from the VFDs are due January 10th to the CPA and Reports to the MCESD#1 by the 15th. Since Jerrie Bishop will no longer be doing the books for Mico VFD, a thank you gift will be sent to her for her many years of service as the Mico Treasurer and then the ESD's bookkeeper. The VFD Treasurer's will keep the books up to date until the new MCESD#1 bookkeeper/records management person is hired.

6 – B – 2. BILLING SCHEDULE – Update:

John reported that the agreement and billing schedule documents were submitted to Rescue Recovery USA and that he received notification the District's online account had been set up and the District could begin billing processes. At this time, John had not had an opportunity to review the portal for data entry. Once the data portal is reviewed and setup verified, John will notify agencies/VFDs of a go-live date. At this point, John anticipates February 1, 2020, as a start date.

Polly stated that a new ESD Bank account will be used for the "billing fund". It is suggested that the annual equipment retention dollar amount (\$25,000 in 2020) and the billing revenue from Rescue Recovery USA be placed into this account to be used by the ESD for future operations and replacement purchases. The processes of how financial tracking for accounts receivable income, records management, and how the VFD's will report incidents had yet to be discussed with the financial committee. The financial committee will need to meet to discuss and work out the details before February.

6 – B – 3. ISO - Update:

At the December meeting, John was informed by Castroville VFC Chief Rick Lair that Chief Lair had received notification from an ISO representative, Dale Broyle, that an inspection team would come mid-January to do a rating review of the City of Castroville and Castroville VFD.

John notified President Dziuk and Rodney of the ISO information shared by Chief Lair. It was unsure if the review/rating included the entire ESD#1 or just Castroville. Subsequently, a meeting was held with City of Castroville Administrator, key city staff, President Dziuk, Rodney, and John where this was all discussed – a part of a multiple topic discussion. Neither the ESD nor the City had been notified by ISO. At the meeting with the city, it was discussed that the inspection should be postponed until approximately June 2020 for coordination between agencies. It was also agreed the ESD is lead to this process and for John to be the Point of Contact.

John contacted the ISO representative and tentatively established a June timeframe and explained the ESD's position. There is a preliminary meeting scheduled on January 16th at 10:00am with Mr. Dale Broyle to go over the processes and answer any questions from all agencies. An email was sent out Monday, January 6th inviting all agencies and their key staff to attend this meeting. John will keep all parties updated as things progress. The Board had questions and concerns that need to be addressed and facts clarified - Is the inspection for the entire ESD #1 or the Castroville coverage area only? Was ESD #1 just coordinating this effort or will the mutual aids and other assists of Castroville VFD be a factor in the total rating?

6 – C. STATION CONSTRUCTION IN PROGRESS – COMMITTEE UPDATES:

6 – C – 1. MCESD#1 Administration Office Space and Updates:

Polly noted that the airport offices are paid thru October 2020; however, there is a clause in the agreement that if an aviation company wants to secure office space within the terminal building., the ESD contract could face possible cancellation with a sixty-day notice.

Also discussed was the need for office furniture for the new office #111, and the soon to be hired ESD person. Rodney moved to spend up to \$2,000 total to address new employee and new office needs. (office furniture (desk, credenza, etc.) for suite #111 and an office set-up for the new-hire bookkeeper including a printer, a chair, etc.) Michael seconded his motion which was approved with a 4-0 vote. Terry, the new treasurer, noted as part of his vote to 'shop conservatively.' Polly noted that John and her plan to shop at Desk Galore for items similar to ones previously purchased.

6 – C – 2. Paris Street Station #10 Annex – Project Evaluations and Updates:

Following the Q&A at the December meeting, the Committee met with architect Debra Dockery at the Paris Street location. At the November meeting the approval was given to move forward with the evaluations/testing of that facility.

A copy of Architect Debra Dockery's revised January 7, 2020 reduced proposal was included in the Board's meeting folder. The Paris Street project was broken down into three projects.

Project 1 – Compressor Room

New gypsum board interior walls and ceiling, insulated	\$ 8,300
New hollow metal doors	\$ 1,500
Mini-split a/c for compressor room & for fill station room	\$ 3,000
Electrical lighting for rooms and power for mini-splits	\$ 2,500
Miscellaneous sealants, trims, and other construction	<u>\$ 3,000</u>
Project 1 – Construction	\$18,350
Owner's administrative cost, A/E fees & contingencies	<u>\$ 7,340</u>
RECOMMENDED BUDGET FOR PROJECT 1	\$25,690

Project 2 – Exterior Repairs (to match the new building)

Remove existing office addition	\$ 2,925
Remove existing patio cover	\$ 2,600
Remove section of chain link fence & other clean-up	\$ 700
<i>Elastomeric roof coating</i>	<i>\$38,000</i>
New metal trims at roof	\$ 5,625
New stucco over existing masonry – east side	\$ 4,000
New metal “R” panel on south pilaster and fascia	\$ 2,400
Replace exterior windows	\$ 1,500
Replace exterior wall pack lights	\$ 1,800
Miscellaneous repairs	<u>\$ 5,000</u>
Project 2 – Construction	\$64,550
Owner’s administrative cost, A/E fees & contingencies	<u>\$19,365</u>
RECOMMENDED BUDGET FOR PROJECT 2	\$83,915

Project 3 – Replace Overhead Doors

New overhead doors	\$22,500
Owner’s administrative cost, A/E fees & contingencies	<u>\$ 6,750</u>
RECOMMENDED BUDGET FOR PROJECT3	\$29,250

Total Project 1, 2, and 3 **\$138,855**

Rodney recommends that the ESD hold off on Project 1 for now. Proceed with Project 2 without the elastomeric roof coating, and do project 3 when the exterior is done.

Pam moved to spend up to \$47,000 on Project 2 (not including elastomeric roof coating). Terry seconded her motion which was approved with a 4-0 vote.

6 – C – 3. MCESD#1 Potranco/Rio Medina Station – Updates:

At the November meeting the approval was given for the committee to move forward with this project to the Bid-Ready status which was estimated to be approximately April 2020. There are no new updates on this project.

6 – C – 4. MCESD#1 Architect Q&A on Projects, Processes, and Cost Projections:

Remove this agenda item. No action was taken following the architect Q&A session.

7. MASTER PLANNING and NEEDS ASSESSMENT FOR THE DISTRICT – DISCUSSION and POSSIBLE ACTIONS:

7 – A. FUTURE STATION PLANNING, LAND ACQUISITION(S), AND DEMOGRAPHIC REPORTS:

7 – A – 1. Land Acquisitions, Donations, and Updates:

Canyon Creek Preserve – Update

Polly spoke to Medina County Commissioner Tim Neuman and Dan Mullins. Commissioner Neuman said the property had been leveled off and he thought Mr. Mullins was waiting on the MCESD#1. Polly then contacted Mr. Mullins, who said he had just forgotten about it and it was on his desk. Mr. Mullins requested Polly to send him another email reminder and together they can get it transferred into the MCESD#1’s name in January/February. Polly sent the reminder to Mr. Mullins on Tuesday, January 7, 2020.

7 – A – 2. District Wide Master Plan – Updates:

Rich from ESCI phoned John and Polly to discuss calendar dates to handle final draft reviews and editing.

January 29th - Preliminary draft to be given to the Board in a special Executive Session in a ‘Go-To Meeting’ format. This technical review is *only* to look for typo’s and any edits that are completely false statements - items that need to be corrected. The technical review is *NOT* for deliberation on the overall content of the report.

February 1st thru 12th - Edits will be submitted to master planners. President Dziuk requested that the entire Board receive a copy of the document and to send any edits/corrections to him and staff to be collected and documented at staff meetings.

February 19th – Master Planners will send final draft to the Publisher.

March 11th – ESD meeting. Rich from ESCI will be at the regular March meeting to present the Master Plan as a public document to the Board. Following that meeting it will be a public document, and subject to website rules.

7 – A – 3. FIRE INSPECTION/SIGN OFF AUTHORITY FOR CITY OF CASTROVILLE - Update:

This item was briefly discussed at the December ESD meeting and again at the December 11th meeting with the City of Castroville. Presently, the ESD is waiting for feedback from city; however, the project appears to be moving forward. The Board directed the staff to provide a list of providers for this service. The service fees/costs would be passed through to individual/firm that requested the service. This provider could monitor the City of Castroville's hydrant inspection/maintenance. The ESD could add a small administrative/handling fee to bills.

7 – B. DISTRICT OPERATIONAL NEEDS - (Inventory, Equipment, PPE, Trucks, Insurance, Training, Etc.):

7 – B – 1. GRANT UPDATES – PENDING or AWARDED IN BUDGET STATUS:

The Mico PPE Grant is a 90% funded grant up to \$15,000. The deadline to get the grant finalized with TFS is May 25, 2020. The total PPE on one invoice will need to be at the dollar amount of \$16,700 or higher in order to get the full 90% from the TFS, funded at the \$15,000 .

John will verify with TFS if the check can be paid by the MCESD#1 to the vendor for this grant, or if we need to allow the Mico VFD to pay and do the routine side agreement for reimbursement.

7 – B – 2. PPE – Purchases in 2019-2020 Budget Status – Timelines, Standardization, and RFQ Approval:

In December, John reported that the final draft for PPE standard specifications should be ready soon and will be sent out for Chiefs' reviews. Once standard specifications have been locked in place, he will solicit RFQ's. With the Mico grant award, he feels there should now be adequate funding to procure everything we need for both Mico and LaCoste PPE, and come in well below the planned PPE capital project budget. John contacted San Antonio/Bexar County to find out their standard specifications and to investigate the possibility to 'piggyback' on their orders in order to receive better pricing and volume discounts. Due to holidays, this project is still in process and not ready to present to the Board. Item was tabled.

7 – B – 3. EQUIPMENT – New Hose Purchases in Budget Status 2020, timelines, and RFQ Approval:

In December, John reported that he is in process of standardizing the hose compliments for each type apparatus. At present, for engines, the proposed standard is: 1,000-feet of 5-Inch hose, 800-feet of 2.5-inch hose, 200-feet of 1.75-inch preconnect lines (minimum of 2 each), two 20-25 feet of 5-inch soft suction hose, and 25 feet of 2.5-inch fill hose. Additional hose as warranted and adapters and appliances. A final standard will be established after input and review of needs. John reported departmental inventories and anticipated needs have been compiled and is planning to send out RFQs the week of December 16-20.

John reported that he is obtaining quotes and will be ready to present them in February. The Board requested clarification on John's hose replacement project. What is the lifespan for hoses? Mr. Beck noted that while President of CVFD that entity replaced redline hose. If hose was tested and replaced, why replace all hoses? John stated that he considers any hose over 10-years old as aged, and he would not like to depend on an old hose. John also stated NFPA (National Fire Protection Agency) standards as part of his rational. Rodney asked Chiefs in the room if hose was being tested? Castroville Chief Lair noted that his department pressure-tests their hoses annually. John also noted that to be considered an 'engine', there needed to be 2,200-2,400 feet of hose on a truck. He further noted that the 2 engines in Mico do not have 5" hose on them. The CVFD Rescue needs hose. Pam asked if some hose has been pressure tested, can it last longer? The item was tabled, and the finance committee would send their questions to John before February meeting.

7 – B – 4. ANNUAL DISTRICT-WIDE INVENTORY LISTS/UPDATES WITH EXPIRATION DATES:

The district-wide Inventory is an important part of the District's replacement and financial plans. The District requests that the VFD's work with them to get a current district-wide inventory by station. This inventory requires all product manufacturers, serial numbers on all equipment, replacement and expiration dates on PPE and equipment. Polly noted this would have helped John several times already, and the District cannot move forward and create a District-Wide Financial Plan (somewhat accurate equipment replacement dates and combined with the Capital Improvement Construction project costs) without this data. There was no update on this work-in-progress project.

7 – B - 5. MILITARY TRUCK PROJECT LACOSTE STATION #11-Chassis Replacement in Budget Status - Update:

This project was amended at the December 2019 meeting from \$20,000 to up to \$45,000 in order to accommodate a baffled tank. John reported that he currently has two of three required quotes for the approved skid unit ranging between \$20,000 and \$24,000 on his desk. These quotes were secured by LaCoste Chief Joe Wells. Chief Wells is in process of obtaining the third quote. John stated that all of the quotes should be under \$24,000.

Since the total project does not exceed \$50,000, the project does not have to be bid in the newspaper; however, since it is exceeding \$2,000, a Board decision or directive must be reached in order to move forward to make purchases. In order to proceed without delaying the project for another month, staff recommended the Board's approval to allow John to work with the Financial Committee to review quotes and make the final decisions on the project to move it forward to secure purchases. The Board gave a 'head-nod' approval to 'go for it'.

7 – B - 6. Communications/Paging – Digital radio and Paging Systems – Updates:

In December, John reported that all needed equipment and hardware had been purchased (with exception of two computers) and installed. John indicated he is attempting to repurpose some older or unused computer equipment to facilitate the station E-Dispatch monitor system. If unable he will need to procure the computer CPU's to finish out the project. All is within the total budget. This agenda item was tabled.

7 – C. ALSATIAN OAKS TIRZ:

See Agenda Item 2 DISCUSSION and POSSIBLE ACTIONS FOLLOWING EXECUTIVE SESSION.

8. OLD BUSINESS – DISCUSSION and POSSIBLE RESOLUTIONS ON THE FOLLOWING:

8 - A. SALVAGE SURPLUS PROPERTY – DISPOSAL STATUS:

John reported that the Texas Forest Service will pick up old equipment in LaCoste and Castroville; however, no timeline was given. There were no new updates on the old equipment, in addition to, the old SCBAs and the former EMS housing trailer currently stored in Michael's barn.

9. NEW BUSINESS - INTRODUCTION OF ANY NEW BUSINESS:

9 - A. COMMISSIONER STATUS and REAPPOINTMENTS:

A clerical oversight – remove from agenda. No action needed.

9 - B. SET NEXT MONTH'S MEETING(s) – February:

The next proposed regular meeting of MCESD#1 will be on Wednesday, February 12, 2020, at 7:00pm at the MCESD#1 Conference Room, 800 Madrid Station, Castroville, TX. Exact date and time will be confirmed when the agenda is posted.

Other Important Dates:

- January 16, 2020 – 10:00am – preliminary ISO meeting with Mr. Broyle, the City of Castroville, Castroville VFD Chief Lair, President Dziuk, Rodney, and John.
- January 29, 2020 – 6:00pm – Executive Session – Preliminary Master Plan draft presentation for editing.
- February 12, 2020 – deadline for edits to the Master Plan.

- February 20-22, 2020 - **SAFE-D 19th Annual Conference/Training** at Moody Gardens Hotel & Convention Center, 7 Hope Blvd., Galveston, TX, 77554.

Tentative schedule:

Pre-conference workshop: 2:00 PM, Thursday February 20th.

Meet-and-Greet: 6:00 PM, Thursday February 20th.

Conference Sessions: 8-4:30 PM, Friday February 21st.

Conference Sessions: 8-Noon PM, Saturday February 22nd.

Adjourn: Noon, Saturday February 22nd.

- March 11, 2020 – 6:30pm – MCESD#1 March meeting and presentation of the final published Master Plan

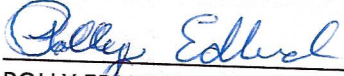
9 - C. Medina County Appraisal District Directors for 2020-2021:

Medina County Chief Appraiser, Johnette Dixon sent the election results for the Appraisal District Directors for 2020-2021. After tabulation of votes, the five elected directors are Jeffrey, Diles, J. Gruber, Tim Hardt, Mamie Navarro, and Roy Sheetz. City, County, and School District's vote. The votes are accessed by a pro rata % vote. These individuals will serve for years 2020-2021 and their term of office to begin on January 1, 2020.

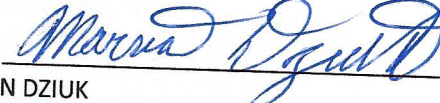
10. ADJOURN (MOTION):

Terry moved to adjourn the meeting. Pam seconded his motion which carried with a 4-0 vote. President Marvin Dziuk adjourned the meeting at 10:01pm.

RESPECTFULLY SUBMITTED,


POLLY EBLUND

MCESD#1 PRESIDENT


MARVIN DZIUK