

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

**MINUTES**

WEDNESDAY, JANUARY 29, 2020 6:30 p.m.

Meeting Location: MCESD#1 Conference Room, 800 Madrid, Station #10, Castroville, TX 78009

**I. OPEN MEETING:**

**1. CALL TO ORDER and ROLL CALL:**

President Marvin Dziuk called the meeting to order at 6:30pm, 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, and Ronda McNew 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.

**II. EXECUTIVE SESSION – CLOSED MEETING:**

Rodney 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*); 551.087 (*Economic Development*); 551.074 (*Personnel Matters*) Texas Government Code. His motion was seconded by Pam. Motion carried with a 4-0 vote. The Board went into executive session at 6:32pm.

A. Master Planners discussions, and deliberations related to demographic reports and economic development in the area, the impacts related to fire and EMS and District's Master Planning; to include real property and/or future station planning and land acquisitions, Section 551.072, deliberation about real property; and/or Section 551.073 deliberations about gifts and donations; and/or Section 551.087 economic development; Texas Government Code.

B. MCESD#1 Committees – Discussion and deliberations about MCESD#1's current list of committees, and possible realignment of District Commissioners assigned to committees.

**CLOSED EXECUTIVE SESSION:**

Pam moved to close the executive session. Terry seconded her motion which was approved with a 4-0 vote. The closed executive session concluded at 9:11pm.

**III. RECONVENE IN OPEN SESSION:**

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

President Marvin Dziuk called the meeting back to order at 9:12pm, 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, and Ronda McNew were also in attendance.

**2. DISCUSSION and POSSIBLE ACTIONS FOLLOWING EXECUTIVE SESSION:**

II – A. No action taken.

II – B. **MCESD#1 Committees:**

Pam moved to assign the following committees as discussed in executive session and submitted to ESD Staff on sheet. (see Exhibit A attached). Terry seconded her motion which was approved with a 4-0 vote. Committees were to Report Monthly to MCESD#1 Board at meetings and to hold committee meetings on an as needed basis.



### **3. STATION CONSTRUCTION IN PROGRESS – COMMITTEE UPDATES:**

#### **3- A. MCESD#1 Paris Street Station #10 Annex - Project Evaluations & Updates:**

No action taken.

#### **3- B. MCESD#1 Potranco/Rio Medina Station – Updates:**

Included in the meeting folder was a copy of a "Revised" Proposal for the projects Professional Services, submitted by Debra J. Dockery, Architect P.C. The proposal included Schematic Design phase, Design Development phase, Construction Documents phase, Bidding Assistance Phase, and Construction Administration/Observation Phase. It also broke down the phases in detail by scope of work: Architectural Costs, Structural Engineering costs, MEP Engineering Costs, Civil Engineering Costs, Geotechnical Costs (testing & permits), and reimbursable costs (printing, TDLR, etc...) for a total proposal price of \$235,000 for Professional Services. (This project proposal did not include the Planning & Programming Phase already completed \$12,120.00, nor the \$13,500 already paid toward the Schematic Design phase. Also in board packets was a revised Schematic Design services document to provide documentation for the \$13,500 already paid toward Schematic Design fees, which if approved would replace the previously approved and signed schematic design agreement. This revised document excluded engineering fees previously in the first schematic design document. Also included in board packets were copies of the engineering quotes and qualifications supporting Alpha Consulting Engineers of San Antonio, Anderson & Assoc. MEP engineers, RESPEC Civil Engineering, and Terracon Geotechnical Company, all submitted on behalf of Debra J. Dockery, Architect P.C.. The "Revised" proposal totaling \$235,000 consisted of the following: Schematic Alpha Consulting Engineers-structural, \$18,500; Alderson Associates-MEP, \$52,900; Respec-civil, \$55,000; Terracon Geotechnical, \$7,300; Reimbursables-printing/tldr, \$3,800; and Consultant / Dockery-Architecture, \$97,500 (\$97,500 + \$13,500 pre-paid schematic design = \$111,000; programming & planning \$6,800 not included). No action was taken on either proposal, and the item was tabled.

### **4. COMMITTEE/STAFF REPORTS - DISCUSSIONS & POSSIBLE RESOLUTIONS ON THE FOLLOWING:**

#### **4 - A. ISO – Update:**

*Recap:* Following the January meeting, an ISO meeting was held on January 16<sup>th</sup> with ISO Field Representative, Mr. Dale Broyles CFPS, Verisk Insurance Solutions, the Castroville City Interim Administrator – Mr. Leroy Vidales, City Public Works Director - Mr. John Gomez, City Director of Parks and Recreation – Devin Fredrickson, Medina County Dispatch Representative – Keith Lutz, MCESD#1 representative's: Vice President Rodney Hitzfelder, President Marvin Dziuk, Asst. Chief of Administration John Banning, Mico VFD Chief Mike Tudor, and CVFD Chief Rick Lair.

John reported that the City of Castroville is looking into getting a consultant to help with this project and the status of the project is in a 'holding pattern'. No additional action taken, item tabled.

#### **4 - B. EQUIPMENT – Hose Purchases in 2020 Budget Status – RFQ Update:**

John prepared a hose purchase raw data summary dated January 29, 2020, and included it in the meeting folder showing preliminary bids ranging from \$34,505.00 to \$51,522.50 from five different vendors. John noted that the pricing was not firmed up or finalized. The contracted entities were given January 24<sup>th</sup> as the deadline to respond/amend phase one of the fire hose project. John reported that he will be ready to present this project to the Board at the February 12<sup>th</sup> meeting. No action taken at this time, item tabled.

#### **4 - C. PPE - Purchases in 2020 Budget Status – Standardization Specifications/RFQ Update:**

John reported that this project is in process- gathering specifications for PPE standardization. He stated that he requested input from the Castroville VFD, LaCoste VFD, and the Mico VFD at the November 6<sup>th</sup> Chiefs Meeting; however, he did not get responses from all Chiefs. President Dziuk asked when the next Chiefs meeting was scheduled – none currently scheduled. Idea was to hold them quarterly. President Dziuk instructed John to send out another email requesting input on the PPE selection. Polly suggested including a response deadline. Terry stated that he will follow up with each VFD with an email encouraging their input/suggestions. No additional action taken on this agenda item.



#### **4 - D. VFD Service Providers – 2019 Q4 Operational and Financial Reports – Due January:**

Polly reported that Mico VFD and Castroville VFDs submitted their 2019 4Q financial & operational reports on time. The reports were emailed to ESD Board for their information and review. Ronda has processed the Fire Programs run data received in excel format, and returned the completed report minus the LaCoste run data. LaCoste VFD operational reports were received on time; however, were given an extension on the financial portion since the CPA has the laptop. The LaCoste excel Fire Programs data is still a work in progress.

Polly noted that Castroville VFD made 226-emergency runs in 2019, Mico VFD made 79-emergency runs, and LaCoste VFD made 64-emergency runs for the same annual period. Prior to moving fuel in 2019 to MCESD#1 side bookkeeping, fuel was budgeted at \$6,000/year (\$18,000 total) giving the VFDs an area to 'fluff' their budget and have excess funds at the end of year for end-of-the-year budget amendments. Since fuel cards have been assigned by the truck on US Bank Voyager cards, with requested mileage on trucks, the fuel total for 2019 was \$8,585.04 District wide.

Polly noted that Lisa, LaCoste VFD's NEW treasurer, has resigned due to overcommitment/family activities. Polly will find temporary QB support to keep LaCoste VFD financials current until a new bookkeeper/records management person can be hired. Polly waited to post the records management position until after the Master Plan was released to assure that the job description would mesh with Master Plan. John concurred. Rodney told Polly to 'hire someone and get to work'. The position will be posted as soon as possible after the necessary job description, qualifications and work experiences are determined for the notice.

#### **4 - E. FRO PROGRAM – UPDATES:**

John Included in the meeting folder a spreadsheet detailing purchases he made for the FRO program which totaled \$9,723.25. This amount included \$2,957.87 to Boundtree, \$330.00 to the EMS Store, \$887.54 to Amazon, \$390.74 to various vendors (Medical Wholesale, Heart Rate Mon, Sidra Medical, and Walmart), and \$5,157.00 to HeartsMart. The HeartsMart purchase was for three-Cardiac Science G5 AEDs, hard sided cases, and AED pedi pads. Pam questioned why only pedi AED pads – adult ones are included with the AED purchase; however, eventually the ESD will have to purchase additional adult AED pads to maintain supply stock. (The AED pads are NOT compatible to those used by Allegiance.) There was also a question about vendor bids for the AED unit. John sent out pricing from four vendors for the Cardiac Science G5 AED units. These vendors were HeartsMart, Allied 100, Boundtree, and EMP with unit pricing ranging from \$1,345.00 to \$1,779.99 per unit. John noted that the MCESD#1 FRO unit will borrow three oxygen cylinders from Allegiance and that MCESD#1 will have to have its own rental agreement from Air-Gas since Allegiance cannot provide the additional bottles once the FRO program is operational. Polly questioned what dollar amount needed to be added to the budget and future budgets to keep the program going since the listing of 'additional items' continues to grow. It was originally budgeted as a one-time setup cost with all replacement supplies coming from EMS contractor? Rodney answered that these small replacement costs will be re-covered by funds collected by the new billing schedule and, in turn, Rodney requested that John make sure the FRO replacement items were included in fees setup on the new billing schedule at Rescue Recovery USA. Polly clarified that dollars collected and placed into the new billing fund would then be used to budget replacement costs for supplies in future budgets. MCESD#1 Board agreed. The agenda item was tabled.

#### **4 - F. District Wide Master Plan – Updates:**

Rich from ESCI gave the preliminary draft to the Board in the Executive Session '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 will not be deliberating overall content of the report. The preliminary draft of the Master Plan will be downloaded in the master planner controlled drop box for MCESD#1 Commissioner viewing.

February 1<sup>st</sup> – February 9<sup>th</sup> - Edits will be submitted to master planners via the drop box. President Dziuk requested that the entire Board make the time to review the document in full, as the master planners requested, and to send any edits/corrections to the master planners via drop box. All Commissioners will be able to view the confidential edits via the master planners drop box. February 19<sup>th</sup> – Master planners will send final draft to the Publisher.

Rodney gave a very brief overview of several important areas of concern that he felt were very important and detailed by the Master Plan.



March 11<sup>th</sup> – 6:30pm meeting. Rich from ESCI will be at the regular March meeting to present the Master Plan as a public document to the Board. It will be a published and public document after this date.

**5. NEW BUSINESS - INTRODUCTION OF ANY NEW BUSINESS:**

**5 - A. 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.

The March proposed regular meeting of MCESD#1 will be on Wednesday, March 11, 2020, at 6:30pm at the MCESD#1 Conference Room, 800 Madrid Station, Castroville, TX. Exact date and time will be confirmed when the agenda is posted.

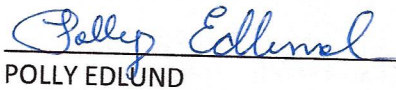
**Other Important Dates:**

- February 9, 2020 – deadline for edits to the Master Plan
- February 20-22, 2020 - **SAFE-D 19<sup>th</sup> Annual Conference** at Moody Gardens Hotel & Convention Center, 7 Hope Blvd., Galveston, TX, 77554.
- March 11, 2020 – 6:30pm MCESD#1 March meeting and presentation of final published Master Plan to the public

**6. ADJOURN (MOTION):**

Pam moved to adjourn the meeting. Rodney seconded her motion which carried with a 4-0 vote. President Marvin Dziuk adjourned the meeting at 9:51pm.

RESPECTFULLY SUBMITTED,

  
POLLY EDLUND

MCESD#1 PRESIDENT

  
MARVIN DZIUK

## Exhibit A - MCESD#1 Committees

### Committees to Report Monthly to MCESD#1 Board Meetings and meet on an as needed basis:

- EMS Committee: Marvin, Michael, Polly, John,  
EMS Sub-committees of Committee:
  - 1) EMS 336 & 337 Contract (Park Road 37 and State Highway 16 area): Marvin, Michael, John, Polly
  - 2) First Responder Program: Marvin, Michael, John, Polly
  - 2A) VFD Workgroup: John & Workgroup VFD and EMS Representatives
- Facilities and Maintenance Committee: Rodney, Marvin, John  
Sub-Committees of Facilities Committee:
  - 1) Station Construction & Oversight Committee: Rodney, Marvin, John
  - 2) Station Repairs & Maintenance Requests: Rodney, Marvin, John
- Truck Rotation and Replacement Committee: Rodney, Michael, John
- VFD Financial Reviews and VFD Budget Committee: Pam, Terry, Polly, John
- VFD Operational Reports and Reviews: **(ALL)** Marvin, Rodney, Pam, Terry, Michael, John, Polly
- Sales Tax Committee: Pam, Rodney, Polly, Ronda
  - 1) Comptroller and Collections Agreements: Rodney, Pam, Polly, Ronda
- Sales Tax Revenue and Analysis Reports: **(ALL)** Marvin, Rodney, Pam, Terry, Michael, Polly, John, Ronda

### Annual Meetings / Special Workshops

- MCESD#1 Budget Committee: Pam, Terry, Polly, John
- Master Planning – District Wide: Marvin, Rodney, Pam, Terry, Michael, Polly, John,