

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

MINUTES

WEDNESDAY, FEBRUARY 12, 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 7:02pm, and established a quorum with Board members Rodney Hitzfelder, Terry Beck, and Pam Mathis present. Board member Michael Echtele was absent with youth stock show events. Administrative Coordinator Polly Edlund, Assistant Chief of Administration John Banning, Ronda McNew, Coleman, Horton and Company, LLP auditor Trevor Myers, Mico VFD Chief Mike Tudor, Mico VFD Board President Linda Murphy and interested Mico citizens Garry Murphy and Joe Suszczynski 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.

3. CONCERNED CITIZEN COMMENTS:

None.

At this point of the meeting, President Dziuk moved to agenda items 5-A-5, (AUDITOR REPORT – 2018-2019 Auditor Presentation), with board consent, and welcomed Coleman, Horton and Company LLP auditor Trevor Myers and invited him to address the Board.

5 – A – 5. AUDITOR REPORT – 2018-2019 Auditor Presentation:

The auditor, Trevor Myers, came to the MCESD#1 office mid-December and concluded/completed the audit for 2018-2019. Copies of the audit report were sent to the Board for their information and review in January. Polly delivered a copy of the Audit Report to both depository banks and to Medina County Judge Chris Schuchart's office. Mr. Myers noted that it was a clean audit, unmodified opinion, no non-compliance concerns, and noted an unmodified opinion was the best rating the audit could receive. Upon Mr. Myers' conclusion, President Dziuk thanked Mr. Myers for his time and presentation. Mr. Myers exited the meeting at this time.

4. DISCUSSIONS & POSSIBLE RESOLUTIONS ON THE FOLLOWING:

4 - A. MINUTES, RESOLUTION OF ACCEPTANCE (January 8th and January 29th):

Rodney moved to approve the minutes from the January 8, 2020, meeting and the January 29, 2020, meeting as presented. Terry seconded his motion which was approved with a 3-0 vote.

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

5 – A – 1. TREASURER'S REPORT and CURRENT BILLS DUE - (January/February Bills Due):

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 any pending 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.

President Dziuk asked Polly to address any other financial issues, Polly noted that she had received another bill from Debra J. Dockery, Architect, PC, for programming phase services for an additional \$680.00. A copy of the bill was e-mailed to the facilities committee for approval. Copies were also included in the Board's meeting folder. The finance committee had questions as to what the bill covered, since the Board was informed at the January executive session that the programming phase on the Potranco Road New Fire Station was completed, and all bill paid. Discussion followed, the facilities committee (Rodney & Marvin) instructed Polly to pay the bill, and explained that it was part of the initial architectural proposal (total fees arrangement agreed to), and the Architect's firm probably had an invoicing oversight during the initial invoicing process. The total amount listed within the programming/planning phase fees proposal was owed.

5 – A – 2. SALES TAX REPORTS (January):

Polly reported that the January sales tax reports were emailed to members on January 14, 2020, 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. Polly also noted that the monthly sales tax collected by MCESD#1 in February increased over \$30,000 (\$142,482.24) comparing to the previous monthly average of approximately \$110,000. Ronda and Polly had discussed trends and think this increase might be coming from December Christmas sales revenue and changes in the sales tax laws effecting out of state online sales. She explained that these new rules would be discussed in more detail at the safe-d conference later in February.

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

Polly reported that all verification of insurance renewals were received from the VFD contracted entities.

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

Polly reported that the desk, bookcase, and cabinet for John's new airport office, suite #111, were purchased (\$1,374.00) and delivery scheduled. Still needed are two desk chairs, two conference tables, and a new printer. These purchases complete the needed items for John and the new bookkeeper/records management personnel's office.

5– A – 5. AUDITOR REPORT – 2018-2019 Auditor Presentation:

See above notations on this agenda item.

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

Nothing new to report; committee requires more time. This agenda item was tabled.

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. Pam seconded his motion which carried with a 3-0 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 the EMS Run Report was complete and email to the Board on February 10, 2020. The EMS/VFD Run Report (aka Marvin Report) was still a work in progress. Still no data received from LaCoste VFD since June 2019; however, the Castroville VFD and Mico VFD data had been exported in excel from Fire Programs and incorporated into the run report. Fire Programs had also been contacted to try to assist LaCoste in getting their reporting process setup like the other two departments.

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

November 2019 was the last data received for Revenue Report, it was e-mailed out on 01-14-2020.

6 – A – 3. FRO PROGRAM – UPDATE:

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 from the State. Presently, John completed the purchasing and assembling of the three needed response bags for the site inspection. John is also near completion on the design of a single page MCESD#1's Patient Care Report (PCR) document to be printed on carbonless paper. We will be getting these printed along with patient refusal-of-care forms. 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. The grant for \$4,500 has been submitted for approval; however, if the grant application fails, John requested back-up approval for \$5,000 plus the cost of books; because this might take him over the \$10,000 amount he had to work with. Polly pointed out to John that \$16,000 was the budget amount for the FRO program, and that additional monetary requests were not necessary. John indicated that he expects an early March 2020 start date and there were 18-24 students interested in the class – some from Frio county and surrounding ESDs. The maximum for the class was 24. It would be held on three weekends, Saturday/Sunday and it was a 48 hour class. John needs to purchase a podium, white boards, and a replacement projector to properly make a functioning classroom.

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

John reported that MCESD#1 received a 'redline' version of this contract which has been sent to Board for their review. This agenda item was tabled.

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

6 – B – 1. VFD SERVICE PROVIDERS – 2019 Q4 Operational and Financial Reports – LaCoste Q4 Status Update:

Polly reported that LaCoste VFD submitted the Operational Report. The CPA completed the review; however, she is now doing the bookkeeping for LaCoste VFD with LaCoste VFD President David Mangold signing the checks with another LaCoste VFD Board member. Polly reported that the January checks had been cut and, when signed by second board member, will be remitted by the department.

The 2020 Q1 Operational and Financial reports are due April 10, 2020. This agenda item may be removed until 2020 Q2. The Board instructed Polly to get the new person 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 anticipated February 1, 2020, as a start date. Currently John has the password to enter the site and portal but has not yet had time to study the processes involved.

Polly recommended using Castroville State Bank reserve fund account for the Billing Fund, retitling the account name to Billing Revenue/Equipment Retention Account. She also asked if a second person was needed for getting run data keyed into the billing online account. No action was taken on this, and the agenda item was tabled.

6 – B – 3. ISO - Update:

No response had been received from the city. There was nothing new to report from the committee (Marvin, Rodney, and John). This agenda item was tabled.

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

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

Nothing new to report from the committee (Marvin, Rodney, and John). The board unanimously approved removing this item from next month's meeting agenda.

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

Rodney reported that Dockery et al is ready to proceed with Project 2 without the elastomeric roof coating. He was working with Dockery to move forward. With Nothing new to report at this time, this agenda item was tabled.

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

Rodney reported that the Medina County Sheriff's Office requested additional space at the Potranco Road Station with an increase of approximately \$100,000 to the building cost, (\$60,000 the additional restroom by itself), bringing the new cost to approximately \$3,350,000. The alternate 3rd bay was still an additional option at approx. \$350,000, if needed later, but not included at this time. After discussion, Terry moved to proceed with the project by approving the additional costs for the addition of increased sheriff office area to the Potranco Road Station project as detailed by Rodney and designed by Debra Dockery. Pam seconded his motion which was approved with a 3-0 vote. A copy of the Potranco Road Fire Station Program Phase Opinion of Probable Construction Cost (updated 2.11.202) with floor plan and site plan was included in the Board's meeting packet.

Fire / EMS SF = 9,880 Sheriff Offices SF = 520 Total Enclosed SF = 10,400

Roof Area SF = 11,585

Marvin explained that he was requesting some additional language in the standard AIA contract with the Architect.

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

7 – A. FUTURE STATION PLANNING, LAND ACQUISITION(S) & DEMOGRAPHIC REPORTS, MASTER PLANNING, FUTURE STATIONS, AND ECONOMIC DEVELOPMENT OTHER:

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

Canyon Creek Preserve – Update

Polly spoke to Dan Mullins and is waiting on his movement on the property. Nothing new to report. This agenda item was tabled.

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

The deadline to submit edits to the master planners via their dropbox was extended to Monday morning, February 17, 2020. 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. 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. The board unanimously removed this item from the agenda until a response was heard back from the city.

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

Polly noted that some board members suggested that some items be removed from the agenda to shorten meetings. Some items could be delegated to the Financial Committee if the agenda item is in purchasing status, and no bid process over \$50,000 was required on items. Rodney asked if there were any pending issues with any of the items listed. Staff recommended addressing each one separately.

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 to vendor can be paid by the MCESD#1 for this grant, or if we need to allow the Mico VFD to pay the vendor, and do the routine side agreement for reimbursement. The Board approved adding the \$15,000 to the budgeted capital total for Mico VFD PPE (\$28,900), to include the purchase of gloves, boots, etc. that was originally budgeted to be paid by Mico VFD funds. Total Amount now with \$15,000 grant funding was \$43,900 for the Mico PPE project, if all paid by MCESD#1, this included structural & wild land gear. The decision to go from 10-set of gear to 16-sets was not addressed. The LaCoste PPE Budget amount was still at \$30,576.00. No new action on this item; however, Mico VFD Chief Tudor expressed an urgent need for this gear. This agenda item was tabled.

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

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 needed 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. Currently John is assembling specification of several brands of PPE and then will await feedback before any RFQ is sent out. This agenda item was tabled.

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

In December, John reported that he is in process of standardizing the hose compliments for each type apparatus, a two-year project. He compiled departmental inventories and additional anticipated needs. Included in the meeting packet was a spreadsheet detailing the 'Fire Hose Project – Phase 1 FY 2020, Bid Summary, January 29, 2020. The spreadsheet listed prices for the needed hoses plus shipping costs. Rodney moved to purchase the hoses from FireHouse Supply, the company that had the lowest complete bid (\$41,244.07). Terry seconded his motion which was approved with a 3-0 vote.

7 – B – 4. 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 requested 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 Plans (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 and the Board requested that this item be removed from next month's meeting agenda.

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 LaCoste Chief Joe Wells had secured three required quotes for the approved skid unit ranging between \$20,000 and \$24,000. John emailed copies of the three quotes to the Financial Committee for their review. There was a question/concern about the warranty on one quote. The Financial Committee approved the selection and the tank purchase completed. The board sent this item to the Finance Committee until project is closed, and removed the item from next month's meeting agenda.

Terry complimented John and his efforts with all the recent purchasing. He further noted that he appreciated the documentation John had sent to him last week, and to always send copies of the detailed, itemized quotes each time the financial committee was reviewing purchases. As Treasurer, he did not want to sign checks without reviewing the details of each purchase. All future purchases should be addressed the same way, send copies of the detailed, itemized quotes each time to all members of the Financial Committee.

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

John informed the Board that this agenda item is complete and requested removal from the next month's meeting agenda. The board unanimously agreed, and the item was removed.

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

8 - A. SALVAGE SURPLUS PROPERTY – DISPOSAL STATUS:

John reported to the Board that the SCBA salvage project was squared away. Polly requested details be sent to the Finance Committee as to where the credit got applied. John noted the next item to be dealt with is the salvage of the EMS trailer stored in Michael's barn. The board directed this item be sent to the Finance Committee for updates until completed as there was no further action needed from the board. The item was removed from the agenda.

9. NEW BUSINESS - INTRODUCTION OF ANY NEW BUSINESS:

9 - A. SET NEXT MONTH'S MEETING(s) – March:

The next 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.

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


9 - B. Redesign the Board's Committees into Four Groups:

Rodney shared a committee design suggestion he would like to see the MCESD#1 use – the grouping would be four main organizational silos (facilities, operations, financials, governmental) and requested that this item be put on the next meeting agenda.

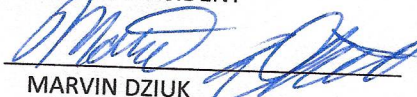
10. ADJOURN (MOTION):

Pam moved to adjourn the meeting. Rodney seconded her motion which carried with a 3-0 vote. President Marvin Dziuk adjourned the meeting at 8:22pm.

RESPECTFULLY SUBMITTED,


POLLY EDLUND

MCESD#1 PRESIDENT


MARVIN DZIUK