

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

MINUTES

WEDNESDAY, MARCH 11, 2020 6:30 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 6:30pm, and established a quorum with Board members Rodney Hitzfelder, Terry Beck, and Pam Mathis present. Board member Michael Echtle was absent. Administrative Coordinator Polly Edlund, Assistant Chief of Administration John Banning, Ronda McNew, ESCI representative Rich Buchanan, Hondo Anvil Herald reporter Laura Hardt, and Allegiance Mobile Health District Manager/San Antonio Operations Jorge de la Cerda, and LaCoste VFD Chief Joe Wells were also in attendance. Attendees representing Mico VFD were Mico VFD Chief Mike Tudor, Mico VFD Board President Linda Murphy, Mico VFD Board Treasurer Jenny Ferren, Mico VFD fire fighter Ian Zubel, and interested Mico citizens Garry Murphy and Joe Suszczyński. Castroville VFD attendees were Castroville VFD President Jeff Canion, Treasurer BeBe Hurtado, and Board members Mike Fisher and Felix Fuentes. Castroville VFD Chief Rick Lair, Deputy Castroville VFD Chief Dan Huber, Assistant Castroville VFD Chief Dan Thornley, Castroville VFD fire fighters Melanie Godwin, Billy-Jim Perez, Melissa Thornley, Marques Fuentes, Maria Trevino, Al Newbridge,

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 patriotic participation.

2. CONCERNED CITIZEN COMMENTS:

None.

3. MCESD#1 MASTER PLAN – ESCI Presentation:

President Dziuk welcomed Rich Buchanan of ESCI (Emergency Services Consulting International) to the meeting and asked him to present MCESD#1's Long-Range Master Plan.

Mr. Buchanan began with a brief resume of his credentials moving seamlessly into his acknowledgements and executive summary. 'One does not where they are going unless one knows where they are.' Mr. Buchanan presented an evaluation of the current conditions addressing the current conditions, management components, financial components, staffing/personnel management, capital assets/capital improvement programs, service delivery/performance, and support programs. He stated several times during his presentation that MCESD#1's Mission Statement was outstanding: "The MCESD#1 Mission is to provide Safe, Effective, and Quality Fire and EMS Service to the community at a reasonable cost."

After Mr. Buchanan commented on the current conditions evaluation, he spoke of the future system-demands projections referencing future growth/service demand and basic community risk analysis and gave a recommendation overview.

Organization Development

1. Revised organizational chart

- Mission, vision, and values
- Develop box alarms

2. Financial Development

- Establish cost centers within the financial accounting system
- Financial plan

3. Human Resources Development

- Consideration for career firefighters
- Centralized personnel files

4. Capital Asset and Equipment Development

- Centralized asset management
- Fleet master plan

5. External Relationship Development

- ESCI recommends a review and revision of the current agreement with Allegiance EMS

6. Technology and Documentation Development

- Complete a technology assessment and plan to determine and quantify hardware and software requirements to fully support fire department operations.

Future organizational strategies were further detailed in the Master Plan 130-page publication that was presented to the Board and will be posted on the website, MCESD1.net, by the end of March. Mr. Buchanan concluded with these remarks: ESCI appreciated the opportunity to work with the administration and staff of MCESD#1; MCESD#1 is an extremely professional organization that is at a cross-roads; and continued success of the organization will require flexibility, operational integration, and implementation of industry standard practices.

Mr. Buchanan fielded several questions from the attendees and addressed all spoken concerns. Rodney thanked Mr. Buchanan for his time and efforts and stated that the burden of this Board will be personnel and/or money - the Board will need to make difficult decisions rather than remain status quo. President Dziuk also thanked Mr. Buchanan for his comprehensive, professional presentation and stated that the Board has no immediate plans at this point – no timeline - but the development recommendations will be addressed.

Mr. Buchanan exited the meeting at this point along with many other attendees.

4. DISCUSSIONS & POSSIBLE RESOLUTIONS ON THE FOLLOWING:

4 - A. MINUTES, RESOLUTION OF ACCEPTANCE (February 12th):

Rodney moved to approve the minutes from the February 12, 2020, meeting as presented. Pam 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 - (February Report - March 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.

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

Polly reported that the February sales tax reports were emailed to members on February 17, 2020, and requested the Board contact 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:

Mico EMS Mobile Home Fire:

On February 20, 2020, the weekend of the SAFE-D Conference in Galveston, there was a fire in the EMS mobile home in Mico. The Allegiance EMS crews got out safely along with all of their reporting equipment while Medina Lake VFD extinguished the fire. VFIS Insurance was contacted and a claim opened. John met with one contractor to obtain an estimate on the cleaning and repairs needed with an inclusive quote forwarded to the insurance company for their review. John stated that he has identified a RV rental for temporary quarters and he working out the details to get something in place as soon as possible.

5- A - 4. NEW STATE MANDATE – WEBSITE and IT SERVICES - Update

Polly reported that she contacted three vendors regarding IT services and is moving forward accordingly securing two separate quotes from the vendors – one for the website itself and the other quote for complete IT services, including site maintenance & e-mail services. She will bring the quotes to Board for their final decision. Terry stated that the system needs to be cloud-based and Rodney stated that the provider needed to be robust enough to handle MCESD#1's IT needs.

Polly noted that she and Terry attended a detailed session at the SAFE-D conference which reviewed the risks and lawsuits case studies regarding the use of social media. If this is a direction that MCESD#1 wants to take, it is MCESD#1 administration's suggestion that the new IT vendor review the social media needs of the district, and assist in the creation of a social media policy/guideline for the District. The board concurred with the progress and this 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. Terry 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 emailed to the Board on February 10, 2020. The EMS/VFD Run Report (aka Marvin Report) is still a work in progress with 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. The LaCoste VFD report should be available soon.

Polly reminded entity attendees that the next quarterly VFD reports are due to her by April 15th and the quarterly financials are due to the CPA by April 10th.

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

Allegiance revenue data is current through February 2020 on the report received on March 10, 2020.

6 – A – 3. FRO PROGRAM – UPDATE:

John reported that MCESD#1 had a site visit by TDSHS (Texas Department of State Health Services) field representative on the morning of March 9th to review the FRO application and inspect equipment. Some administrative items on documentation – equipment/medications list - required updating. Once all of the required documentation are signed by Dr. Manifold, it is John's understanding that the ESD should receive the FRO approval documents from the State soon. Presently, John completed the purchasing and assembling of the three needed response bags for the site inspection. John designed of a single page MCESD#1's Patient Care Report (PCR) document and patient refusal-of-care forms which are printed on carbonless paper and ready for use. The ECA class remains in the planning stage with Allegiance Mobile Health Chief Mesa with May 23, 2020, Memorial Day weekend, as the start date. The 48-hour class would be held on three weekends, Saturday/Sunday. The grant for \$4,500 has been submitted for approval; however, if the grant application fails, there is \$16,000 budgeted to use with the Board's approval. The maximum class size is 24-students with any vacant spots filled by neighboring agency personnel. John needs to purchase textbooks and ancillary materials, white boards, and a replacement projector to properly make a functioning classroom. The needed podium had been purchased.

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

In February, John reported that MCESD#1 received a 'redline' version of this contract which has been sent to Board for their review. After discussion, the Board gave a head nod approval/directive for the MCESD#1 staff to handle the contract from this point forward.

Rodney stated that once the contract is totally finalized that a copy should be posted on MCESD#1's website as public information. He also remarked that perhaps MCESD#1 could find a reliable volunteer to make website updates as needed.

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

6 – B – 1. BILLING SCHEDULE – Update:

In February, 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 taken and the agenda item was tabled.

6 – B – 2. ISO - Update:

John reported that in a recent conversation with ISO that ISO are currently working with the City of Castroville Public Works to get things in order. After consideration, the ISO personnel's initial focus will be the City of Castroville leaving the evaluation of the unincorporated areas of the ESD to a later date. Since the construction of a new station is in process, the overall ISO rating will be greater upon its completion. Castroville VFD Chief Rick Lair mentioned April as a possible Castroville meeting date and June as a time for the evaluation. Mico VFD Chief Mike Tudor informed the Board that a 15-25-minute water shuttle exercise is scheduled for the third Saturday in March. John had reached out to the city, but nothing heard back. The item was tabled.

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

6 – C – 1. Paris Street Station #10 Annex – Project Evaluations and Updates:

In February, Rodney reported that Dockery et al is ready to proceed with Project 2 without the elastomeric roof coating with nothing new to report at this time.

With the idea that the Paris Street Station project would be in well underway, Castroville VFD was told last year that electricity would be moved to MCESD#1 in the 2020 budget because the electricity would be shut off during construction. Presently, the cascade system awaits installation and the warehouse space is not ready for deliveries of hose, etc. in the Paris Street Annex. The MCESD#1 staff recommends moving Castroville VFD's financial responsibility to MCESD#1 retroactive to January 2020 and continue remittance accordingly. Rodney moved to approve the financial responsibility for the electricity consumption at the Paris Street Annex to MCESD#1 retroactive to January 2020. Pam seconded his motion which was approved with a 3-0 vote.

In order to reduce commZomm bill payments, Polly reported that Castroville VFD Chief Lair worked with her to cancel the Paris Street Annex commZomm 10-Mbps internet service/account leaving 75-Mbps service at 800 Madrid. The cost of this service will be \$206.99/month.

6 – C – 2. MCESD#1 Potranco/Rio Medina Station – Updates:

In February, 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 approximately \$350,000, if needed later, but not included at this time. After discussion, the Board approved 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.

Rodney reported that the Architectural contract was signed the first week of March and that a detailed timeline from Debra Dockery was included in the Board's meeting packet for information and review. The Board discussed that the need to get the TIRZ agreement signed and construction loans in place before breaking ground. Marvin asked to be included in the pre-meeting with engineers.

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:

This agenda item was tabled.

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

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

In February it was reported that the Mico PPE Grant was 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. In November the board had approved adding the \$15,000 to the budgeted capital total for Mico VFD PPE (\$21,840), to include the purchase of gloves, boots, etc. that was originally budgeted to be paid by Mico VFD donation funds. Total amount, with \$15,000 grant funding, was \$44,100 for both structural and wild land projects, the PPE project totally advance paid to the vendor by MCESD#1. This purchase includes structural (\$36,840) and wildland gear (\$7,260). The decision to go from 10-sets of gear to 16-sets was not addressed. The LaCoste PPE Budget amount was still at \$30,576 for 14 sets. No new action on this item; however, Mico VFD Chief Tudor expressed an urgent need for this gear.

John reported he and Mico VFD Chief Mike Tudor visited with various vendors at the February 2020 SAFE-D Conference. At Chief Tudor's request, a meeting with the VFD Chiefs to review PPE with one of the vendors had been setup for March 12, 2020. Following the chief's meeting, John will move forward with the purchasing process.

7 – B – 2. PPE – Purchases in 2020 Budget Status – Timelines/Standardization Specifications 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.

In February, John noted that he is assembling specification of several brands of PPE and then will await feedback before any RFQ is sent out.

John stated that he visited with several PPE vendors at the SAFE-D Conference with Rodney, Terry and Chief Tudor. At the Chief's meeting, to be held Thursday evening March 12th, there will be a review of PPE specifications.

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

None.

9. NEW BUSINESS - INTRODUCTION OF ANY NEW BUSINESS:

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

The next proposed regular meeting of MCESD#1 will be on Wednesday, April 8, 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.

SAVE THE DATE: SAFE-D 20th Annual Conference, February 18-20, 2021, Fort Worth Convention Center

II. EXECUTIVE SESSION – CLOSED MEETING:

Pam moved to meet in closed executive session under Texas Government Code 551, Certified Agenda under the following sections:

§§ Section 551.072 (*Deliberation about Real Property*), 551.073 (*Deliberations about Gifts and Donations*), 551.076 (*Deliberation about Security Devices*); 551.074 (*Personnel Matters*); and 551.087 (*Economic Development*) Texas Government Code. Her motion was seconded by Terry. Motion carried with a 3-0 vote. The Board went into executive session at 8:37pm.

A. Discussions and Deliberations related to Alsatian Oaks TIRZ, Demographic Reports & 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. Discussions and Deliberations related to MCESD#1 Board/Staff Committees and Internal District Structures, 551.074 Personnel Matters; Texas Government Code.

CLOSED EXECUTIVE SESSION:

Pam moved to close the executive session. Terry seconded her motion which was approved with a 3-0 vote. The closed executive session concluded at 9:45pm.

III. RECONVENE IN OPEN SESSION:

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

President Marvin Dziuk called the meeting back to order at 9:47pm, and established a quorum with Board members Rodney Hitzfelder, Terry Beck, and Pam Mathis present. Board member Michael Echte was absent. Administrative Coordinator Polly Edlund, Assistant Chief of Administration John Banning, Ronda McNew, Castroville VFD representatives Billy-Jim Perez, and interested Mico citizen Joe Suszczynski were also in attendance.

2. DISCUSSION and POSSIBLE ACTIONS FOLLOWING EXECUTIVE SESSION:

2 – A. POSSIBLE ACTION ON DISTRICT'S PARTICIPATION WITHIN ALSATIAN OAKS TIRZ:

Terry moved to allow the TIRZ committee to negotiate with the city as deliberated in Executive Session. Pam seconded his motion which was approved with a 3-0 vote.

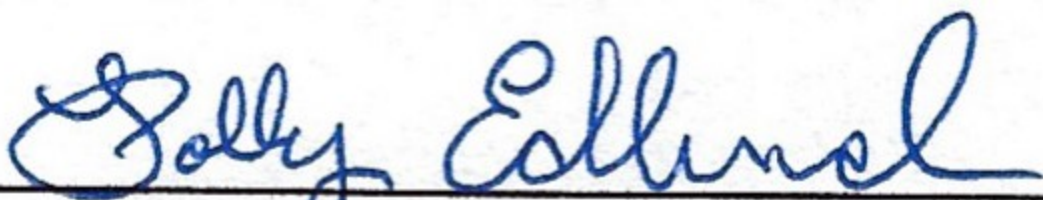
2 – B. POSSIBLE ACTION ON ADOPTION OF NEW MCESD#1 COMMITTEE ROLES AND STRUCTURE:

No action taken and this agenda item was tabled.

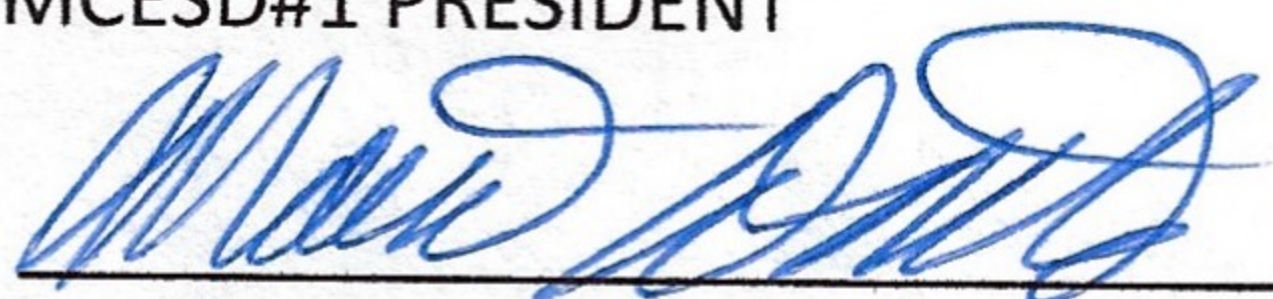
10. ADJOURN (MOTION):

Pam moved to adjourn the meeting. Terry seconded her motion which carried with a 3-0 vote. President Marvin Dziuk adjourned the meeting at 9:48pm.

RESPECTFULLY SUBMITTED,


POLLY EDLUND

MCESD#1 PRESIDENT


MARVIN DZIUK