

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

MINUTES

WEDNESDAY, JULY 29, 2020 7:00PM

Meeting Location: Courtroom of the Medina County Sub Courthouse at Precinct 2, 8366 FM 471 S, Castroville, TX 78009

I. OPEN MEETING:

1. CALL TO ORDER and ROLL CALL:

President Marvin Dziuk called the meeting to order at 7:00pm, and established a quorum with Board members Michael Echte, Terry Beck, and Pam Mathis present. Board member Rodney Hitzfelder was absent. Administrative Coordinator Polly Edlund, Assistant Chief of Administration John Banning, Ronda McNew, Mico VFD representatives Susan Tinsley and Ian Zubel, and interested Mico citizen 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 and the State of Texas flag and pledge their allegiance to the United States of America and the State of Texas. President Dziuk thanked all for their patriotic participation.

3. CONCERNED CITIZEN COMMENTS:

None.

4. DISCUSSIONS & POSSIBLE RESOLUTIONS ON THE FOLLOWING:

4 - A. MINUTES, RESOLUTION OF ACCEPTANCE (March and June):

Terry moved to approve the minutes from the March 11, 2020, meeting and the June 10, 2020, meeting as presented. Michael 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 - (June Report - July-August Bills Due):

The monthly Treasurer's report was not presented, due to time restraints, workload on budget preparations & additional budget meetings. The Finance Committee had held a workshop on June 27th and discussed a year to date budget vs. actual report on all accounts. A few line item changes had been requested by the August budget meeting. All reports will be presented at the August meeting. Treasurer Beck requested a full overview of reserve funds. The report will include year to date budget figures and tax collection revenue, overall bank balances, expenses paid, and any pending bills and carryover for end of year. This agenda item was tabled.

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

Polly reported that the July sales tax reports were emailed to members on July 13, 2020, with the request that the Board contract her if there were any questions or concerns. Polly noted that the annual sales tax revenue for the 2019-2020 fiscal year reflected an approximate 14.2% total revenue increase over the previous fiscal year. Polly stated 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:

The Workman's Compensation insurance renewal for MCESD#1 is complete. The June meeting, Board-directed increased coverage for the FRO volunteers on the roster. Polly noted that an increase on the medical exposure will be reflected on the revised policy, not yet invoiced, with reclassification of MCESD#1 staff as clerical personnel, leaving only volunteers with risk exposure. President Dziuk noted, if there were any changes down the road that would impact coverage, those would be addressed at that time.

5 - A - 4. NEW STATE MANDATE - WEBSITE and IT SERVICES - Follow-up:

The Finance committee (Pam, Terry, John, and Polly) is currently finalizing/confirming the website agreement with Touchstone District Services, LLC with an anticipated August finalization. Touchstone District Services has agreed to assist MCESD#1 to make sure the District's tax worksheet is on a website to meet the State's non-funded mandates.

5- A - 5. MCESD#1 2020-2021 Budget Timelines, Meeting/Hearing Dates, and Preliminary Drafts:

Budget Calendar:

August 7 – Tax worksheet must be posted on a designated website. However, currently, the Medina County tax office is waiting on the State to post its new approved calculation forms.

August 12 - August *Proposed Budget Overview* with possible approval of the 2020-2021 *proposed budget & proposed tax rate* at the regularly scheduled monthly Board meeting.

August 17 – If required by law to call an election, the Board must call the election by this date. The rollback rate, now known as the *Voter – Approved Rate*, will determine if an election is required.

August 24 – If an election is called, MCESD#1 must hold one hearing and adopt a tax rate prior to this date.

September 9 – Hold 1 hearing and possibly vote on the tax rate at the monthly scheduled meeting.

Polly presented an update Medina County CAD Valuation detailing 2020 Certified Totals for the District. The total certified net taxable valuation of MCESD#1 is \$1,677,474,094. At last year’s tax rate, \$0.0950/\$100, this amount will generate approximately \$1,593,600 revenue for the District which is about \$162,517 over last year’s property tax revenue. The complete listing of the 2020 Certified Totals was included in the Board’s meeting folder for their information and review.

Polly present a budget packet to the Board for their review prior to the August 12th meeting. Materials included were the Capital Items Budget Requests for 2021 with supporting Special Projects Budget Preparations & Project Timeline Worksheets for each item, Total Project Cost Estimates – Rio Medina Station #15 Project with supporting Construction Documents Phase from Architect Debra Dockery, Potranco Station (Rio Medina Station #15) Project Total A&E Estimated Costs by Phase, MCESD#1 2020-2021 Draft 1 Property Tax Budget Worksheet, and MCESD#1 2020-2021 Draft 1 Sales Tax Budget Worksheet. The following corrections were noted:

Total Project Cost Estimates-Rio Medina Station #15 Project:

Station Construction, Station Construction Estimate Prior to Bid Process, was listed on the worksheet as \$3,700,000 (\$3,675,000 from 9.23.19 Dockery Cost Sheet) and the new estimate was \$3,101,320 on 7.29.20 Dockery Cost Sheet. [the cost listed on the 2.11.2020 Cost Sheet was \$3,350,000.] Polly noted that the construction cost figure on the financial RFP worksheet needed to be revised, the Finance Committee was given a figure by John at its June 27th workshop, and a revised report from Debra Dockery that arrived shortly before tonight’s meeting, reflected the new estimated cost at \$3,101,320 which was not reflected on the financial RFP worksheet, therefore the worksheet required updating prior to using it to go our for financial RFP.

The current cost estimate for the Rio Medina Station are:

A&E	\$262,100
Station Construction Estimate prior to Bis Process	\$3,101,320 (per 7.29.20 Dockery document)
Construction Add-Ons – Outside Contracts	\$100,616 (includes installation)
Wiring, communications, paging/alerting, data, etc.	
Station Security & Cameras	\$3,300
FF&E	\$66,532
Truck Acquisition Plan	\$1,000,000
SCBA (10-SCBA units & 18-spare bottles, 2 Rescue & Tender)	\$77,150
PPE (15-sets each structural, \$42,525 & wildland, \$17,235)	\$59,760
Radios (anticipate 5-mobile & 10-portable)	\$16,125
Current XTS radios are discontinued models, availability may be a factor on cost, new mobile \$4,500 vs \$800 current and new portable \$4,000 vs \$900 current)	
Project Estimate	\$4,685,583 (recalculated by Pam at the meeting)
Project Manager Option (5.6% of \$4,686,903)	\$262,467

Total Project Estimate **\$4,949,370**

Questions were asked related to IT structured cabling, security systems cabling, and if outside contracts were going to be completed during the construction phase of the project? And if so, were the contracts going to be sub-contractors under the general contractor? How was that work going to be covered by insurance? Who was going to bid these outside contracts, and who was going to do the oversight on those contracts? The board also asked Polly for supporting documentation as to why a project manager was listed on the worksheet. John explained that the conduit for the cabling would be installed during

the construction phase of the station #15 project. Polly supplied the June 10th executive session notes, which suggested an option for a project manager was discussed. While her notes reflected the discussion of a project manager, the notes did not reflect a decision had been voted on at the June meeting. The board also asked if landscaping, tree preservation, or irrigation systems had been included in the Debra Dockery discussions of the project. Marvin noted some of those details were being worked out and were still in discussion. Without Rodney present at the meeting, not all answers to the board's questions were answered to the board's satisfaction, and the item was tabled until the Facilities committee could meet again.

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

The Financial Report item was tabled, pending bills would be paid as needed with President & Treasurer's approval.

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 - (Zoned Run Reports Fire and EMS):

(EMS, Castroville, LaCoste, Mico run reports in Excel for District-Wide Report by Grid with Type of Call)

Allegiance submitted the July run report and the report was emailed to the Board. Please contact Polly if there were any questions and concerns. The Allegiance run report was combined with the received-to-date VFD run reports producing the 'Marvin Report' which captures the monthly/annually fire and EMS calls by grid number. A copy of this report was emailed to the Board on July 10, 2020. Polly also noted that the Castroville VFD and LaCoste VFD run reports are behind schedule due to the current world-wide COVID-19 pandemic. She stressed the urgency of completing these reports and the past data was still required.

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

Polly reported that the Allegiance revenue data is current through June 2020 with a copy of the most recent continual work-in-progress report emailed to Board. The ageing 2019 accounts receivable report is still pending; however, Polly sent a reminder to Allegiance (via Jorge) that MCESD#1 requires the requested data before remitting the September 2020 Q4 contract payment.

6 – A – 3. FRO PROGRAM – UPDATES AND INSURANCE ISSUES:

John reported that the May 30 – June 13, 2020 FRO training class had ten students. Presently one student/candidate has passed the NREMT exam. Reimbursements to be submitted to MCESD#1 for testing fees (\$75 per student) following testing. John explained the students have 1 year to take the exam.

After discussion, President Dziuk tabled the agenda item which was a request to release the remaining FRO budget funds to purchase/equip additional jump bags.

John reported that the Finance Committee discussed funds to be included in the 2020-2021 budget for an EMT class in 2021. This EMT class is more detailed than an EMR class and will cost more to present. John will apply for a grant as before to defray to some of the involved cost. Hopefully, the world pandemic situation will subside, and grant funding authorized. John stated that he would like MCESD#1 to teach an annual EMT class. Asst. Treasurer Mathis asked if the class could be postponed if a grant was not awarded, and asked staff to research the answer to her question.

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

6 – A – 4 – a. Bexar County District #7 2021 Contract:

At the February 2020 meeting, the Board gave John the approval/directive to schedule a meeting to discuss Bexar County District #7's requested changes to the agreement. Both Bandera EMS and Bexar County District #7 are waiting for answers. The Finance Committee has an early September deadline to allocate funds into the 2020-2021 budget for the Park Road 37 and State Highway 16 coverage area contract. Discussion was needed on this item and a suggestion to have the EMS committee meet to discuss the issue prior to the August meeting was made. This agenda item was tabled.

6 – A – 4 – b. Medina Lake and Bandera EMS 2020 Payment:

Polly requested a budget amendment for the 2020 payment to Medina Lake VFD and Bandera EMS. The overhead costs are now more than when the contracts were first negotiated due to increased property values. Pam moved to amend the budget to accommodate the 2020 increase from \$18,262 in the new 80% valuation \$ amount split 50/50 for each agency, Bandera EMS and Medina Lake VFD. Michael seconded her motion which was approved with a 3-0 vote.

6 – A – 5 Allegiance EMS Contract:

Polly noted that the EMS Committee also needed to make the board aware of a few other things related to the upcoming budget discussions:

- The current contract with Allegiance Mobile Health expires February 2021 and requests the EMS committee begin discussions on this topic.
- Based on previous discussions, the Finance Committee had placed a line item in the 2020-2021 Sales Tax budget for an additional 24-hour EMS unit at the Rio Medina Station. The placeholder dollar amount was given to staff months ago, and she requested that any necessary budget recommendations related to this budget item be brought to the attention of the Finance Committee as soon as possible, to be addressed with the entire Board in August budget discussions.

This item was an EMS update for informational purposes only, no action item regarding this topic was on this month's agenda.

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

6 – B – 1. BILLING SCHEDULE – Update:

John reported that the data capturing software (Fire Programs) is old and antiquated; not allowing involved personnel a user-friendly data entry format. John recommends new web-based software (Emergency Solutions) that will replace the current software. The current feedback from the VFDs is that they want the ESD to enter and submit incidents for billing. John resent follow-up information to the VFDs and explained what information was needed to submit an incident for billing purposes and requested the VFDs notify him when there is an incident to be submitted for billing. This agenda item was tabled.

6 – B – 2. ISO - Update:

John stated that this agenda item is on hold due to the COVID-19 pandemic. He does not anticipate any movement on this matter until the fall. John stated that the City of Castroville had been working on their documents and that the ESD needs to transfer data to the correct forms. The board inquired as to the last time he had spoken to City staff? John noted he would follow-up with city staff again, he had not spoken to them recently.

6 – B – 3. ESD Administrative Assistant – Finance Level II Job Posting – Committee Updates:

Polly reported that as of July 29th, MCESD#1 had four employment candidates pick up applications. The committee (Marvin, Pam, John and Polly) will follow-up with interviews as needed and are hopeful that the position will be filled prior to the budget being adopted; however, since there is no closing date, the job remains open until it is filled.

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

6 – C – 1. MCESD#1 Paris Street Station #10 Annex Project, Phase 1 RFP Award, and Any Updates:

John reported that bid request was published in the Hondo Anvil Herald and on the Builders Exchange for a two-week period. The MCESD#1 received one submission and, as a result, the Facilities Committee extended the bid-submission deadline an additional week. This agenda item was tabled.

6 – C – 2. MCESD#1 Rio Medina Station #15 – Project Updates, Timelines, Budget, Financial Consultant, Project Manager, and Legal Agreement:

- The Facilities Committee has commissioned a project sign installed on Potranco Road to identify the Rio Medina Station and inform residents of the area that a fire station is coming.
- President Dziuk is working with Anna Whorton on revised deed language.
- The Finance Committee is working on the RFP language for the financial loan anticipating an August submission timeframe. The Finance Committee is working with John to compile overall budget numbers for the station project for the 2020-2021 budget. A copy of their worksheet with support documents was discussed earlier under budget item 5-A-5. The budget amount for the loan of project will encompass everything on the worksheets. Polly requested that the Board review the full scope of the building project, and to bring any final questions, concerns, omissions, and/or additions to the attention of the Finance committee by the August meeting.

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

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

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

Nothing new to report. This agenda item was tabled.

7 – A – 2. Recruitment

President Dziuk stated that a District-wide recruiting plan needs to be developed and that the ESD and the VFDs need to work in unison to coordinate and bolster recruiting efforts. President Dziuk stated that signage at the Rio Medina Station needs to

be installed to encourage volunteers to apply. In addition to Potranco Road signage, recruitment information and an application needs to be on the ESD's webpage.

President Dziuk further noted that he had spoken to each VFD President and Fire Chief regarding how to move forward and start exploratory discussions related to the March presentation by the master planning firm. Tax payer money had been spent on the master plan, and it would not be prudent of the District's board if a discussion of what the firm presented was not started or discussed. The need to discuss change-options in an exploratory process related to ESD/VFD relationships needed to be explored with a workshop involving all concerned parties. Nothing had been decided on yet, and he wanted this workshop to include all VFDs. He suggested staff consider flow charts, other ESD's input, all related discussions to be at this upcoming workshop. He was thinking maybe an October – November timeframe. The agenda item was tabled.

7 – A – 3. Apparatus Acquisition(s):

The Finance Committee has incorporated the entire apparatus acquisition dollar amount discussed in the 2019-2020 budget for the Rio Medina Station into the loan proposal. There will be more discussion regarding this area as the financial plan firms up. Polly asked the Apparatus Committee (Michael and Rodney) to report any changes to the Financial Committee for the RFP, as soon as possible. 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:

Congratulations to Mico VFD for securing another Health and Safety Grant in the amount of \$4,500. The money was spent on additional wildland fire fighting protection gear.

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

Polly noted that MCESD#1 is beginning to receive the budgeted PPE items from CASCO. John will coordinate and compile a full inventory of the gear with serial numbers, dates, and recipient names prior to issue.

As part of the budget discussion earlier in the meeting, it was noted that LaCoste VFD requested fourteen sets of wildland PPE at the budgeted amount of \$15,900 since all their current wildland gear expires in 2021. The Board asked John if a grant for the wildland gear had been written (“No”) and why not? John reported that the LaCoste VFD name does not match the DUNS numbers name therefore all grant submissions are denied. President Dziuk instructed John to help get the VFD's name corrected and to use the District's attorney to do the legal work to get this accomplished if needed; it was John's job to help the VFDs. John stated that LaCoste had not previously used wildland gear, nor did they request it last year. He had been told by Chief Wells that additional PPE was going to expire. President Dziuk wanted to know when grants are made available and why grant applications are not submitted. The board discussed which entity was responsible for getting legal issues addressed. The end result was the ESD would offer the use of its attorney; however, LaCoste VFD needed to pay the legal fees. The agenda item was tabled.

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

8 - A. POSSIBLE ACTION ON DISTRICT'S PARTICIPATION WITHIN THE ALSATIAN OAKS TIRZ:

President Dziuk reported that MCESD#1 has made a verbal commitment to participate in the Alsatian Oaks TIRZ. The item was tabled.

9. NEW BUSINESS - INTRODUCTION OF ANY NEW BUSINESS:

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

The next proposed regular meeting of MCESD#1 will be on Wednesday, August 12, 2020, in the Courtroom of the Medina County Sub Courthouse at Precinct 2, 8366 FM 471 S, Castroville, TX. Exact date and time will be confirmed when the agenda is posted. This meeting will also be a budget overview/workshop.

9 - B. NEW INTERIM MICO FIRE CHIEF:

John noted that Chief Mike Tudor submitted a letter of resignation to the Mico VFD President effective July 22, 2020, due to personal reasons. Chief Tudor stated it was an exceedingly difficult decision. MCESD#1 wishes him the absolute best in the next season of his life. His dedication and leadership will be missed. MCESD#1 welcomes and congratulates Deputy Chief Jaime Esquivel in his appointment to Interim Fire Chief by the Mico VFD Board.


9 - C. LACOSTE FIRE CHIEF:

John also noted LaCoste Chief Joe Wells is deployed on a FEMA assignment from July 25 – August 8, 2020. During his deployment, Assistant Chief Mike Nolen is serving as Interim Fire Chief.

10. ADJOURN (MOTION):

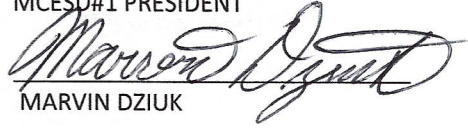
Terry moved to adjourn the meeting. Pam seconded his motion which was approved with a 3-0 vote. President Marvin Dziuk adjourned the meeting at 9:43pm.

RESPECTFULLY SUBMITTED,



POLLY EDLUND

MCESD#1 PRESIDENT



MARVIN DZIUK