

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

MINUTES

WEDNESDAY, SEPTEMBER 16, 2020 6:00PM

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 6:02pm, and established a quorum with Board members Rodney Hitzfelder, Michael Echte, Terry Beck, and Pam Mathis present. Administrative Coordinator Polly Edlund, Assistant Chief of Administration John Banning, and Ronda McNew were also in attendance. Hondo Anvil Herald reporter Laura Hardt and Devine News reporter Kenrec Ward represented the local newspapers. Mico VFD Chief Jamie Esquivel, Mico VFD representatives Susan Tinsley, Jenny Ferren, Adam R. Ramirez, Ian Zubel, Dawn Ross, E.D. Dennis, and interested Mico citizen Joe Suszczynski were in attendance. Castroville VFD attendees were Chief Rick Lair, Deputy Castroville VFD Chief Dan Huber, Assistant Castroville VFD Chief Dan Thornley, Castroville VFD representatives Melanie Godwin, Marques Fuentes, Melissa Thornley, Josh Bailey, Al Niebrugge, Charlie, Brian Anderwold, Dwayne Starkey, Kevin Cody, and Billy-Jim Perez 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 then the State of Texas flag and pledge their allegiance to each, respectively. President Dziuk thanked all for their loyal and patriotic participation.

3. DISCUSSIONS & POSSIBLE RESOLUTIONS ON THE FOLLOWING:

3 - A. MINUTES, RESOLUTION OF ACCEPTANCE (August):

President Dziuk tabled the approval of the minutes from the August 12, 2020, meeting. John noted that Minutes from the Apparatus meeting on September 15th were in board packets.

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

4 - A - 1. TREASURER'S REPORT and CURRENT BILLS DUE - (August-September Report and Bills/Transfers 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.

Polly pointed out the sample Special Projects Budget Preparations and Project Timeline Worksheet that was included in the Board's meeting folder. She requested that the Board review the document since it would be further discussed in agenda item 7-C-1.

John noted that the water well that services Mico VFD has a silt problem which needs testing and diagnoses. Mico VFD Chief Jamie Esquivel has tried to remedy the silt problem and has even replaced the pressure tank, but the filter continues to clog weekly. Pam moved to allow \$5,000 to test the well and water for contaminates and get a diagnosis from a qualified company and bring back the findings with cost repair estimates to the Board for their direction and approval. Rodney seconded her motion which was approved with a 4-0 vote.

John discussed the proposed Medina County Annex office space for MCESD#1. A copy of the proposed configuration and Medina County construction plans, and the MCESD#1's proposed FFE and moving costs were also presented for the Board's information and review. The FFE office cost of \$24,000 is based on \$6,000/office to purchase a desk, return, credenza, hutch, bookcase, small conference table with chairs. The current office furniture would be reallocated to Station #15.

Other costs detailed were:

1 reception office = \$2,100

5 office chairs = \$2,500

2 lateral file cabinets (fire) = \$5,800

6 vertical file cabinets = \$1,800

Shipping = \$1,000

Estimated furniture = \$37,200, John recommends rounding to \$40,000 for furniture.

Moving estimated at \$2,500 (or \$3,000, as otherwise noted)

Commissioner's asked about the lease amount discussed with the County for the rent space; No lease amount had been discussed for the courthouse annex space.

4 – A – 2. SALES TAX REPORTS (September):

Polly reported that the August sales tax reports were emailed to the Board on September 14, 2020. Polly requested that the Board contact 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 15.87% 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 excel workbook tabs, e-mailed to them. The 'cash flow' tab reflects the gross revenues and projected commission payments. The HdL Group Summary tab itemizes the adjusted tax collection by their business types giving a clearer understanding of the source of the tax funds.

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

Polly noted there was an issue regarding FRO responders jumping calls without being dispatched to respond. This created an insurance coverage issue. John is working with Medina County Emergency Management Coordinator Keith Lutz on dispatch protocols to fix the issue for FRO responders. There must be a confirmation of tone-out for the FRO responders for any insurance coverage to be active. No Board action is required on this agenda item at this time.

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

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

5. MCESD#1 BOARD SUMMATION, FINAL DISCUSSIONS and OVERVIEW OF PROPOSED BUDGET and TAX RATE FOR 2020-2021, ANY END-OF-YEAR A/P CARRYOVER and CURRENT YEAR BUDGET AMENDMENTS FOR 2019-2020:

5 – A. Pam moved to approve all the current year's budget amendments for 2019-2020 discussed in agenda item 4-a, and to take funding out of the surplus reserves. Terry seconded her motion which was approved with a 4-0 vote.

5 – B. Pam moved to amend the proposed Capital Items and Budget Proposals worksheet by reducing the budget by approximately 80% by spending less on several items and eliminating others. Terry seconded her motion. After Board discussion, Rodney amended her motion to include some of the excluded line items, reduce spending in other areas, and move two-line items to budget year 2022, that dealt with loan payments on Station #15. (These two-line items were previously included when an incorrect occupancy date was given to the Finance Committee.) Terry seconded his motion. Following another round of Board discussion, Michael moved to include more of the excluded items. Terry seconded his motion which was approved by a 3-1 vote. A copy of the revised and final Capital Items and Budget Proposed List for 2020-2021 would be updated and handed out at the October meeting.

II. PUBLIC MEETING:

President Dziuk closed the regular meeting at 8:14pm and allowed Board members and meeting attendees a short break.

6. OPEN HEARING ON THE MCESD#1 PROPOSED 2020-2021 BUDGET and TAX RATE:

President Marvin Dziuk called the Hearing to order at 8:19pm, and established a quorum with Board members Rodney Hitzfelder, Michael Echte, Terry Beck, and Pam Mathis present.

6 – 1. CITIZEN COMMENTS – Welcome Citizens and Review Comments Procedures:

President Dziuk noted that the Hearing Notice listed the following rates: Proposed Rate \$0.0950/\$100, DeMinimis Rate \$0.1189/\$100, No-New Revenue Rate \$0.0886/\$100, Voter Approval Tax Rate \$0.0923/\$100. President Dziuk also noted that each citizen that signed the sheet to speak will have a three-minute limit. Prior to addressing the Board, speakers need to stand at the podium, and state their name and address. Since this arena is only for public comment, no questions will be answered by the Board. However, the Board will attempt to address any questions and/or concerns under other agenda items later in the meeting, if deemed necessary by the Board.

Castroville Chief Rick Lair, with the support of nine of his firefighters, addressed the Board with a 'thank you' for the highly informative Apparatus Committee meeting that was held on Tuesday, September 15, 2020. The attendees were the Apparatus Committee (Michael, Rodney, and John), President Dziuk, Terry Beck, Castroville VFD President Michael Fischer, LaCoste VFD President David Mangold, LaCoste VFD Chief Joe Wells, Medina Lake VFD Chief Ben Hicks, Mico VFD Chief Jamie Esquivel, and himself. Chief Lair praised the open line of communication to benefit the District, efforts that were made toward better discussion, and the joint efforts to get to a common goal.

No other individuals signed up to speak at the hearing.

6 – 2. CLOSE PUBLIC HEARING:

Since there were no additional public comments, President Dziuk with unanimous commissioner consent, closed the public hearing at 8:24pm.

III. RECONVENE REGULAR MEETING:

CALL TO ORDER and ROLL CALL:

President Marvin Dziuk called the meeting back to order at 8:25pm, and established a quorum with Board members Rodney Hitzfelder, Michael Echte, Terry Beck, and Pam Mathis present. Administrative Coordinator Polly Edlund, Assistant Chief of Administration John Banning, and Ronda McNew were also in attendance. Hondo Anvil Herald reporter Laura Hardt and Devine News reporter Kenec Ward represented the local newspapers. Mico VFD Chief Jamie Esquivel, Mico VFD representatives Susan Tinsley, Jenny Ferren, Adam R. Ramirez, Ian Zubel, Dawn Ross, E.D. Dennis, and interested Mico citizen Joe Suszczynski were in attendance. Castroville VFD attendees were Chief Rick Lair, Deputy Castroville VFD Chief Dan Huber, Assistant Castroville VFD Chief Dan Thornley, Castroville VFD representatives Melanie Godwin, Marques Fuentes, Melissa Thornley, Josh Bailey, Al Niebrugge, Charlie, Brian Anderwold, Dwayne Starkey, Kevin Cody, and Billy-Jim Perez were also in attendance.

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

7 - A. EMS COMMITTEE – Committee Updates

7 – 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 August run report and the report was emailed to the Board. Please contact Polly if there were any questions and concerns. Ronda had graciously volunteered to help LaCoste VFD with their Fire Programs reports as soon as she gets the login information and password to access the data.

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

Polly reported that the Allegiance revenue data is current through July 2020 with a copy of the most recent continual work-in-progress report emailed to Board; the aging 2019 report was prepared and emailed to the Board. Please contact Polly if there are any questions and concerns.

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

John reported that there are now four LaCoste firefighters responding to EMS calls requiring FRO assistance in the LaCoste coverage area. There have been some dispatch concerns; however, John is working with Medina County Emergency Management Coordinator Keith Lutz to get the concerns corrected. CVFD President Michael Fisher told MCESD#1 Commissioners at the truck meeting, he was in the process of visiting with his volunteers to see which of them were in the process of getting their FRO status and the timelines. He would report at a future meeting.

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

The EMS committee met to discuss the contract revisions and edits. The agreement was sent to the attorney Ken Campbell for final reviews. No updates to report and this agenda item was tabled.

7 – B. FACILITIES COMMITTEE - STATION CONSTRUCTION IN PROGRESS – COMMITTEE UPDATES:

7 – B – 1. MCESD#1 Paris Street Station #10 Annex Project, RFP, and Other Project Updates:

Rodney reported that a dumpster will be delivered to the Paris Street Station and that the Castroville firefighters will begin demolishing the areas that need removal. After the demolition, floor plans and other contract items will be pursued.

7 – B – 2. MCESD#1 Rio Medina Station #15 – Bid Process Updates and Legal Agreement(s):

President Dziuk reported that the bid opening took place on September 15, 2020. A list of the results was presented to board commissioners for review. President Dziuk reported that the average base bid was \$2,697,925.25 with \$2,315,000 being the lowest and \$3,310,381 being the highest of the nineteen bids submitted. These bids were for the base rates, they did not reflect bids for options A-E. These option bids will be tabulated separately along with performance review ratings by Architect Debra Dockery, et al. Once the committee has conducted it's reviews the board will hold a meeting to award the bid.

Pam reported that she had tentatively scheduled a November 1, 2020, groundbreaking ceremony with the Bankers during the financial discussions about timelines. Marvin noted that the groundbreaking date all depended upon when the general construction contractor was able to attend. The Committee would visit with them after the bid award takes place.

7 – B – 3. KNOX BOX SYSTEM:

Rural areas of the Districts are requesting Knox Box access systems. Knox RPID access system requires one master key and provides first responders with immediate access to secure buildings, residences, and commercial and/or rural properties with a minimal of property damage. Castroville VFD has a Knox Box account. The Facilities Committee will investigate this agenda item to determine if individual VFDs or the District should have the Knox Box account. John reported that he has had discussions with Medina County Emergency Management Coordinator Keith Lutz about a county-wide Knox Box account. The item was tabled.

7 – C. FINANCE and BUDGET COMMITTEE – Committee Updates:

7 – C – 1. Financial RFP on Rio Medina Station #15 Project – Status Update:

The Financial RFP was submitted to banks. Currently the committee is in negotiations with several banks and has received declines to submit proposals from two banks. The committee goal is to have a recommended 'best offer' for the District by the October 2020 meeting. Pam explained that the lien on the loan had to be based on property tax or sales tax. The Finance Committee is using sales tax, and this requires the District to keep \$400,000 (first payment) on hold, as committed funds.

7 – C – 2. New Protocols – SPECIAL PROJECTS FINANCIAL TRACKING WORKSHEETS:

Copies of the new special projects financial tracking worksheet introduced earlier in the meeting were explained. The Finance Committee first introduced this new form to everyone involved in budget planning at the June 2020 budget-planning workshop. The Finance Committee requests that the Board formally adopt this form and add it to the District's Policies and Procedures. The purpose of this MS excel document is to keep expenditures tracked, prevent overspending, and provide annual accountability while easing the budget process for future capital items and major projects. The Finance Committee plans to introduce a Purchase Order Request form later this fall.

Pam moved to adopt the 'Special Projects Budget Preparations and Project Timeline Worksheet' as presented and that the 'worksheet' be added to the District's Policies and Procedures. Terry seconded her motion which was approved by a 4-0 vote.

7 – D. MCESD#1 – ADMINISTRATIVE and STAFF REPORTS:

7 – D – 1. ADMINISTRATIVE ASSISTANT – FINANCE LEVEL II – Status Update on Open Position:

The hiring committee (Marvin, Pam, Polly, and John) conducted interviews with two potential job candidates on Saturday, September 12th. Ronda conducted MS Word and Excel assessment prior to the interviews and their knowledge of word and excel skills were used in the scoring process. The posted notice resulted in five submitted applications; however, three of the five individuals withdrew their applications prior to the interview stage. The committee currently is conducting reference checks on the two remaining applicants. The committee would like to make its recommendation at the next MCESD#1 meeting.

7 – D – 2. SECURITY CAMERAS, DISTRICT PASSWORDS, USERNAME, ETC.:

The District recently had some thief related problems at station #10. Although there is not a budget item for additional security cameras, MCESD#1 administrative staff and Chief Rick Lair agree that additional cameras are needed on the new addition bay doors. Pam moved to allocate no more than \$2,500 to upgrade the cameras on the Castroville Madrid Station #10, at agreed upon locations, increasing the current security budget carryover line item to accommodate the purchase of this upgrade. Terry seconded her motion which was approved with a 4-0 vote.

While on the topic of District security, President Dziuk requested the user ID and passwords for all District-owned systems and software. He will keep this information in a secure location. Terry moved to have all staff and board commissioners submit a list of keys in their possession/offices, their administrative ids and passwords to MCESD#1 main systems and web-based accounts to President Dziuk by Wednesday, September 30th, and this information will be kept in a secure location. Pam seconded his motion which was approved with a 4-0 vote.

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

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

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

8 – A – 1 – a. Polly reported that attorney, Anna Whorton, had resolved the issues related to the Station #15 deed and a revised, new original deed will be available to banks upon the completion of needed signatures.

8 – A – 1 – b. The county annex project was discussed on agenda item 4-A. John handed out a proposed diagram of the office layout. No additional action currently. This agenda item was tabled.

8 – A – 1 – c. The facilities Committee recently met with a developer regarding another donation of land; however, the committee reserves the right to discuss this possible donation later when more information is known, and an executive session is held. President Dziuk did reveal that this possible land donation is in the FM 1283/FM 471 N area. This agenda item is tabled.

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

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

MCESD#1 administration needs to meet with Mico VFD regarding a grant-related side agreement. The PPE will not be released the agreement is signed and the funds released. No action needed at this time and this agenda item was tabled.

8 – B – 2. Apparatus Acquisition(s), Equipment, PPE, Etc.:

The Apparatus Committee (Rodney, Michael, and John) met on September 15, 2020, with Castroville VFD, Mico VFD, Medina Lake VFD, and LaCoste VFD Chiefs and VFD available VFD Board Presidents. President Dziuk and Terry were also in attendance. The committee solicited and received written feedback from all departments on the committee's recommendations for apparatus purchases and apparatus placements for 2020-2021. All departments provided written agreement feedback regarding the revised Committee recommendations, with confirmation at the meeting.

Rodney explained that due to budget process approximately \$1,200,000 had been allotted for new apparatus. He identified that purchasing an engine, tender, and brush truck for station #15 will still fall within that budget line. Additional purchases of a replacement suburban for Castroville, cargo trailer for Mico, and rescue for LaCoste to support those missions as outlined in department feedback would increase the budget allocation need to \$1,470,000. Rodney summarized that the projected apparatus cost may be less and the District may be able to include additional requests with funds provided. Rodney recommends leaving the additional purchase items on the list and work to get them purchased.

No Board action taken, and this agenda item was tabled.

8 – B – 3. RECRUITMENT:

President Dziuk stressed that recruitment was key in staffing the new Rio Medina Station and for all stations and maintaining the current high level of firefighting roster personnel. It was determined that prior year's discussions involving insurance required 18-years of age as the minimum age to be volunteer firefighter and 21-years old to be able drive any apparatus. However, with the Junior Firefighter program, 16-year old volunteers were allowed to train.

President Dziuk determined that more time and input was needed in this area and tabled the agenda item.

9. MCESD#1's BUDGET 2021 – DISCUSSION, ACTION and POSSIBLE RESOLUTION OF ACCEPTANCE:

Prior to the final vote on the 2020-2021 budget, Pam moved to added \$60,000 from the Sales Tax Fund to the capital items budget for A&E for proposed new station to be in the FM 1283/FM 471N area. Terry seconded her motion which was approved with a 4-0 vote. Polly re-visited the options on tax rates, the current valuations, and the totals needed from each fund for budgetary needs.

Rodney moved to adopt the MCESD#1's overall 2020-2021 final overall budget as amended during the meeting. Terry seconded his motion which was approved with a 4-0 vote. Copies of the final budget, including all updated capital items discussed, and the allocated funds from the sales tax fund, retention fund, property tax fund, and the reserve fund would be updated as discussed and handed out at a future meeting.

10. MCESD#1's TAX RATE - DISCUSSION, ACTION and POSSIBLE RESOLUTION OF ACCEPTANCE:

Terry moved to increase the 2020 property tax rate by the adoption of a Maintenance and Operations tax rate of \$0.950/\$100 valuation for the budget year 2020-2021, which is the same rate as last year. This tax rate does not include a debt rate and is less than the DeMinimis rate of \$0.1189/\$100. Pam seconded his motion which was approved by 4-0 vote.

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

11 – A. Billing Schedule:

This agenda item was tabled.

11 – B. ISO:

This agenda item was tabled.

11 – C. MICO DRIVEWAY PROJECT:

The Mico VFD driveway project budget funds of \$35,000 were carried forward from 2019-2020 budget to the 2020-2021. Mico VFD has approximately \$32,000 in excess 2019 budgeted funds that need to be returned to MCESD#1. Terry moved to use the approximate \$32,000 budget excess funds from 2019, that will be returned to the ESD coupled with ESD funds up to a total amount \$65,000 to repair the driveway. Pam seconded his motion which was approved with a 4-0 vote. President Dziuk will work with Mico VFD Chief Esquivel on specifications and a construction RFP. This item was inadvertently omitted from the discussion under 4-A-1 on the agenda.

12. NEW BUSINESS - INTRODUCTION OF ANY NEW BUSINESS:

12 - A. SET NEXT MONTH'S MEETING(s) – SEPTEMBER/OCTOBER:

President Dziuk tentatively scheduled a meeting at the Facilities Committee request on Wednesday, September 30, 2020, at 7:00pm to award the bid for the construction of Rio Medina Station #15. Exact date and time will be confirmed when the agenda is posted.

The next proposed regular meeting of MCESD#1 will be at 7:00pm on Wednesday, October 14, 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.

13. ADJOURN (MOTION):

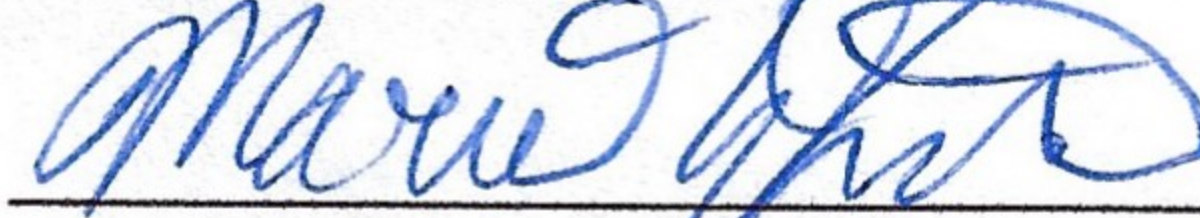
Pam moved to adjourn the meeting. Terry seconded her motion which was approved with a 4-0 vote. President Marvin Dziuk adjourned the meeting at 9:45pm.

RESPECTFULLY SUBMITTED,



POLLY EDLUND

MCESD#1 PRESIDENT



MARVIN DZIUK