

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

MINUTES

WEDNESDAY, SEPTEMBER 30, 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 7:01pm, 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, and Ronda McNew were also in attendance.

2. PLEDGE OF ALLEGIANCE and ANY SPECIAL GUESTS/RECOGNITION:

President Dziuk requested a moment of silence to honor Joseph 'Joe' Edwin Peters, Jr. who died on September 24, 2020. Mr. Peters served as a MCESD#1 Board member from January 2000 until December 2009, volunteered as a first responder and paramedic for the LaCoste area, and nights/weekends for Medina Valley EMS. Rodney also praised Mr. Peters, all his tireless community actions, and his personal influential interaction.

John also requested a moment of silence for the untimely death on September 20, 2020, of Brigadier General (Dr.) Craig A. Manifold who was the recent medical director for MCESD#1, as well as several other EMS agencies in the San Antonio area. President Dziuk spoke in honor of Dr. Manifold noting he had a very impressive professional career; a career that impacted many people and emergency medicine in the San Antonio area but across the nation and world. Both gentlemen's lives touched many people and the memory of their touch will remain with all.

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.

2. MCESD#1 Rio Medina Station #15 – AWARDING OF CONSTRUCTION BID:

President Dziuk reviewed the bid process for the MCESD#1 Rio Medina Station #15 stating that nineteen competitive sealed proposals for construction services were received on September 15, 2020. Debra J. Dockery Architectural firm reviewed the proposals for required documentation compliance and evaluated the proposals on the following criteria: monetary proposal, past project experience and reputation of the firm, quality control process and assurance plan, job site safety procedures and safety record, proposed personnel, and financial capability. The top ranked proposer after consideration of these factors was Bartlett Cocke.

Rodney moved that the Board begin negotiations with Bartlett Cocke for the construction of Rio Medina Station #15, 102 Stone Loop Drive, Castroville, with the inclusion of all five additive bid options A thru E. (The additive bid options above the base bid were kitchen and laundry equipment, metal dorm lockers, FRP panels at EMS and Apparatus, OSB panels at apparatus bays, and upgrade mechanical yard enclosure). Terry seconded his motion which was unanimously approved. The Board will entertain any suggestions by Bartlett Cocke and their subcontractors for value engineering, project betterment, scheduling, and contract requirements. Debra Dockery will schedule the first preconstruction meeting.

IT Project: President Dziuk noted that now that the Board has selected a construction company for the Rio Medina Station #15, the IT for the building needed to be addressed. The Board discussed several avenues for approach. One direction was John writing the specifications and RFP for the project or using Bartlett Cocke by using a change order, or a combination of both. The conduit for the IT wiring was already in the electrical within the bid price. This section was tabled.

II. EXECUTIVE SESSION – CLOSED MEETING:

Terry moved to meet in closed executive session under Texas Government Code 551 under the following sections: §§ Section 551.072 (*Deliberation about Real Property*), 551.074 (*Personnel Matters*), 551.076 (*Deliberation about Security Devices*); and 551.087 (*Economic Development*) Texas Government Code. His motion was seconded by Pam which was approved with a 3-0 vote. The Board went into executive session at 7:27pm.

A. Discussions, deliberations, and possible actions regarding District overviews of the structure and organization of the District, its operations, personnel, staffing, and organizational structure as it relates to new growth and economic

development, operational oversight, real property and the impacts of these on the District, and quality of services it provides to the area.

CLOSED EXECUTIVE SESSION:

Pam moved to close the executive session. Rodney seconded her motion which was approved with a 3-0 vote. The closed executive session concluded at 9:07pm.

The Board took a break to allow visitors to enter before reconvening in open session.

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 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 Chief Rick Lair, and Castroville VFD Deputy Chief Dan Huber were also in attendance.

2. DISCUSSION and POSSIBLE ACTIONS FOLLOWING EXECUTIVE SESSION:

2 - A. ADMINISTRATIVE ASSISTANT – FINANCE LEVEL II – Status Update on Open Position:

Following the Executive Session, Terry moved to allow the hiring team to negotiate with Candidate A to fill the open Administrative Assistant of Finance position. Rodney seconded his motion which was approved with a 3-0 vote.

2 - B. RECRUITMENT:

No action was taken on this agenda item. The item was tabled.

2 - C. SECURITY CAMERAS, DISTRICT PASSWORDS, USER-NAMES, ETC.:

President Dziuk stated that he received all requested usernames and passwords from John and Polly and all information was secure. No further action required on the District usernames and passwords.

No action was taken on security cameras, a budget carry-over project. The item was tabled.

2 - D. KNOX BOX SYSTEM:

No action was taken on this agenda item. The item was tabled.

2 - E. FRO PROGRAM – Medical Director Contract and Program Issues:

No action was taken on this agenda item. The item was tabled.

3. Financial RFP on Rio Medina Station #15 Project – Status Update and Funding Timelines:

This agenda item was tabled and moved for an action item to award the Financial RFP at the October 14, 2020 meeting; Polly was instructed to make sure it gets placed on the agenda.

4. APPARATUS ACQUISITION(S), EQUIPMENT, PPE, ETC.:

This agenda item was also tabled and moved to the October 14, 2020, meeting agenda for a possible action item to approve an RFQ.

5. MCESD#1 Paris Street Station #10 Annex Project – Status Update and Funding Timelines:

After discussions in the Executive Session, Terry moved that the Board reject any and all bids received on the Paris Street Station #10 Annex project. Rodney seconded his motion which was approved with a 3-0 vote.

6. MASTER PLANNING FOLLOW-UP and NEEDS ASSESSMENT FOR THE DISTRICT – DISCUSSION and POSSIBLE ACTIONS:

6 – A. FUTURE STATION PLANNING, LAND ACQUISITION(S), DONATIONS, DEMOGRAPHIC REPORTS, and UPDATES:

Polly reported to the Board that the corrected deed for the Rio Medina Station #15 site was received from the attorney with signatures. Marvin discussed the updated changes, requests were made for an additional year, the deed came back with an additional 3 months. The board felt Bartlett Cocke could still make this deadline. No further action taken on this agenda item at this time.

6 – B. DISCUSS DATE(S) FOR MASTER PLANNING WORKSHOP:

President Dziuk requested that the VFD chiefs and board presidents be notified about the to-be-scheduled master planning workshops so that any questions and concerns they may have can be addressed/answered at these meetings. President Dziuk's intent is to invite personnel from other ESDs to speak and give their suggestions/directions to the Board and a representative from ESCI (Emergency Services Consulting International) to moderate and advise the discussions. The proposed meeting dates are October 21, 2020, or October 28, 2020, with a 6:30-8:30pm meeting time. Meetings limited to two-hours per evening. President Dziuk will confirm the dates and meeting times at the October 14th regular meeting.

7. NEW BUSINESS - INTRODUCTION OF ANY NEW BUSINESS:

7 - A. SET NEXT MONTH'S MEETING(S) – OCTOBER:

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.

7 - B. EMS COMMITTEE MEMBER EXCHANGE:

After discussions in Executive Session, Terry moved to allow President Dziuk to appoint Pam to the EMS committee in President Dziuk's stead. Rodney seconded his motion which was approved with a 3-0 vote.

7 - C. RIO MEDINA STATION #15 GROUNDBREAKING CEREMONY:

The Rio Medina #15 Station groundbreaking ceremony is scheduled for Sunday, November 1, 2020, at 2:00pm at the station location, 135 Stone Loop, Castroville. Representatives Bartlett Cocke, Debra Dockery Architectural firm, the financial lending institute, the MCESD#1 Board and Administrative Staff, VFDs Fire Chiefs and the VFD Boards, Medina County officials, and the media will be invited to attend and participate. Polly will post an agenda for the groundbreaking ceremony once confirmed with Bartlett Cocke.


7 - D. APPRECIATION MEAL FOR FIRST RESPONDERS AND VOLUNTEERS:

Polly reported that Castroville State Bank would like to provide a meal for all volunteers and first responders to show their appreciation and thanks for all their constant and tireless efforts. Polly was asked to distribute a flyer once planned with all the details for the event. The event would take place at MCESD#1 Station #10, the Madrid Fire & EMS station.

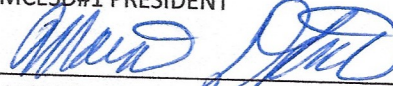
8. ADJOURN (MOTION):

Rodney moved to adjourn the meeting. Terry seconded his motion which was approved with a 3-0 vote. President Marvin Dziuk adjourned the meeting at 9:29pm.

RESPECTFULLY SUBMITTED,


POLLY EDLUND

MCESD#1 PRESIDENT


MARVIN DZIUK