

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

MINUTES

WEDNESDAY, OCTOBER 14, 2020 7:00PM

Meeting Location: Medina County Bldg. 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 Rodney Hitzfelder, Terry Beck, and Pam Mathis present. Board member Michael Echtle arrived at 7:42pm. Administrative Coordinator Polly Edlund, Administrative Assistant of Finance Lori Stein, and Ronda McNew were also in attendance. Assistant Chief of Administration John Banning was absent. Attendees representing Mico VFD were Mico VFD Board President Linda Murphy, and Mico VFD representatives Susan Tinsley, Ed Dominic, and Ian Zubel. Castroville VFD Deputy Chief Dan Huber, Castroville VFD fire fighters Melanie Godwin, Billy-Jim Perez, and Brian Anderwald were present. Interested New Fountain resident Cindy Stein and Mico resident Joe Suszczynski were also in attendance.

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

Polly introduced the newest member of the MCESD#1 team, Administrative Assistant of Finance Lori Stein, to the Board. The Board welcomed Lori and are eager for her to begin assisting Polly with her overwhelming workload. Lori's 'help' begins October 16, 2020.

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. CONCERNED CITIZEN COMMENTS:

None.

4. DISCUSSIONS & POSSIBLE RESOLUTIONS ON THE FOLLOWING:

4 - A. MINUTES, RESOLUTION OF ACCEPTANCE (August and September):

Rodney moved to approve the minutes from the August 12, 2020, September 16, 2020, and September 30, 2020, meetings 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 - (End-of-Year Report and Bills/Transfers Due):

In lieu of a detailed treasurer's report in the Board's meeting folder, Polly summarized monthly and quarterly expenditures noting any pending bills due, reported on year-to-date budget figures, and tax collection revenue budget vs. actual for the end of year 2019-2020. Polly requested the Board contact her if there were any additional questions and concerns that were not addressed during the Board meeting.

Polly noted that the Finance Department received a bill for \$13,890 from Terracon for environmental testing at the Rio Medina Station #15 site. This amount was not included in previous cost sheets from the architect. Following discussion, Pam moved to reallocate \$13,890 from the 2020-2021 reserve fund & Budget to cover the invoice(s) and to add the same amount to the project cost of Rio Medina Station #15. Terry seconded her motion which was approved with a 3-0 vote.

5 - A - 2. SALES TAX REPORTS (End-of-Year and October):

Polly reported that the sales tax reports were emailed to the Board on October 12, 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 2020-2021 fiscal year continues to reflect an upward trend and growth. 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:

Nothing new to report at this time.

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

Terry moved to accept the financial report as presented to the Board and to pay all necessary bills and make 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 - (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 September run data, and the finished report was emailed to the Board. Please contact Polly if there were any questions and concerns. Polly also noted, with the help of the administrative team, Ronda received a password to Fire Programs, and she is now able to compile the VFD run data. The 2019 and 2020 data has been pulled and reports were sent to Polly for her review; she will forward them to the Board. For now, the VFD data will be exported quarterly in accordance with the contract; however, the administration team would like to move to monthly data exports beginning 2021. The data would be pulled on the 16th day of the month, following that prior month's activity. This will include a confirmation from each VFD ensuring that their data is completely entered for each department the day before on the 15th of each month.

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

Polly reported that the Allegiance revenue data is current through August 2020 with a copy of the most recent continual work-in-progress report emailed to the Board on October 12, 2020. The ageing 2019 accounts receivable report was also received by the financial department. The Board discussed the collection rate for incident services. The amounts of gross and net charges, insurance adjusted amounts, payments received, and balances due are detailed on the report for the Board's information and review.

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

According to our attorney, the current FRO program needs re-organizational changes/insurance updates. Hopefully, the concerns can be addressed during the master plan workshop and following processes. Due to John's absence, Polly read a directive from John – He recommended taking this item off the agenda until the EMS Committee had an opportunity to review and make recommendations. President Dziuk tabled this agenda item, and the board concurred.

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

Our attorney is making his final reviews on the document for the Northern 336/337 EMS Coverage Area. The EMS committee still needs to meet on this item with the contacted provider. The Board would like to see the contract implemented by first part of 2021. This agenda item was tabled.

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

6 – B – 1. MCESD#1 Paris Street Station #10 Annex Project and Updates:

6 – B – 1 – a. Budgetary Needs – Phase II Release of Funds from Budget Status to New Tracking Form:

The Facilities Committee had an approved Board motion for demolition, tree trimming and façade, up to \$47,000. At the September 30th Board meeting all quotes were refused because they all came in over \$50,000. Although the expense for tree trimming exceeded projected estimates, the Board determined that the tree trimming could easily be accomplished within the original \$47,000 approved funding for Phase 1. They had little else to report; except that 90% of the needed demolition was complete, two dumpsters had been paid for to take away debris, and a small plumbing repair had been done to shut off current water lines for demolition.

The Facilities Committee also updated the board on their plans for Phase 2, which would be presented in detail at the November meeting. They have decided not to take off the old office space, and they think a solution to fix the roof leaks has also been resolved, correcting the drainage problem. The Facilities Committee is in the process of obtaining three bids for roof repairs and plumbing repairs. Any further discussion on this agenda item was tabled.

6 – B – 2. MCESD#1 Rio Medina Station #15 – Project Updates, Budgetary Needs and Legal Agreement:

President Dziuk reported that the contractor had moved equipment to the Rio Medina Station #15 site and was ready to start.

6 – B – 2 – a. Award Financing RFP on Rio Medina Station Project(s):

Pam presented a review of the financial proposals given to MCESD#1 for the construction loan of Rio Medina Station #15 and the purchase of apparatus. The financial pros and cons of including the apparatus cost with the construction loan were explained and thoroughly discussed. While the committee thought a combined loan (facility construction + apparatus) would bring in a lower interest rate, this was not the case in the proposals submitted. There were five lending institutions involved in the process; however, only three finished the RFP process. President Dziuk asked if there was a penalty for early payment

and was informed that there was no penalty. After Board discussion, Pam moved to select Bank #2 for facilities construction only funding. Rodney seconded her motion which was approved with a 4-0 vote. (Michael joined the Board meeting at 7:42pm and concurred.) Before President Dziuk adjourned the meeting, he requested the name of Bank #2 – The Committee informed the board that Castroville State Bank had been awarded the construction loan for the RFP.

The board further unanimously approved a resolution authorizing Treasurer Beck & President Dziuk to execute the loan documents once attorney Ken Campbell reviews them, and to keep that project on track to meet the November draw request deadline.

6 – B – 1 – b. Construction Updates and Groundbreaking:

The Facilities Committee moved to hold the groundbreaking ceremony on Saturday, October 24, 2020, at 10:00am, provided the County Judge and Bartlett Cocke Construction could both be present. An alternate date of October 31st at 10:00 could be used if either one could not make the 24th. Marvin would meet with Polly on Thursday to discuss all other parties to invite, which included two local newspapers.

6 – B – 1 – c. Budgetary Needs – RFQs and Approved Funds from Budgetary Status to New Tracking Form:

6 – B – 1 – c – (1) Construction Add-Ons: Wiring, Communications, Alerting, PA, Data, etc.:

Polly reported from John's notes that he has created an RFP for this and will be working through committee and should have recommendations to the Board by the November meeting.

This agenda item was tabled.

6 – B – 1 – c – (2) Apparatus Acquisitions, Equipment, Specifications and Funding Timelines:

Polly reported per John's notes, that he recommends the Committee be given approval to move forward on final specifications and place order with Pierce (through H-GAC) for an engine, tender, and brush truck. Cost not to exceed \$1,200,000. There was much discussion on this matter regarding specifications, pricing, and purchasing of any demonstration units. President Dziuk wants to see the specs and to get approval from all the VFD chiefs in the District; emphasizing that the VFDs need to have input and approval. Terry moved to authorize the apparatus committee to get specifications and pricing information on the trucks for Rio Medina Station #15 and bring the entire package to the entire ESD Board for a decision in two weeks. Pam seconded his motion which was approved with a 4-0 vote.

6 – B – 1 – d. Rio Medina TIRZ Agreement:

This agreement is still pending and needs final approval and signatures on the legal documents. Polly noted this agenda item was nicknamed Rio Medina TIRZ Agreement a long time ago; however, it was actually an interlocal agreement between Medina County and the MCESD#1. The TIRZ agreement was approved years prior by Medina County. Preliminary drafts were e-mailed to the board for their review. A copy was also sent to Attorney Ken Campbell for final approval. Terry moved to approve a resolution authorizing President Marvin Dziuk, on behalf of the MCESD#1 Board, to enter into the interlocal agreement with Medina County for the purpose of receiving Available Tax Increment Funds in the form of payments to support the \$1,500,000 plus financing costs, for the Rio Medina Station #15 Project. Pam seconded his motion which was approved with a 4-0 vote.

6 – C. SECURITY, CAMERAS, and KNOX BOX:

Polly reported per John's notes, that this refers to the Station #10 door lock upgrades. The project was not completed in the last budget year and carried over. Allocated funds needed to be moved to the new budget year, Reserve Fund, due to the new fiscal year starting and the project lingering on past October completion. She requested the board reauthorize funds as a budget amendment for the new 2020-2021 budget year. Hopefully John would have actual projections ready to present at the November meeting. This would be for locks and add CCTV for Station #10. Terry moved to amend 2020-2021 budget for lock upgrades and addition of CCTV for Station #10 not to exceed \$18,000. Pam seconded his motion which was approved with a 4-0 vote.

After discussion, President Dziuk tabled the Knox Box agenda item topic.

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:

Nothing new to report. This agenda item was tabled.

7 – A – 3. Master Planning Workshop – Independent Mediator Agreement:

President Dziuk spoke to Rich Buchanan (formerly with ESCI - Emergency Services Consulting International) and negotiated an agreement. Mr. Buchanan has agreed to work with MCESD#1 Monday, October 26th through Thursday, October 29th for a flat fee of \$2,050 to be the mediator, plus a portion of the hotel expense, and possibly some travel expenses. Mr. Buchanan's mediation will include some Ken Campbell components on 1 day. Rodney moved to hire Rich Buchanan as independent mediator for the MCESD#1 Master Planning Workshop. Michael seconded his motion which was approved with a 4-0 vote.

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

8 – A. MCESD#1 – ADMINISTRATIVE REPORTS:

8 – A – 1. Billing Schedule:

This agenda item may be part of the Master Planning Workshop. VFDs need to agree on a process to get the runs entered monthly and decide who will get this data to the billing company after it is in the system.

The administrative staff data entry personnel from Mico and Castroville VFD at the meeting were asked their opinion about the current software, Fire Programs. Both VFDs stated that they liked the program and its multiple uses. One VFD representative asked if the software could be upgraded to allow access and data entry from any web browser; perhaps allowing incident reporting on phones, tablets, and PCs anywhere there is access to a web browser. This feature called Scene Connect is being investigated. President Dziuk asked if the billing company, Fire Recovery USA, was able to connect with Fire Programs now. Ronda reported there is a Fire Recovery billing Interface and this cost recovery and invoicing process is being investigated.

Polly reported per John's notes, that the Board did approve a new reporting system that integrates the billing component. John requested approval to move forward with Emergency Solutions so that he can begin setting it up and get some training planned. John would like to go live January 2021 or shortly thereafter...as soon as he can get everyone ramped up.

After discussion, President Dziuk tabled this agenda item, and the board concurred.

8 – A – 2. ISO – Update:

Polly reported per John's notes, that due to COVID-19, ISO has not started back up. The ISO field representative assigned has taken another position with ISO and MCESD#1 has not been contacted by the replacement. John would not expect anything happening in 2020 due to COVID-19. John requested that this item be removed from the agenda. President Dziuk asked that we keep the item on the agenda as a reminder for updates, the board tabled this agenda item.

8 – A – 3. EAGLE SCOUT PROJECT:

Polly reported per John's notes, that last year Eagle Scout candidate Robert Tolbert received approval from the Board to do a flagpole installation project at Castroville Madrid Station #10, This project was delayed due to COVID. Mr. Tolbert visited with John last week and presented revised project information and requested to do the project in December during the school winter break. Mr. Tolbert will bring final project plans that John will present to the Board in November.

9. NEW BUSINESS - INTRODUCTION OF ANY NEW BUSINESS:

9 - A. NEXT MEETING(s) – WORKSHOP DATES, GROUNDBREAKING, and NOVEMBER MEETING:

Master Planning Group Workshops:

Monday, October 26, 2020 6:00 – 6:30pm, Special Board Meeting
 Braden Keller Classroom 6:30 – 8:30pm, Workshop

Tuesday, October 27, 2020 6:30 – 8:30pm, Workshop
 Braden Keller Classroom

Wednesday, October 28, 2020 6:30 – 9:00pm, Workshop
 Braden Keller Gymnasium

Groundbreaking Photo:

Saturday, October 24, 2020 10:00am

November Meeting:

The next proposed regular meeting of MCESD#1 will be at 7:00pm on Wednesday, November 11, 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.


SAFE-D 20TH ANNUAL CONFERENCE:

SAVE THE DATE: SAFE-D 20th Annual Conference, February 18-20, 2021, Fort Worth Convention Center
SAFE-D registration is due November 1st. Polly will need to know by Friday, October 23rd if any board members are planning to attend; she will not be doing any late registrations. Anyone deciding to go past this cutoff date, will be responsible for their own hotel and event registration; however, expenses will be reimbursed.

10. ADJOURN (MOTION):

Rodney moved to adjourn the meeting. Pam seconded his motion which was approved with a 4-0 vote. President Marvin Dziuk adjourned the meeting at 8:59pm.

RESPECTFULLY SUBMITTED,



POLLY EDLUND

MCESD#1 PRESIDENT



MARVIN DZIUK