

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

MINUTES

WEDNESDAY, NOVEMBER 11, 2020 7:00PM

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

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, Michael Echtle, and Pam Mathis present. Administrative Coordinator Polly Edlund, Assistant Chief of Administration John Banning, Administrative Assistant of Finance Lori Stein, Ronda McNew, Siddons Martin Sales Representative Ryan Crady, Castroville VFD Asst. Chief Dan Thornley, Castroville VFD fire fighter Brian Anderwald were also in attendance.

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

Ryan Crady, Sales Representative for Siddons Martin/Pierce (1362 E. Richey Road, Houston, 77073, 281-413-1622 – cell, 800-784-6806 – office, rcrady@siddons-martin.com) was in attendance and introduced to the board.

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 (October):

Rodney moved to approve the minutes from the October 14, 2020, and October 28, 2020, meetings, and the October 26 - 28, 2020, workshop as presented. Pam seconded his motion which was approved with a 4-0 vote.

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

5 – A – 1. TREASURER'S REPORT and CURRENT BILLS DUE - (October):

In lieu of a detailed treasurer's report in the Board's meeting folder, Polly presented the balance sheet with all the MCESD1 accounts. Polly noted extra time needed for facility loan project and working with legal counsel, attributed to the shortage in time to get full financial report put together by meeting time. Polly requested the Board contact her if there were any questions and concerns regarding MCESD1 finances.

5 – A – 2. SALES TAX REPORTS (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.

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

VFIS had sent the annual renewal requests for all the VFDs and MCESD1. Asst. Chief Banning retrieved the mileage off the vehicles from all the stations; however, the annual confirmation sheet, sent annually to all VFD Departments for review as part of the annual renewal notification and verification process, was still pending.

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 make transfers as needed. Pam seconded his motion which carried with a 4-0 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 October run data and the finished report emailed to the Board. Please contact Polly if there were any questions and concerns. Polly also noted the VFD data will be exported quarterly in accordance with the contract;

however, the administration team would like to move to monthly data exports. The data would be pulled on the 16th day of the month, following close out of the prior month's run activity. Using the EMS run data and the Fire call data, a combined report, AKA 'Marvin Report' will be prepared with the emergency run totaled by map grid numbers of the county.

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

Polly reported that the Allegiance revenue data is current through September 2020 with a copy of the most recent continual work-in-progress report emailed to the Board on October 12, 2020, for the Board's information and review.

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

Recap - at the June meeting, MCESD1's attorney recommended the program be restructured; however, until then, the Board elected to provide additional insurance coverage on both the ESD side and the VFD side to make sure medical liability and workman compensation insurance requirements were met. The item was tabled again in October. Polly asked for direction on this item. This agenda item was tabled.

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

MCESD#1's attorney has this document on his desk, along with numerous other priorities for MCESD#1, hoping to get something back by the end of November. 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:

Recap - 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.

6 – B – 1 – a. Construction Updates:

Marvin reported the Committee received two estimates to trim trees over-hanging buildings and driveway/parking areas, shape/canopy several pecan and red oak trees, and seal all cuts on the oak trees, and haul away trimmings and miscellaneous debris from around the station. After discussion, Rodney moved to select Anderwald Construction and Hauling, (16060-1 Bandera Road, Helotes, 78023, 210-363-6986, andewaldag@gmail.com) at the quote cost of \$3,400.00. Michael seconded his motion which was approved with a 4-0 vote.

The Facilities Committee made the decision not to remove the old office space and hopefully, by correcting the drainage problem, the roof leak problem will be solved; however, another concern, in-slab plumbing problems, has surfaced. A plumbing company to investigate the suspected slab leak has been contacted and an evaluation scheduled. Upon the result of the plumbing assessment, Marvin recommended the Facilities Committee hold discussions to determine the next direction for phase II of the project, possibly obtaining three bids for roof repairs and plumbing repairs. However, until the result of the plumbing issue was determined, the project was on hold. No further discussion on this agenda item, item was tabled.

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

The Facilities Committee updated the Board on their plans for Phase 2 – roofing and plumbing (see above item discussion). Marvin reviewed the needed requirements with the Financial Committee for the cost tracking sheet for phase II. The Finance Committee explained the amount of funds needed for Phase 2 has yet to been determined, no Board approval, and the funds not released from budget status. No expenditures for phase II can legally occur, without board approval on the next phase. The Financial Committee further explained how the new tracking form works: the form provides tracking methods for the entire process of a project, from estimates given during the proposed budget process listed on the form as total project costs requested for budget purposes, the total project amount approved in the annual budget, the meeting date project approval was granted by board vote and removed from budget status into an active project. The percent of the project or total dollar amount of funds approved by the board on any given project or a specific phase limit if the project is being handled by phases. The percentage amount or approved amount of funding is then locked to the 'project cost tracker' page of the tracking form, where vendor amounts and project expenditures are entered and tallied. Commissioner Mathis explained the new tracking form is designed to help personnel, keep them from overspending, and to keep MCESD1 within legal guidelines. When the money runs out, the project should be over. If the tracking sheet reveals projected overages, the board is aware of it in advance via monthly e-mailed updates of the form(s), and will allow for planning on funding adjustments or budget

amendments ahead of time. "No more over spending!" Other Board members asked Commissioner Mathis if over spending had occurred, or been a problem in the past; to which she replied numerous incidences.

On another note, Staff noted the tracking form will also keep staff and Facilities Committee noticed on projects. A recent Handicap ramp project had been completed at station #12 (Mico station) without any notice to MCESD#1. John updated the board on an e-mail that had been sent out with pictures of the ramp project. Polly noted that she had no project notice, expenditure receipts, or purchase orders at all. Commissioner Hitzfelder reclarified with staff that neither of the ESD's Administrators had received any notice on the station project. Both Polly and John confirmed that no notice had been given or receipts provided prior to the completion of the project. Commissioner Hitzfelder directed Polly, since John was leaving on vacation the next morning, to get copies of the adopted policies out to the fire departments. Policies had been adopted to address these requests and everyone needed to follow the same procedures. No future action was taken on this topic.

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

6 – B – 2 – a. Awarding and Financing RFP on Rio Medina Station #15 Projects(s) Facility and Apparatus Loans and Resolutions of Acceptance:

Facility Loan with Castroville State Bank (CSB):

The CSB loan documents first draft was submitted to MCESD1 Attorney Ken Campbell for analysis and emailed to the Board for their review of the documents. Although the Board unanimously approved at the October 14th meeting, a resolution authorizing Treasurer Beck and President Dziuk to execute the loan documents once attorney Ken Campbell reviewed them to keep the project on track to meet the November draw request deadline, the bank would like the Board to re-approve, ratify, and sign a Certificate of Resolution at this meeting, now that the documents have been e-mailed to the board for review.

Pam moved to approve, ratify the resolution of 10-14-2020, authorizing President Dziuk, and Treasurer Beck, to sign the facility loan documents, upon Ken's final approval, at this November 11th meeting. Michael seconded her motion which was approved with a 4-0 vote.

Pam presented a revised Term Sheet from Castroville State Bank and reported that the Origination Fee for our loan is \$8,225 which is equal to one quarter of one percent of the total loan amount at execution of the loan agreement, and there were Legal Fees of \$25,000. The sum of the above, \$33,225 could be pre-paid out of pocket or taken out of the loan at the closing. After discussion, Pam moved to pay the Origination fee and Legal fees (\$33,225) separately out of MCESD#1 Reserve Sales Tax Funds. Michael seconded her motion which was approved with a 4-0 vote.

Rodney then moved to approve the bank loan documents, upon the attorney's final approval, and other related loan documentation needed to secure the loan, stating the MCESD1 Board Commissioners entered into the loan agreement and intend to finance the construction of a new Rio Medina Fire Station #15. Michael seconded his motion which was approved with a 4-0 vote.

Financial RFP for Apparatus Loan:

The Finance Committee received several proposals from financial institutions on the financial RFP for the apparatus loan. Following the last meeting, October 28th, the finance committee contacted the financial institution (PNC) who provides financing for Siddons- Martin, to allow them to present a proposal for the apparatus loan RFP. This financial institution has now contacted Siddons-Martin, the vendor, who has now offered several additional discounts which will reduce the overall apparatus costs. These discounts had now been sent to the MCESD#1's Apparatus Committee as an updated apparatus pricing proposal. One discount was for a "pre-pay" option which will restructure the MCESD#1 apparatus budget 1st proposed in June for the apparatus project. The pre-pay option would require funds to be paid out in December of 2020 in order to secure the pre-pay discount. The financial committee is in the process of going back to the other financial institutions to "re-submit" like kind proposals to make qualified financial comparisons and presentation to the Board. Commissioner Mathis noted, many of these time-related problems could have been prevented if the purchase packets had been submitted/approved earlier. With this latest turn of events and Wednesday, November 11th being a bank holiday the Committee is working diligently but may not have all the information back from the banks to meet the 1st draw deadline. Pam noted that there were many problems with the apparatus financing that could have easily been eliminated, i.e. last-minute receipt of truck quotes which caused a rush to get proper financing in place, which in turn limited time to get good responses back from financial institutions to make quality decisions., etc. The last-minute receipt of the apparatus quotes triggered a huge domino effect that was causing undo stress and RFP control factors making it very difficult for the Loan Committee, especially since she was trying to assist with the process while holding down a full time job. This agenda item was tabled.

6 – B – 1 – b. Construction Updates:

The Facilities Committee has submitted the first draw request of \$139,351.70 to the Financial committee for CSB. After discussion regarding the first draw and loan documents not fully finalized pending necessary resolutions discussed above, Rodney moved to pay Bartlett Cocke the first draw amount, \$139,351.70 out of the Sales Tax Funds account if needed, with the stipulation that when the loan is finalized, that CSB will return \$139,351.70 from the loan to the Sales Tax Fund. Michael seconded his motion which was approved with a 4-0 vote. Pam noted that if the loan committee gets the loan approved before the draw deadline, we may not use this option, but it was better to be prepared if it was necessary.

John reported the following from the November 10th construction meeting

- Meeting with the HVAC contractor on Wednesday to identify any possible savings
- Permanent power from Medina Electric – we are in the queue, but it might be 3-weeks to get power on site
- Permit for aerobic system – need maintenance contract before work can begin
- Fire and Domestic water line revision – cost savings of \$80,000 for hydrant placement
- Modifying the wash down room to facilitate a PPE washer

Marvin and John had informed Bartlett Cocke of the RFP for cabling, locks, CCTV, phones and sent Bartlett Cocke a copy as a possible bidder. Future Storage Building: The footprint was milled; however, now is the time to build the 20'x40' metal building. After discussion, Pam moved to allot an amount not to exceed \$60,000 in a change order for Bartlett Cocke to erect the 20'x40' metal building (~\$35,000), pour the concrete slab (\$15,000), and install conduits for utilities, water, and electricity. Terry seconded her motion which was approved with a 4-0 vote.

Also noted on John's documentation was a perimeter fence (\$35,000) for security; however, the Board did not act on this suggestion at this time. Discussions were also held regarding a project savings; which revolved around a change order to relocate the FDC (Fire Department Connection) to make it within 100 ft of the nearest fire hydrant. The original 4" non-metered fire protection line was on the NE corner right-of-way for the FDC, and the ESD was able to re-route the 4" non-metered line and the FDC to across Stone Loop street in order to be within the 100ft requirement of the nearest hydrant, which still ties into our emergency sprinkler system for fire protection, and saved impact fees that would have originally been paid out to Yancey Water for a new on ground Fire Hydrant in the old location. Rodney explained there was a total savings of \$80,000 in impact fees, and without the relocation modification change order, the District would have had to pay upwards of \$80,000 in fees based on the original plan. This change order and relocation allowed for the savings, and the change order costs were only \$26,375 to do the planning modification.

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

John reported that two RFP solicitations were released to the paper; RFP for data and cabling at station #15, and the concrete project up in Mico, and copies in board packets. Treasurer Beck questioned John about the 'RFP solicitation release to paper' dated November 10th, "Since when does this Board publish an RFP without voting on it?" Treasurer Beck remarked that he was familiar with the Mico Station #12 driveway project and costs associated; however, was not at all aware of the IT/Security System Installation Services specifications, or any dollar amounts approved to start the project for the Rio Medina Station #15. John deflected responsibility to President Dziuk who directed John to write the two RFPs and to solicit proposals without following proper procedures. After much discussion, President Dziuk apologized for overstepping his bounds; however, John claimed no responsibility since 'his boss told him to do it'.

Pam moved to correct the issue by approval of an RFP in the paper for approximately 14,300-square feet of concrete covered area to provide a concrete driving surface for emergency vehicle entry and egress from the Mico station in addition to staff parking with a spending cap of \$65,000. Michael seconded her motion which was approved by a 3-1 vote, Terry abstaining because of illegal procedures. Michael moved to publish an RFP in the paper soliciting proposals from qualified contractors for the design and installation of the following as part of the new station #15 construction project: data cabling and hardware, CCTV system, entry security/door locks, and phone system with a spending limit of \$103,916. Rodney seconded his motion which was approved with a 3-1 vote, Terry abstaining because he was not aware of the specifications for this project and had not received ample time to study it. Specifications and details on both RFPs could be obtained from John via email at bids@mcesd1.com and all proposals must be received no later than noon, November 23, 2020.

After these RFP were properly addressed, Commissioner Hitzfelder posed a question about tracking forms and construction change orders. Simply explained, any construction changes associated with the General Contractor were being tracked by Architect Debra Dockery as change orders, and these items reported to finance committee. Any other costs pertaining to the above RFPs and any other capital purchased budgeted items all need to have a tracking form attached to it.

6 – B – 1 – c – (1) Construction Add-Ons: Wiring, Communications, Alerting, PA, Data, etc.: Timelines and Discussions on November Deadlines:

John prepared an RFP request for these projects, see discussion under agenda item 6-B-1-c above for the RFP motion and approval. To make sure everyone is mindful and cognizant of construction timelines and other important dates, it was noted that John had been given approval for vacation days November 12th – 23rd, and the MCESD#1 offices would be closed for the normal County Holidays for Thanksgiving, Thursday 26th and Friday 27th.

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

Timelines and Discussion on November Deadlines:

Following the workshop and meeting on October 28th, the Apparatus Committee met to re-visit the truck quotes on hand, specifications of each truck, and new revised pricing proposal with additional pre-pay and multi truck discounts from one vendor. Upon this review, the Apparatus Committee prepared comparisons and comment sheets which were emailed out to the MCESD#1 Board on November 5th for their review. After all considerations and reviews, the Apparatus committee maintained its initial recommendation...to purchase the Pierce products and purchase the higher priced Enforcer PUC with CAFS. The Committee ascertains that the advantages of the Pierce products far outweigh the other products considered, additionally, the local service center is of great importance to the District to keep the apparatus properly maintained and in service.

Finance Committee submitted an updated budget worksheet for the Rio Medina Station #15. The original proposed dollar amount for the apparatus portion of the Budget on the Rio Medina Station Project included an engine, a tender, a small brush truck, and an additional \$65,000 for a District vehicle (suburban/or shared vehicle). This is what made up the \$1,193,000 + Additional Equipment \$59,100 for a total budget amount of \$1,252,100. The Finance committee used the rounded figure \$1,250,000 for the Financial RFP to banks. At the September 15th truck meeting, the CVFD recommended not purchasing a new suburban for CVFD. The ESD’s Budget committee did not take the \$65,000 out of the proposed budget dollar amount because of upcoming staffing requirements. Polly reminded the board that a vehicle was still needed for ESD staff to do the “pony runs” to stations to pick-up invoices, etc... if the new advisory team modifies the current processes in place.

Below is an overview of the current apparatus budget worksheet

Rio Medina Station #15 Project – Apparatus Budget worksheet on Truck Acquisitions / not including loan fees.

Apparatus	Budget	Motion 10/28	Actuals 11/5 After Discounts	Over/Under
Trucks	\$1,193,000.	\$1,186,268.	\$1,145,790.38 (with HGAC fees)	\$49,209.62
Truck Equipment	\$ 59,100.	\$ 59,100.	Pending	Pending

Siddons Martin Emergency Group, LLC
November 5, 2020 Quotes

1. 296-Pierce-Customer Enforcer PUC w-CAFS (Unit Price: \$613,571) – Quote # SMEG-0001134-6
Vehicle Price: \$624,039
Multi-Truck Discount: (\$10,468)
Full Prepay Discount: (\$14,445.82)
296 – Unit Total: \$599,125.18

2. 5237-Skeeter Ford F550 w-CAFS (Unit Price: \$229,715) – Quote # SMEG – 0001277-1
Vehicle Price: \$230,215
Multi-Truck Discount: (\$500)
HGAC FS12-19 (Fire): \$1,000
5237 – Unit Total: \$230,715

3. 284-Pierce-commercial Freightliner FL 106 Tanker, FX (Unit Price: \$321,633) – Quote # SMEG-0001339-3
Vehicle Price: \$327,131
Multi-Truck Discount: (5,498)
Chassis Prepay Discount; (\$7,682.80)
284 – Unit Total: \$313,950.20

SUBTOTAL: \$1,143,790.38

HGAC Fees S-12-19 (Fire); \$2,000 (HGAC Fees on Truck #1 & Truck #3)

TOTAL: \$1,145,790.38

After discussion, Rodney moved to have President Dziuk sign the Siddons Martin apparatus order as detailed above. Pam seconded his motion which was approved with a 4-0 vote.

6 – B – 1 – c – (3): County Interlocal Agreement (with MCESD#1 on Rio Medina Station #15) – Status Update:

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 on agendas; however, it was actually an interlocal agreement between Medina County and the MCESD#1. Future agendas will reflect the appropriate term. The TIRZ agreement was approved years prior by Medina County, and the TIRZ (Tax Increment Reinvestment Zone) did not include the ESD at that time. Preliminary drafts of the Medina County Interlocal Agreement with MCESD#1, regarding the Rio Medina Station #15, were emailed to the board for their review months ago. Polly recently resent/e-mailed it out again; because now we have new board Commissions on the board. A copy was also sent to Attorney Ken Campbell for final approval. Polly noted that it was time to get final approval on the agreement, in order to secure the facility construction loan on the station.

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 the MCESD#1 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. Discussion followed. Polly thought Marvin had been granted prior approval to sign the agreement once finalized. Pam had sent questions to Ken to be addressed on the agreement after she was given the opportunity to read it. Attorney Clay Binford has sent a copy of the County Interlocal Agreement to MCESD1 Attorney Ken Campbell for review. Pam moved to ratify any prior motion to authorize President 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 the MCESD#1 to support the \$1,500,000 plus financing costs, for the Rio Medina Station #15 Project. Michael seconded her motion which was approved with a 4-0 vote.

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

7 – A. MASTER PLANNING – STRATEGIC PLANS and ACTION ITEMS:

7 – A - 1. Approve a resolution to create a Temporary Transition Advisory Team:

Rodney move to adopt the resolution provided by attorney Ken Campbell to create a Temporary Transition Advisory Team and to accept the Master Planning project items within the resolution as drafted. Michael seconded his motion. After discussion regarding other agenda items yet to be discussed on the agenda for tonight, Rodney amended his motion to approve Ken's draft resolution regarding the Temporary Transition Advisory Team as presented with the removal of the consultant agreement with Rich Buchanan. Michael seconded his amendment to the motion. President Dziuk called for a vote on the amended motion which passed with a 4-0 vote.

7 – A - 2. Discuss and Appoint Two MCESD#1 Team members to the Temporary Transition Advisory Team:

Following discussion, Pam moved to appoint Rodney and Terry to represent the MCESD#1 as team members on the Temporary Transition Advisory Team. Michael seconded her motion. Motion passed with a 4-0 vote.

7 – A - 3. Approve a resolution to allow the TTA Team to start the discussion, procedures, and processes to assist the MCESD#1 Board in the hiring of an interim chief:

This agenda item was tabled.

7 – A - 4. Adopt memorandum of understanding for MCESD#1 and all entities to proactively participate in the new proposed Communication Plan:

This agenda item was tabled.

7 – A - 5. Adopt memorandum of understanding for MCESD#1 and all entities to participate in a positive manner with the new transition advisory team:

This agenda item was tabled.

7 – A - 6. Discuss and Consider approval of additional consulting agreement with Rich Buchanan, LLC to assist the TTA Team with special strategic planning projects and authorize MCESD#1 President to execute if approved:

Rodney moved to approve an additional consulting agreement with Rich Buchanan, LLC to assist the TTA Team with special strategic planning projects and authorize MCESD#1 President to execute if approved. Michael seconded his motion. After more discussion, Rodney amended his motion to include Phases 1 – 3 of the Focused Staffing Plan but omit Phase 4. Michael seconded the amended motion which was approved with a 3-1 vote, Pam voting against.

7 – A – 6 – a. Project 1 – RECRUITMENT & Staffing Plan Development for the Rio Medina Station:

Polly explained that this agenda item was related to the consulting agreement with Rich Buchanan, and might need to be incorporated into the MOU. Marvin noted he would discuss this proposed agreement with Rich Buchanan and work with her to make sure everything was drafted in alignment with that discussion. This agenda item was tabled.

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

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

7 – B – 1 – a. Canyon Creek Preserve Deed – Status Update:

The landowner contacted ESD staff regarding the deed and is ready to file it with the County Deed Records. The email response to ask about mineral rights, is pending. Polly asked for additional time and requested the item be tabled.

This agenda item was tabled.

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

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

Mico VFD reported that they received a Health and Safety grant for a PPE dryer (\$4,500) and no MCESD#1 match is required. This was informational only, no action item required. The item was tabled for future agendas.

7 – C – 2. PPE – Purchases in 2020 Budget Status -Timelines/Standardizations Specifications/RFQ Update:

Mico has given MCESD#1 their portion of payment of the structural PPE and the \$15,000 grant funds. The legal documentation is pending, waiting on the final invoice on the Wildland PPE. The structural PPE for LaCoste VFD and Mico VFD have been delivered. The wildland gear that was ordered was found to have a 1 year old tag upon inspection of shipments received, and was sent back for replacement with new gear with full 10 year life span. The grant will be closed out upon receipt of the new shipment when received.

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

8 – A. MCESD#1 – ADMINISTRATIVE STAFF REPORTS:

Marvin asked that items 1 & 2 be tabled and left on future agendas at the last meeting. Staff had nothing new to report on item 1 or 2. Both items were tabled by the board.

8 – A – 1. Billing Schedule - Update:

This agenda item was tabled.

8 – A – 2. ISO – Update:

This agenda item was tabled.

8 – A – 3. EAGLE SCOUT PROJECT:

John reported that Eagle Scout candidate Robert Tolbert is working on raising funds for his flagpole installation project at Castroville Madrid Station #10. Robert is making and selling cookbooks that feature first responder recipes to raise the funds.

9. NEW BUSINESS - INTRODUCTION OF ANY NEW BUSINESS:

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

The next proposed regular meeting of MCESD#1 will be at 7:00pm on Wednesday, December 9, 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.

9 - B. SAFE-D 20TH ANNUAL CONFERENCE – Participation / Hotel Deadline:

The SAFE-D 20th Annual Conference is tentatively scheduled for February 18-20, 2021, at the Fort Worth Convention Center. The Conference Hotel currently will open rooms for block reservations on December 1st and Polly requires a head count of who might be interested in attending for hotel reservations IF the conference is not cancelled. She will try to reserve a block of rooms for that many people...Polly, John, Lori, and Marvin responded in the affirmative. It is easier to cancel later, than find a hotel once all conference participants & vendors start fighting for rooms at nearby hotels.

9 - C. Memorandum of Understanding (MOU):

A new memorandum of understanding needs to be drafted, adopted, and signed to allow MCESD#1 and all participating agencies to proactively participate in the proposed Temporary Transition Advisory Team, Communication Plan and to participate in a positive manner with all team members. Marvin would work with Polly and maybe Rich to get an MOU drafted by the December meeting.


9 - D. BCESD2 Josh Brown – Transition Consultant:

The board also discussed allowing Bexar County ESD#2 representative Josh Brown participate as a possible consultant for the Transition Advisory Team. Marvin would also work with staff to make sure the MOU includes options for outside consultants.

10. ADJOURN (MOTION):

Rodney moved to adjourn the meeting. Michael seconded his motion which was approved with a 4-0 vote. President Marvin Dziuk adjourned the meeting at 9:11pm.

RESPECTFULLY SUBMITTED,



POLLY EDLUND

MCESD#1 PRESIDENT



MARVIN DZIUK