

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

MINUTES

WEDNESDAY, DECEMBER 9, 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 7:00pm, and established a quorum with Board members Rodney Hitzfelder, Terry Beck, Michael Echte, and Pam Mathis present. Administrative Coordinator Polly Edlund, Assistant Chief of Administration John Banning, Administrative Assistant of Finance Lori Stein, and Ronda McNew were also in attendance. Attendees representing Mico VFD were Mico VFD Board President Linda Murphy, and Mico VFD representatives Susan Tinsley, and Ian Zobel. Castroville VFD Chief Rick Lair, Castroville VFD fire fighters Melanie Godwin and Billy-Jim Perez were present. BSA Eagle Scout candidate Russell Tolbert, Rio Medina resident Tom Page, and Mico resident Joe Suszczyński were also in attendance.

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

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 - A. Russell Tolbert – BSA Eagle Scout Update on Flagpole Project:

President Dziuk called on BSA Eagle Scout candidate Russell Tolbert. Russell updated the Board on the funding progress of his flagpole project. Russell collected recipes from First Responders and published them in a cookbook which he is selling for \$15 each. His goal is to make \$3,000 to cover the cost of the project. Russell reported that all is going according to plan and he will keep the Board apprised. President Dziuk thanked Russell for keeping the Board updated and for the efforts being made.

Michael Echte is retiring from this ESD Board position effective December 31, 2020. President Dziuk thanked Michael Echte for his five years of service to the Board, praising him for all his tireless efforts, and for being instrumental in the creation of the FRO program. 'Michael will always be forever commended for his FRO accomplishments.' The Board presented Michael with a framed, commemorative shield honoring him and his services.

3. CONCERNED CITIZEN COMMENTS:

Mico VFD Board President Linda Murphy stated that at the November 11th MCESD1 meeting, it was noted (see November 11th meeting minutes, **6 – B – 1 – a. Budgetary Needs – Phase II Release of Funds from Budget to New Tracking Form** section for details), that Mico VFD addressed a building problem, a wooden ramp that was not ADA compliant, without properly notifying the ESD and getting their approval. Ms. Murphy explained she wanted to clarify the true facts, for the record. She presented each member of the Board a copy of an email chain addressed to John Banning that began on February 13, 2020, at 8:22am requesting ESD guidance and assistance with two items, a wooden ramp and erosion of base material. John responded at 8:59am on the same day, 'Thank you, will inform committee to address.' Mrs. Murphy stated that Mico VFD did contact ESD staff, and she just wanted to make sure the board knew Mico VFD did follow proper procedures. The ADA ramp was needed by a deadline to address the handicap issue related to the election process. Mico tries to do the correct thing, they are volunteers, and she needed to set the record straight. There was no further ESD action noted. President Dziuk thanked Ms. Murphy for bringing the matter to the attention of the Board and noted that the Board could not comment on her concern under the citizen comments section of the agenda.

4 - A. MINUTES, RESOLUTION OF ACCEPTANCE (November):

Terry moved to approve the minutes from the November 11, 2020, meeting as amended. Rodney clarified his previous statement regarding impact fees and project savings in the **6 – B – 1 – b. Construction Updates** section of the minutes stating that the extension of the fire and domestic water lines cost was \$26,375, a saving of \$80,000 in impact fees. Polly explained that she encountered some confusion on this topic at the November meeting, and had consulted with John on this topic, because she could see a mathematical error in the equation (\$80,000 original impact fees less \$26,375 relocation expense did not add up to \$60,000, an amount stated in the discussion. Rodney understood her concern; and asked to re-work the minutes to reflect the total savings of \$80,000 in impact fees, because this was the total savings, and without the relocation

modification approval, the District would have paid the \$80,000 in impact fees. Polly noted she could take the \$60,000 amount totally out of the paragraph, and would incorporate the \$80,000 impact fee savings just as Rodney had requested. She would note separately the relocation cost of \$26,375, which was reflected on change order documentation. Polly noted another correction addressed in the **6 – B – 1 – c. Budgetary Needs – RFQs and Approved Funds from Budgetary Status to New Tracking Form** section of the minutes, the statement 'Any other costs pertaining to the above RFPs or any other capital purchased budgeted items all need to have a tracking form attached to it' was revised at the request of Commissioner Beck. Pam seconded the 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 - (November):

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 bills due. Polly stated that a 'new sales tax loan account' had been created as a fund to hold sales tax debt/annual loan payments and required percentages on loan secured funds. 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 noted that money needed to be moved to the 'Reserves Fund' from prior year's surplus funds still in the Current Year Money Market account, and requested a motion for this event. Secondly, Polly stated that the ESD continues to pay TX Door for major door repairs approximately every two years at the EMS station suggesting possible resolutions on future agendas. Lastly, LaCoste VFD requested a budget realignment for December 2020, moving surplus training funds not spent due to COVID to be used for PPE (boots, helmets, gloves, and hoods) and truck maintenance. A motion is needed to allow the budget realignments.

5 – A – 2. SALES TAX REPORTS (November):

Polly reported that the sales tax reports were emailed to the Board on December 5, 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 as reflected on the MCESD#1 Sales Tax Projected Cash Fund Report included in the Board's meeting folder.

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

In November, it was reported that VFIS sent the annual renewal requests for all the VFDs and MCESD1. MCESD1 staff retrieved the mileage off the vehicles from all the stations; however, a confirmation sheet will be sent to all Departments as a part of the notification and verification process.

After receiving phone calls from VFIS that the insurance renewal was still pending, Polly sent out an annual Insurance review sheet to the VFD's for review and comment. More importantly, the insurance company was informed to not allow any lapse in coverage by extending the current policies. When the VFD reviews are complete and finalized, the policies will be amended to reflect proper, complete coverage. Two VFD's contacted Polly with comments regarding replacement values of their apparatus and requested meetings to be scheduled to discuss their coverages. Polly reported that the renewal procedure for the VFD policies was still in progress, pending confirmation from the departments.

5 – A – 4. AUDITOR ENGAGEMENT LETTER 2019-2020 – Coleman Horton and Company:

MCESD1's required standard annual audit for 2019-2020 is due. It is the recommendation of the Finance Committee to approve the engagement of Coleman Horton and Company to perform the audit. A copy of the engagement letter was emailed to the Board for their review on December 7, 2020. Since the cost of the audit is \$7,250 which is over the \$2,000 limit, a Board motion is required to take the funds out of budget status and approve the engagement letter. Pam moved to engage the services of Coleman Horton and Company to perform MCESD's 2019-2020 audit for \$7,250. Terry seconded her motion which was approved with a 4-0 vote.

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

Terry moved to transfer \$400,000 from the current year money market fund to the reserve fund, allow LaCoste VFD a onetime budget realignment of up to \$20,000 for PPE and truck maintenance as discussed under Treasurer's report, and 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 Call Type)

Allegiance submitted the November run data and the finished report emailed to the Board on December 5, 2020. Please contact Polly if there were any questions and concerns. Polly also noted the VFD data will be exported on the 16th day of the month, following that prior month's 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 grid numbers of the county.

Meeting packet documentation reflected some VFDs voiced concerns pertaining to the responsibility of standard procedure regarding data entry that may need to be addressed at a later date.

Polly reported that the Medina County 911 District is making software changes to get mapping design data in an online cloud type data base, an effort to correct map linking resources to the Sheriff's CAD. If these programming changes enables Law Enforcement to sync CAD maps to vehicle devices, then the process of adding digital capabilities to the Fire and EMS side becomes a more realistic project for ESD's. The possibility of getting map data to automatically sync to VFD and EMS vehicle devices would reduce a portion of the required data entry. Presently, information such as addresses, property owner's names, type of call, units responding/personnel, etc. is currently being entered by volunteers. ESD staff will update the ESD as things progress on the County's side.

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

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

6 – A – 3. MCESD#1 Northern 336/337 Coverage Area – EMS Contract:

MCESD Staff received an update and final reviewed copy of the EMS contract for the 336/337 coverage area. The staff has reviewed the document and sent a copy to Chief Kevin Clarkson. The staff recommends that the Board approve the final draft from Attorney Ken Campbell who incorporated all the BCESD#7 redline corrections. Rodney moved to approve the 336/337 coverage area EMS final draft contract as approved by Attorney Ken Campbell and to move forward with the EMS transport in the northern-most area of the county. BCESD#7 will take over the service currently provided by Bandera EMS. Terry seconded his motion which was approved with a 4-0 vote. MCESD staff will meet with Chief Clarkson, notify Bandera County EMS, and notify Medina County Emergency Management Coordinator Keith Lutz for adjusted dispatch procedures.

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

6 – B – 1. MCESD#1 NEW ADMINISTRATION OFFICE – County Building Proposal and Updates:

Rodney reported that the Medina County would seek bids next week on the space in County Building on 471 S. They plan to bid out the space designed for MCESD#1 separately to get a reasonable lease rate. Not including the elevator, they would base the rent rate on the cost to finish out the MCESD#1's office space. Commissioners raised questions if anything was finalized in written form. Nothing had been finalized. President Dziuk questioned the ESD commitment to the project. This agenda item was tabled.

6 – B – 2. MCESD#1 Paris Street Station #10 Annex Project and Updates:

6 – B – 2 – a. Construction Updates:

President Dziuk reported that the tree trimming was complete, and the plumber inspected the current situation. It was reported that the plumbing in slab was all okay; however, areas outside the building had been compromised where the line connects into the city sewer line. He was currently seeking bids for Phase II, the Exterior Insulation and Finish Systems - EIFS (Styrofoam coated with mesh and plaster or synthetic stucco) siding and a new roof. He would work with ESD staff to get all the proper forms filled out by the January meeting.

President Dziuk also presented the idea to use this ESD-owned space, the old Paris street remodeled station for VFD office space, which would free up the old ESD offices in the 800 Madrid Station #10 bldg. He suggested moving the ESD staff back into the 800 Madrid offices rather than leasing office space from the County at the County Annex location. Two Commissioners on the Finance Committee remarked they were not in favor of paying rent, and preliminary explanations reflected possibilities of a free office option, which is now changed to a rental agreement. ESD Administrative Coordinator, Polly Edlund expressed concerns that they now have three employees with the potential of a new Fire Chief, a total of four; which was two more than before they moved out in 2019. One of the offices at 800 Madrid had now been assigned to the EMS Chief. She had concerns the ESD Administration Team required additional office space than previously, and asked if there were options available to close in the small bay at 800 Madrid to accommodate the EMS Chief, leaving the remaining three offices for four ESD staff, and room for housing required records. Marvin explained the ESD had several options for staff offices – Paris Street, Madrid Street, and Rio Medina #15. A preliminary floor plan was being drawn for consideration. After discussion, this agenda item was tabled.

6 – B – 2 – b. Budgetary Needs – Phase II Release of Funds from Budget to New Tracking Form:

Marvin explained the committee was in the process of gathering data for this item and was not ready to present at this time. This agenda item was tabled awaiting Phase 2 plans and overviews.

6 – B – 3. MCESD#1 Rio Medina Station #15 – Project Updates, Budgetary Needs and Legal Agreement:

6 – B – 3 – a. Financing RFP Award(s) on Rio Medina Station #15 Project(s):

6 – B – 3 – a – (1). Apparatus Loan and Resolutions of Acceptance and Apparatus Acquisition Update:

Pam submitted a bank RFP comparison spreadsheet on the apparatus loan proposals that was emailed to the Board Prior to the meeting for information and review. Pam presented a short overview of the proposals and fielded questions. After discussion, Pam moved to accept bank 2 (with a local branch) for the apparatus loan, which included the prepay discount option, and the down payment made early, at the same time the loan funded the prepay funds to the truck vendor; and that President Dziuk and Treasurer Beck be authorized to sign the loan documents once finalized. The truck order will be placed tomorrow, December 10th and the ESD has 30 days from this date to fund the loan and pay the truck vendors. Terry seconded her motion which was approved with a 4-0 vote. President Dziuk thanked Pam for all her time and efforts on both financing RFPs.

6 – B – 3 – a – (2). Facility Loan Completion and Update:

The facility loan with Castroville State Bank for the Rio Medina Station #15 was finalized on November 19, 2020, with facility construction draws requested and funded monthly.

6 – B – 3 – b. Construction Updates, Any Change Orders, & Monthly Draw requests:

The monthly draw request of \$215,535.05 was emailed to the Board for their information and review. Terry moved to approve the Bartlett-Cocke Draw request #2. Pam seconded his motion which was approved with a 4-0 vote.

John presented three change orders, with support documents, received from Architect Debra Dockery totaling \$47,981. These items are:

1A – Milling at future auxiliary storage building: \$7,448

1B – Milling a future apparatus bay expansion: \$14,158

2 – Extension of fire and domestic water lines: \$26,375 (resulting in gross of \$80,000 savings in impact fees – net savings, \$53,625) Total: \$47,981

There are two outstanding change orders - the infill of the hollow cavity 3-5-feet wide and 25-feet deep (cave or karst) with pea gravel/proper flow over material and add plumbing electrical requirements and upsize the water heater for a future extractor. Terry moved to approve the change order to address the karst situation (approximately \$5,000). Pam seconded his motion which was approved with a 4-0 vote.

John noted that foundation concrete is scheduled for pour on Thursday, December 10th, structural steel is scheduled for delivery and building erection commencing the week of December 14th. The auxiliary building is being designed.

6 – B – 3 – c. Budgetary Needs – RFQs - Approved Funds from Budgetary Status to New Tracking Form:

6 – B – 3 – c – (1) Construction Add-Ons: Wiring, Communications, Alerting, PA, Data, RFP Update:

At the November 11th meeting, the Board approved a motion 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; however, no proposals were received. Marvin commented that 5 like kind companies had been solicited to pick up bid packets, and all reported back the same issue, with the COVID situation causing work for at home school and work digital needs, they did not have the time availability to submit a bid based on the ESD's timeline. The facilities committee is requesting that Bartlett-Cocke manage this project in the change order format, and try to locate sub-contractors to do the work. The item was tabled.

6 – B – 3 – c – (2) Apparatus, Equipment, Specifications, and Funding Timelines:

The Apparatus order was signed following the November meeting and pre-Loan instructions already communicated to truck vendors. As soon as the apparatus loan closes with the financial institution, the pre-pay options will fund to truck vendors. This agenda item was tabled.

6 – B – 3 – c – (3): FF&E, Specifications, Purchasing/Funding to Meet Holiday Sales Timeline and Storage Plan:

MCESD Staff recommends getting FF&E out of budget status to make purchases taking advantage of holiday sales. Pam moved to move up to \$600 out of budget status to purchase six metal chairs for EMS' use in Station #10. Terry seconded her motion which was approved with a 4-0 vote. After discussion, the FFE Rio Medina Station #15 was moved from budget status

to active status. Pam moved to move \$66,531.60 from budget to active status for the purchases on the FF&E list, presented by John to the finance committee during the June budget meeting. Terry seconded her motion which was approved with a 4-0 vote. Polly noted that the finance department needed proper documentation on all purchases.

6 – B – 4. Station #12 – Mico Station Projects – Committee Updates, Funding, and Timelines:

6 – B – 4 – a: Concrete Project and Well Project – Updates:

Concrete Project - At the November meeting the Board approved placing 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 station in addition to staff parking with a spending cap of \$65,000.00; however, no proposals were received. The Facilities Committee will reevaluate the project.

Well Project – Marvin discussed the well issues: the sediment-problem at Mico VFD was investigated by D'Spain Sales and Service, Inc, PO Box 1269, Bandera, TX 78003 (830-796-3697) and there are several avenues possible to rectify the problem. The cost to clear up the sediment problem was \$1,800:

1. Drain both concrete water 5,000-gallon storage tanks and power wash - \$800
2. Lower well pump about 100-feet and open-flow well until it clears up, let well set for about an hour and then repeat until well is running clear water. This process may take some time (allow 1/2-day). There is no guarantee that the sediment problem will not reappear, but this is a least expensive first step - \$600 labor
3. After draining and power washing storage tanks, D'Spain needs to see if the outlets that feed the pressure pump need to be raised farther off the bottom of storage tanks - \$400, material to lower well pump 100-feet

Further investigation/repair could begin as early as the week of December 14th. The Board concurred that this was an emergency type situation, and authorized Marvin to continue to get the well situation resolved.

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. Resolution to create a Temporary Transition Advisory Team – Update on Revised Resolution adopted at November Meeting, including a goal 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, and development of a program addressing staffing of Station #15:

At the November 11th meeting, the ESD Board approved a Resolution to create the TTA Team assigned two representatives from the MCESD#1, approved adding representatives from the VFD and EMS entities, and approved the resolution that had wording encompassing two projects - the interim Fire Chief process and developing of a program addressing staffing for Station #15.

However, the agenda items given to staff by Rich to place on the agenda were listed separately compared to legal council's resolution, and the interim Chief discussion and the MOU got tabled. This agenda item is being placed back onto the agenda to get clarification on wording within the resolution document, and realignment with the MOU wording, to keep everything legal and correct. The resolution was emailed to the Board prior to the meeting for their review.

Terry moved to RE-adopt the amended final draft of the resolution. Michael seconded his motion which was approved with a 4-0 vote.

7 – A - 2. Adopt MOU for MCESD#1 and all entities to proactively participate in the new proposed Communication Plan and to participate in a positive manner with the TTA Team:

The MOU was emailed to members of the Board for their review. Terry moved to adopt the final draft of the MOU as presented. (*which required all entities to proactively participate in the new proposed Communication Plan, participate in a positive manner with the TTA Team, and to work on the first three projects assigned to the team*) Michael seconded his motion which was approved with a 4-0 vote.

7 – A - 3. Discuss and Consider approval of a Citizen at Large to be assigned to the TTA Team:

President Dziuk recommended the Board appoint Tim Hildenbrand as the Citizen-at-Large to the Temporary Transition Advisory Team (TTA Team). Terry moved to appoint Tim Hildenbrand to serve as the TTA Team's Citizen-at-Large. Rodney seconded his motion which was approved with a 4-0 vote.

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:

wood ramp was very problematic for individuals in wheelchairs and since the fire station is used by Medina County as a polling place the hazardous situation required action. Since Pam also serves as a Medina County election official, Pam was in constant communication with Medina County Elections Administrator Lupe C. Torres to be sure that the Mico polling facility was prepared and compliant with the COVID-19 situation. Mr. Torres contacted her upon not hearing back from ESD staff, and she setup a meeting with him, and the Mico Chief at the Mico station to discuss using the bays at the station, in lieu of the conference room, to keep the voting machines 6 ft apart to comply with State Covid regulations. As previously stated, and noted on the email chain, Assistant Chief of Administration John Banning's guidance and assistance was requested by Ms. Murphy in February 2020, however, there was no action happening by the facilities committee on her request. After waiting over eight months for ESD to follow-up, and with a national, state, and county level election scheduled for November 3rd, which was also going to encompass a state elections audit on the facility, Pam advised the Mico VFD to proceed and fix the ramp problem making it totally ADA compliant, to make the facility ready for the election, which was within a couple of weeks. President Dziuk apologized to Mico VFD Board President Linda Murphy and the Mico VFD for 'dropping the ball' on this situation. Ms. Murphy graciously accepted President Dziuk's apology.

10. ADJOURN (MOTION):

Terry moved to adjourn the meeting. Pam seconded his motion which was approved with a 4-0 vote. President Marvin Dziuk adjourned the meeting at 9:00pm.

RESPECTFULLY SUBMITTED,


POLLY EDLUND

MCESD#1 PRESIDENT


MARVIN DZIUK