

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

MINUTES

WEDNESDAY, JULY 14, 2021, 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 Terry Beck, Thomas Page, Pam Mathis, and Rodney Hitzfelder present. Administrative Coordinator Polly Edlund, Assistant Chief of Administration John Banning, Administrative Assistant of Finance Lori Stein, Medina County Precinct 2 Justice of the Peace Judge Wm. T. Tschirhart, and Ronda McNew were present. Castroville VFD was represented by Lieutenant I Melanie Godwin and Lieutenant Billy-Jim Perez. Mico VFD representation was Assistant Chief Ian Zabel, Captain Susan Tinsley, and VFD Board President Linda Murphy. Firefighter Jarrett Ferris represented LaCoste VFD.

1 – A. PLEDGE OF ALLEGIANCE and ANY SPECIAL GUESTS/RECOGNITION(S):

President Dziuk welcomed Medina County Precinct 2 Justice of the Peace Judge Wm. T. Tschirhart to the meeting and then 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. COMMISSIONER STATUS:

2 – A. OATH OF OFFICE/NEW APOINTED COMMISSIONER SWORN IN TO FILL VACANT TERM:

At the June 17th Medina County Commissioner's Court meeting, the Court appointed Thomas Page to fill Michael Fisher's vacant term. Mr. Fisher resigned June 30th and moved to the Fort Worth area. Precinct 2 Justice of the Peace Judge Wm. T. Tschirhart swore in Thomas Page as a Commissioner on the Board for the appointed term of office of July 2021 to December 31, 2022. The Board thanked Judge Tschirhart for his time and efforts and Judge Tschirhart, in turn, thanked and expressed his appreciation to the ESD for their service. Medina County Precinct 2 Justice of the Peace Judge Wm. T. Tschirhart exited the meeting after administering the oath of office and swearing in of Commissioner Thomas Page to the Board.

2 – B. BOARD OFFICER/POSITIONS ESTABLISHED/APPROVED BY NEW COMMISSIONERS:

Following discussion, Rodney moved to keep the Board officer positions the same with Tom Page assuming the Secretary position vacated by Michael Fisher. Terry seconded his motion which was approved with a 4-0 vote.

2 – C. TRAINING REQUIREMENTS and SAFE-D 2021 and 2022 CONFERENCE DATES:

Polly reviewed the training requirements for Commissioners and noted various training opportunities.

1. New Commissioner Step One – Open Meetings Act and Public Information Act Certificates
2. SAFE-D.ORG Website for Webinars and Online Training (Last Monday of the month, one-hour of ESD Commissioner Continuing Education training each session)
3. Fall Event - September 16-18, 2021, at the Fort Worth Convention Center - an exclusive review of the 87th Legislature, along with the training needed to improve ESD operations. SAFE-D will apply to the V.G. Young Institute of County Government, part of the Texas A&M AgriLife Extension Service, to serve as the event's Educational Sponsor for purposes of continuing education and certify this training for up to nine-hours of ESD Commissioner Continuing Education. Polly also noted that she reserved five-rooms for this event and Commissioners needed to advise her of travel plans for the event.
4. 2022 Annual Conference - Scheduled February 17-19, 2022, at the Kalahari Resort and Convention Center in Round Rock.

3. CONCERNED CITIZEN COMMENTS:

None.

4. CONSENT AGENDA - DISCUSSIONS & POSSIBLE RESOLUTIONS ON THE FOLLOWING:

4 – A – 1. MINUTES, RESOLUTION OF ACCEPTANCE – (JUNE):

4 – A – 2. ACCEPT FINANCIAL REPORTS and APPROVAL FOR PAYING BILLS and APPROPRIATE FUND TRANSFERS:

4 – A – 3. SALES TAX REPORTS (JUNE/YTD):

4 - A - 4. DISTRICT-WIDE FIRE and EMS RUN REPORTING and QUARTERLY FINANCIAL and OPERATIONAL REPORTS REQUIREMENTS:

4 - A - 5. INSURANCE - ANY INSURANCE ISSUES REPORTED/CLAIMS/ANNUAL RENEWALS/ WORKER'S COMP ISSUES:

Mico VFD verbally reported the loss of a portable radio to the Budget Committee last week. The radio was accidentally left at a scene with continued efforts being made to recover it. Radios are MCESD1 owned equipment and on the ESD's inventory list of assets. The insurance deductible is \$250, and the replacement value is \$850 - \$895 for an XTS5000 series radio. It is the recommendation of the ESD staff that if a similar replacement XTS5000 series radio priced less than \$1,000 from a used radio supplier is available, then staff will work with Mico VFD to get the replacement in place without an insurance claim. However, if a similar radio cannot be located and a newer model is required as the replacement, then an insurance claim may be considered and would be on the next month's meeting agenda.

Staff sent a request to the department for a lost equipment report with corresponding serial numbers and awaiting response. This inventory has serial numbers and other details recorded at both the County and the MCESD#1 levels. Mico VFD is working with John with serial numbers and other details needed for the replacement process. The Board unanimously agreed with the Staff recommendation. Pam moved to accept, adopt, and approve all reports and to appropriate fund transfers within Consent Agenda Items 4-A-1, 4-A-2, 4-A-3, 4-A-4, and 4-A-5. Tom seconded her motion which was approved with a 4-0 vote.

4 - B. CONSENT AGENDA ITEMS PULLED OUT FOR DISCUSSION:

None.

5. COMMITTEE/STAFF REPORTS - DISCUSSIONS and POSSIBLE RESOLUTIONS ON THE FOLLOWING:

5 - A. EMS COMMITTEE - Committee Updates:

5 - A - 1. EMS Committee Meeting and Allegiance Contract:

Polly stated that the EMS Committee is waiting for additional information from Medina County ESD#4's RFP before moving forward with a new contractual agreement for EMS Services. MCESD#4 closed its EMS service provider RFP; however, will not award the new contract until the end of September. At a prior meeting, MCESD1 extended the current Allegiance Mobile Health EMS contract for an additional three months, July-September 2021, allowing MCESD1 to get all the research in place and make recommendations. Since Allegiance Mobile Health contract is in place until the end of September, this agenda was tabled.

John stated that Dr. Manifold died over a year ago and the UT Health system graciously appointed an interim Medical Director (pro-bono) until MCESD1 found a permanent solution, a gesture that was intended to last about 90 days. MCESD1 were informed by Allegiance, that they can provide this at no cost to the ESD. John requested permission to work with Allegiance to do this. Following John's statement for an urgent need for a Medical Director to be addressed and detailing John's presentation regarding Allegiance Mobile Health offer of 'no charge' service, Pam moved to allow Allegiance Mobile Health to provide Medical Director services. These services also include training, track CEs, and FRO coverage. Terry seconded her motion which was approved with a 4-0 vote.

5 - B. FACILITIES and FINANCE COMMITTEE - STATION CONSTRUCTION IN PROGRESS - COMMITTEE UPDATES:

5 - B - 1. MCESD#1 NEW ADMINISTRATION OFFICE - County Building Proposal and Updates:

5 - B - 1 - a. Amendment to budget line item to fund office furniture at new Administrative Offices at County Building:

John reported that he recently completed a walk-through of the new office space and reported installation of drywall, and painting of the walls was in process. The installation of the elevator scheduled in August with an estimated completion date of September and office space occupancy scheduled for late September-October.

John presented the Board a detail of office furniture and other needs for the new HQ offices and Station 15 offices in the amount of \$33,489. The amount for two desks, nine various chairs, one credenza with hutch, and one storage unit for Station 15 use totaled \$7,836. The expenditure for the new HQ offices totaled \$25,653. This amount included: seventeen various chairs, four desks, eight various credenzas, four lateral files with hutch, four bookcases, three conference tables, three 50" TV monitors, five 'county system' telephones, one refrigerator, one computer, two monitors, one docking station, and various items such as lamps, organizers, etc. The detail, with pricing, was included in the Board's meeting folder. Also included in the meeting folder was a price breakdown for the County's Zulty's phones and equipment totaling \$2,780. (Phone system - 5-Zulty 45G POE telephones, 5-premium user licenses, 5-instances (per phone) to bring warranty concurrent to existing equipment, and 1-miscellaneous installation hardware. Pricing includes using cabling in place, all programming and installation, connection of CO lines, SIP trunks onto existing Zulty's system, user training, and full Zulty's product warranty to run concurrently with existing equipment.) This pricing was included in the above \$25,653 amount. Not included in the cost is IT-needed equipment such as router, etc.

5 - B - 1 - b. MCESD#1-Medina County Lease Agreement - Administration Offices:

The Board received a copy of the Medina County Lease agreement via email.

Discussions began on the agreement; however, Terry moved to go into executive session. Pam seconded her motion which was approved with a 4-0 vote. The Board went into Executive Session at 7:32pm.

II. EXECUTIVE SESSION – CLOSED MEETING:

The MCESD#1 Board of Commissioners meet in closed executive session as authorized by Texas Government Code Chapter 551 under one or more of the following sections of Chapter 551, Texas Government Code: §§ Section 551.074 (*Personnel Matters*), and 551.087 (*Economic Development*).

A. Discussions and Deliberations related to Demographic Reports and Economic Development in the area, the impacts related to Fire and EMS and District's Master Planning; to include real property and/or future station planning and land acquisitions, internal District structures, District hiring procedures, staffing, and personnel matters.

CLOSED EXECUTIVE SESSION:

Pam moved to close the executive session. Terry seconded her motion which was approved with a 4-0 vote. The closed executive session concluded at 8:28pm.

III. RECONVENE IN OPEN SESSION:

1. OPEN MEETING: CALL TO ORDER and ROLL CALL:

President Marvin Dziuk called the meeting back to order at 8:29pm, and established a quorum with Board members Terry Beck, Thomas Page, Pam Mathis, and Rodney Hitzfelder present. Administrative Coordinator Polly Edlund, Assistant Chief of Administration John Banning, Administrative Assistant of Finance Lori Stein, and Ronda McNew were present. Castroville VFD was represented by Lieutenant I Melanie Godwin and Lieutenant Billy-Jim Perez. Mico VFD representation was Assistant Chief Ian Zabel, Captain Susan Tinsley, and VFD Board President Linda Murphy. Firefighter Jarrett Ferris represented LaCoste VFD.

5 – B – 1 – b. Continuation of MCESD#1-Medina County Lease Agreement – Administration Offices:

Following the Executive Session, Terry moved to accept the Medina County lease agreement as amended as deliberated in Executive Session. Pam seconded his motion which was approved with a 4-0 vote.

5 – B – 1 – c. AED for County Precinct 2 Building:

John reported that he asked Medina County Emergency Management Coordinator Keith Lutz, if there were any Public Access AEDs at the County annex. Mr. Lutz advised there were not; however, agreed it is a good idea. In the interest of public safety, John recommends MCESD1 purchase wall cabinets and AED's (one for each floor) of the County Annex (with formal County Commissioner's approval). John stated that due to construction, now is the perfect time to have the cabinets installed. The ESD would own and maintain the AED's. John suggested that the cabinets be located on each floor next to the new elevator. John noted that Public Access Defibrillators (PAD) are placed in almost all public buildings across the US. Early application of an AED has been proven effective in the treatment of sudden cardiac arrest. This would be a 'good gesture and a positive initiative by the ESD' and recommended Board approval. John stated that funding could come from the current EMS equipment line item, if possible, with estimated cost of equipment is \$1795 per bundle for a total of \$3,590. In lieu of purchase, John stated that it there was a possibility to get a grant from VFIS, Texas Mutual, or a similar group to fund the entire cost of the PADs. The Board told John to 'go for it and get the grant.'

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

5 – B – 2 – a. Construction Updates, Change Orders, Monthly Draw Requests, and Financial/Budget Needs:

Pam moved to accept and approve Draw Request #9 to Bartlett Cocke for \$148,917.25. Terry seconded his motion which was approved with a 4-0 vote.

John reported that there was only one change order that was still being investigated by Architect Debra Dockery. The final punch list walk-through of the station is scheduled for Friday, July 16th at 9:30am. President Dziuk and Tom plan to attend with John with construction officials to perform the walk-through.

John noted that Digicom Voice and Data Services submitted its 3rd draw for \$27,500.00 (networking/WAP install \$14,000, PS speaker system installation \$7,600, and security camera system installation \$5,900.00) leaving a balance on their project of \$21,140.18 upon completion. Terry moved to approve the Digicom Voice and Data Services' draw request for funds for additions in the amount of \$27,500. Pam seconded his motion which was approved with a 4-0 vote.

5 – B – 2 – c. Apparatus Acquisition Update:

John reported on his pre-build Bruch Truck 8115 meeting with the Skeeter manufacturer in Hillsboro on June 21st. In a June 24th email, John stated the following:

'This past Monday, Joe Wells, Ramon Martinez, and I went to the Skeeter plant in Hillsboro, TX to do the pre-construction meeting for new Brush Truck 8115. We have a very productive day at the plant, reviewed numerous trucks, observed different options, etc.

The process entailed going through the original specification sheet, line by line, to validate the configuration or make any changes. Prior to this meeting, I had been in consultation with our Representative Ryan Crady on a regular basis. One item noted a couple months back was that of the CAFS module. The original spec called for a Diesel engine configuration. Engineering revealed this setup would not physically fit on the chassis, so after feedback from chiefs I had him change the spec to a gas engine.

We did see the need for some changes and options to the original specifications and are awaiting the revisions. Once we get those, I will coordinate a chief meeting to go over everything. Some of the highlights are:

This will be a "TYPE 5 wildland engine" (Brush Truck) as it will have 400 gallons of water and CAFS. This is a step up from our legacy fleet of "TYPE 6 Wildland engines" with 300-gallon tanks.

Will have an 84-inch bed

Ford 550 extended cab chassis

Step side design with two cages and whip lines (area for firefighters to stand behind cab and man hose lines for mobile operation)

Darley Mongoose CAFS module with 380-gallon water tank and 10-gallon integrated foam cell

At this time, it is a gas engine (getting option to return to Diesel since all will now fit due to engineering changes)

Front TFT R/C monitor and underbody spray nozzles

EMS compartment behind driver seat with 2 Streamlight Vulcan LED hand lights mounted on top

Items we identified as needed additions:

SCBA storage (2 SCBA mounts and 2 bottle storage) behind officer seat

Added pre-connect hose tray above driver side compartment

Extend length of side compartments

Possible re-configuration of hose reel to deploy from driver side to accommodate pre-connect tray

Add 6-8-inch lip around top of tank for storage

Add top hatch compartment above officer side compartment

Add front scene lights at 45-degree angle for night operations.

Add full length underbody skid plate to extend past transmission

I want to thank Joe & Ramon for taking time to attend this meeting. It was a long day.

Again, once I receive the updated specifications and CAD drawings, I will send them out so we can review.

Ryan Crady is planning to stop in next week to go over the Pre-con for the Tender. This will be a straightforward process and not last that long. We specified the same configuration as the existing Pierce Tender at Station 10 with the following additions:

1500 gpm pump

Powered fold away drop tank rack.

Possible option to discuss is adding upper driver side compartments. No other real changes anticipated.

Once I get the time firmed up, I will send it out if anyone wishes to attend. The meeting will probably be at my office or Station 10 meeting room.'

John did not present and updated specification and CAD drawing to the Board for review. There were several questions regarding credit for changes, such as changing the pump from diesel to gasoline, that were noted but not answered. John noted that some design modifications were identified to better fit our needs. A pre-connect hose tray, a long tool storage bin, and modifications to the paint scheme to match the ESD specifications to match the new engine. Currently, John is awaiting revised specifications and pricing sheet. Upon receipt, John will present the revisions to the Board for any needed cost adjustments. The apparatus is scheduled for September-October 2021 delivery.

John also stated that on July 14th, a pre-build conference was held for the water tender with Captain Ramon Martinez, the apparatus representative, and himself. John noted that the meeting was straight forward; the only significant change was the ESD paint scheme. It is anticipated that both trucks will be further reviewed near same time frame and John will present recommendations to the Board at the August meeting.

No action required on this agenda item.

5 – B – 2 – d. Apparatus Equipment, Specifications, Purchases, Funding Timelines – Status Updates:

The Apparatus Equipment purchasing amount was released from budget status (\$59,100) at the January 13th meeting. John reported that most of the equipment has been purchased, but not all of it. This agenda item is still in process.

5 – B – 2 – e. FF&E, Specifications, Purchasing, Funding Timelines – Status Update:

John reported that items previously purchased are still in the delivery process and that he still has pending items to purchase. This agenda is still in process and on track.

5 – B – 2 – f. Phone and Internet Services RFQ – Station #15 – Status Update:

Previously, Staff placed an RFQ notice in the newspaper and solicited four companies for service; however, received no responses. Following discussion, the Board approved a time extension on the RFQ to Staff to solicit vendors to get responses for the RFQ to get pricing. Staff still has not received any responses to the phone and internet service RFQ; however, they are continuing their work on this agenda item. This agenda item was tabled since there are no updates to report. Polly reported that Medina County Emergency Management Coordinator Keith Lutz is working with ESD Staff to switch from landlines to VoIP (Voice over Internet Provider) phones for the County Building. County's VoIP is via CommZoom. Terry questioned the AT&T bill pending amount of \$7,327.21 on the Treasurer's Report. Polly is working to get this amount due reduced since it was an AT&T billing error. This agenda item was tabled.

5 – B – 2 – g. PPE – Station #15:

This item is included in the loan package; however, a place holder is needed for the budget and the loan close-out with the 2021 budget year. This item is under budget items for discussion. Polly noted that at present, Staff does not know how much to order, how many volunteers will be at Station 15. It was determined to take PPE out of the loan package and fund it via other avenues.

5 – B – 3. Station #12 – Mico Station Projects – Committee Updates, Funding and Timelines:

5 – B – 3 – a. Well Project – Status Updates:

John stated that he spoke to Ray D'Spain on July 13th and was informed that required filter was scheduled for installation the week of July 19th.

5 – C. CAPITAL ITEMS for Next Year's BUDGET – Purchasing Suggestions and Procedures in getting estimates:

5 – C – 1. PRELIMINARY BUDGET INFORMATION:

Polly presented to the Board listing items discussed with the 501c3 Boards at their budget meeting the past two weeks and being brought to the Board for their consideration. These items will be researched and discussed during the budget workshop. Polly requested if there were any items of concern for prior notification before extensive research is completed. A summary listing of the items: truck repairs, apparatus tire replacement, Port-a-Cool fan, shop fans, foam, hose, EMS carport, AEDs, radio upgrade, PPE replacement program, extrication tools, PPE for Station 15, mobile air trailer, Target Solutions software, truck rotation and apparatus replacement plans

5 – C – 2. DISTRICT/STATION NEEDS and PURCHASING UPDATES (NEW BUDGET NEEDS, Capital Items, Grants, Purchases):

The ESD Staff sought authorization to seek bids/quotes for general service agreements for the 2021-2022 fiscal year for the below listed facilities maintenance items for all stations: lawn service, pest control, electrical, plumbing, a/c maintenance, overhead door. These services would be for one-year period beginning in October with annual renewals giving the ESD better budget needs projection, secure flat-rate schedules, eliminate the needs to secure additional bids, speed-up repair times, and, importantly, ensure all facilities and equipment are maintained with quality, equally, and on an applicable schedule. After discussion, the Board gave their unanimous approval to move forward with this agenda item. Moreover, the ESD Staff requested approval to pursue additional service agreements to assure District-wide quality maintenance and repairs for SCBA maintenance/testing and apparatus/fleet maintenance (tires and other annual maintenance). This process of consolidation and rotational maintenance exhibits a proactive, not reactive, approach, ascertains better volume discounts and gives the assurance that station maintenance and repairs are in order. The Budget Committee took these funds out of the 501c3 budgets and listed them on the ESD side for the 2021-2022 budget year. Following much discussion, President Dziuk requested that ESD Staff to bring the idea forward and gave costs and other information back to the Board.

Grant opportunities for Station 15 were discussed and the ESD Staff requested direction on the timeline for the activation of the corresponding coverage area. Grants under consideration are: TFS grants for PPE, Worker's Comp Insurance grants, equipment grants, safety grants, and portable compressor grant. No action was required on this agenda item.

6. MASTER PLANNING/NEEDS ASSESSMENT/STRATEGIC PLANS/DISCUSSION and POSSIBLE ACTIONS:

6 – A. TEMPORARY TRANSITIONAL ADVISORY TEAM REPORT – Team’s Informational Liaison Report:

Informational Liaison general report from the TTA Team was included in the Board’s meeting folder for their information and review.

II. EXECUTIVE SESSION – CLOSED MEETING:

III. RECONVENE IN OPEN SESSION:

Moved to agenda item 5 – B – 1 – b. MCESD#1-Medina County Lease Agreement – Administration Offices:

2. DISCUSSION and POSSIBLE ACTIONS FOLLOWING EXECUTIVE SESSION:

Terry moved to accept the ESCI contract as discussed and deliberated in Executive Session. Pam seconded his motion which was approved with a 4-0 vote.

3. MASTER PLANNING/NEEDS ASSESSMENT/STRATEGIC PLANS/DISCUSSION and POSSIBLE ACTIONS (Continued):

3 – A. PLANNING, LAND ACQUISITION(S), FUTURE STATIONS, DONATIONS, DEMOGRAPHIC REPORTS, ECONOMIC DEVELOPMENT and OTHER – Updates:

This agenda item was tabled.

3 – B. STATION STRUCTURE – LABELING FOR CHAIN OF COMMAND:

This agenda item was tabled until after the next TTA Team meeting. At that time, recommendations will be brought back to Board for their consideration.

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

4 – A. RECRUITMENT PROCESSES and VOLUNTEER APPLICATIONS:

This agenda item was tabled and will be discussed at the next TTA Team meeting.

4 – B. FIRE CHIEF HIRING PROCESS – DISCUSSION ON POSSIBLE ACTION ON ADDENDUM TO CASSI FIELDS CONTRACT:

See agenda item ‘2. DISCUSSION and POSSIBLE ACTIONS FOLLOWING EXECUTIVE SESSION’ above.

5. NEW BUSINESS – INTRODUCTION OF ANY NEW BUSINESS:

5 – A. MUTUAL AID/AUTOMATIC AID AGREEMENT(S) WITH BCESD#2 – LOCAL ISO RATING IMPROVEMENT OPPORTUNITY:

John reviewed a conversation he had with BCESD2 at the recruitment event: BCESD2 is an ISO Class 1 department and are fielding numerous inquiries from residents within our District regarding our ISO ratings which is currently a Class 10 for the Rio Medina area. BCESD2 approached MCESD1 about establishing an Automatic Aid agreement for the Potranco Road corridor, allowing the residents within MCESD#1 (in the Potranco Road corridor) to also receive an ISO rating of Class 1. This agreement would be at no cost to MCESD1 and provide additional resources to be dispatched initially for major events such as structure fires and back-up coverage. The agreement would be reciprocal.

As an example, if MCESD1 has a structure fire call in Redbird Ranch, part of the initial dispatch would include calling BCESD2 for response. The same type of call would be made to us for similar calls inside their ESD in the same area. This is a quite common setup in the suburban setting and allowing the closest station the ability to respond for improved public safety. Once Station 15 goes into service, this will give superior coverage for that portion of our District. This automatic aid does not replace our response; just enhances each other’s response capabilities.

Following discussion, Terry moved to initiate dialogue with BCESD2 to develop an Automatic Aid agreement. Tom seconded his motion which was approved with a 4-0 vote.

5 – B. SET NEXT MONTH’S MEETING(s) – August and September Budget Meetings and Workshops:

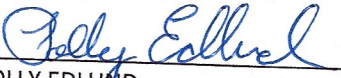
The next proposed regular meeting of MCESD#1 will be at 7:00pm on Wednesday, August 11, 2021, in the Courtroom of the Medina County Sub Courthouse at Precinct 2, 8366 FM 471 S, Castroville, TX. Exact date and time will be confirmed when the agenda is posted.

The Budget workshop is scheduled for 6:30pm on Monday, August 9, 2021; location to be announced. Location, exact date, and time will be confirmed when the agenda is posted.

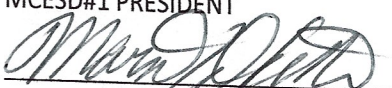
6. ADJOURN (MOTION):

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 9:30pm.

RESPECTFULLY SUBMITTED,


POLLY EDLUND

MCESD#1 PRESIDENT


MARVIN DZIUK