

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

MINUTES

WEDNESDAY, AUGUST 11, 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 Tom Page, Pam Mathis, and Rodney Hitzfelder present. Board member Terry Beck was absent. Administrative Coordinator Polly Edlund, Assistant Chief of Administration John Banning, and Ronda McNew were in attendance. Lieutenant II Billy-Jim Perez represented Castroville VFD. Mico VFD representation was Chief Jamie Esquivel, Assistant Chief Ian Zabel, Captain Susan Tinsley, VFD Board Vice-President Destiny Phelps, and VFD Board Treasurer Jenny Ferren. Firefighter Jarrett Ferris represented LaCoste VFD. Castroville citizen James Guerrero came as a guest of Lieutenant Billy-Jim Perez.

1 – A. 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. CONCERNED CITIZEN COMMENTS:

None.

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

3 – A – 1. MINUTES, RESOLUTION OF ACCEPTANCE – (JULY):

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

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

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

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

Rodney moved to pull and table Consent Agenda Items 3-A-1, 3-A-2, and 3-A-5 and accept, adopt, and approve all remaining reports 3-A-3, and 3-A-4 and to appropriate fund transfers, and pay any pending bills. Pam seconded his motion and motion approved with a 3-0 vote.

3 – B. CONSENT AGENDA ITEMS PULLED OUT FOR DISCUSSION:

None.

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

4 – A. EMS COMMITTEE – Committee Updates:

4 – A – 1. EMS Committee Meeting and Allegiance Contract:

At a previous meeting, the District extended their contractual payments with Allegiance Mobile Health EMS through September 2021. To allow the EMS Committee to further their research and negotiations, this agenda item was tabled.

4 – B. FACILITIES and FINANCE COMMITTEE – STATION CONSTRUCTION IN PROGRESS – COMMITTEE UPDATES:

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

4 – B – 1 – a. MCESD#1-Medina County Lease Agreement – Administration Offices:

Staff reported that due to extra budget meetings, there were no discussions with Medina County regarding the District's proposed edits to the lease agreement. The proposed contractual edits, scheduled for completion by the September Board meeting, need to be compatible with the move-in date of October 1st. This item was tabled.

4 – B – 1 – b. County Building Construction Update – New ESD Administration Office Move-In:

John reported that there were no recent updates on the construction on the ESD Administration Office; currently, only waiting, on the elevator installation. Medina County Emergency Management Coordinator/Fire Marshall Keith Lutz told John to plan for October occupancy. The item was tabled.

4 – B – 1 – c. MCESD1 FF&E for New Offices – Status Update:

Polly reported that MCESD1 Staff secured approximately 75% of the FF&E for the new offices from Texas Facilities Commission with pending FF&E for the Fire Chief's office and kitchen supplies (including the refrigerator) secured as budget carryover (\$5,299). The item was tabled.

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

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

Rodney moved to accept and approve Draw Request #10 to Bartlett Cocke for \$13,089.10. Pam seconded his motion and motion approved with a 3-0 vote.

John reported that there were change orders pending for September, and that the final draw with retainage should occur in September.

President Dziuk commented that Station 15 is near completion and would like to begin running calls out of the station; temporarily moving apparatuses from other stations to manage fire calls until the District takes delivery of the ordered apparatuses. President Dziuk requested the formation of a committee to explore/discuss this option. President Dziuk and other Board members suggested that the TTA Team, President Dziuk, all members of the Board, and VFD Chiefs and/or their representatives make up the composition of the committee and meet to discuss this option at the next TTA Team meeting scheduled for August 19th. President Dziuk requested a posted agenda for this meeting to allow the full ESD Board to attend.

4 – B – 2 – b. Construction Add-Ons: Wiring, Communications, Alerting, PA, Data, Security – Status Update:

John reported that the District is waiting on additional final paperwork on this agenda item and the final draw request from Digicom will be due in September. Digicom construction add-ons totaled \$77,987.43. John reported that the base radio and the alert radio are awaiting installation.

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

John submitted a document dated June 30th, 2021 with an update on station #15 Apparatus costs and requested the approval of change orders needed on the Brush Truck and the Tender. John presented inaccurate data to the Board resulting in confusion and intense discussions. After Polly and Commissioner Mathis reviewed invoices and loan documents, it was ascertained that Polly's data from the budget workshop was correct and John's data was skewed. Commissioner Mathis noted the total revised invoice price on the Brush Truck was \$243,763.45 (after multi truck discount, HGAC fee, and change orders). The total change orders on the Tender resulted in a revised cost of \$329,512.97 + HGAC Fee. The total change orders on all 3-apparatus totaled \$56,555.03. Commissioner Mathis noted that this also took up funds previously budgeted for a \$65,000 staff vehicle. After explanations and discussions, Pam moved to approve the apparatus change order total of \$56,555.03, and the budget amendment to accommodate the changes. Tom seconded her motion and approved with a 3-0 Board vote.

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

Polly reported that the truck equipment purchasing is currently underway; however, not complete. No action required on this agenda item; the item was tabled.

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

Polly reported that the purchase of FF&E is progressing and under budget; however, not complete. No action required on this agenda item; the item was tabled.

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

Polly noted that the phone and internet services delay stemmed from a post office delay of a post office address system. John reported that Medina County Emergency Management Coordinator/Fire Marshall Keith Lutz will loan to Station 15 a wireless internet link until AT&T internet services can be secured.

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

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

John reported that the completion of the filter installation on the Mico water well. President Dziuk asked Mico VFD Chief Jamie Esquivel how the well operation and water quality; 'the sand filter is working.' Chief Esquivel noted that the filter unit (similar in looks to a water softener) will need a structure around it for security and weather protection. Following with discussion between Chief Esquivel and the Board, it was determined that a steel tubing structure, resembling the original building, with a secure door for service access was needed. President Dziuk directed John to draft a RFQ for the filter housing after determination of need, and find out who is doing the maintenance.

5. APPROVAL OF MCESD1'S 2021-2022 PROPOSED BUDGET and PROPOSED TAX RATE:

CERTIFIED VALUATIONS and CONSOLIDATION OF INFORMATION TO DATE:

Polly presented an updated Medina County CAD Valuation detailing 2021 Certified Totals for the District. The total certified net taxable valuation of MCESD1 was 1,846,709,106. There was 105,282,211 still under ARB review. The total combined valuation including that still under ARB review was \$1,951,991,317. The MCAD documentation reflected that of the valuations still under ARB review \$81,194,201 was a collectable guaranteed number. The Guaranteed number 81,194,201 + 1,846,709,106 certified total gave the district a valuation total of 1,927,903,307 to use in its M&O Property tax budget. The 2020 certified total was \$1,677,474,094 which reflected a valuation increase over last year.

Secondly, Polly detailed the tax rate information and noted that the current tax rate is \$0.0950/\$100 :

No-New-Revenue tax rate calculated per the Rate Calculation Worksheet (Effective Rate):	\$0.0857/\$100
Voter-Approval tax rate per the Rate Calculation Worksheet (Old Rollback Rate)	\$0.0896/\$100
De minimis rate per the Rate Calculation Worksheet	\$0.1125/\$100

Lastly, Polly applied the proposed M&O budget to the current tax rate and the Voter-Approval tax rate. If the Board approved the current tax rate of \$0.095/\$100, the Property Tax M&O budget would reflect \$3,916 under budget; however, if the Board approved the Voter-Approval tax rate of \$0.0896/\$100, the Property Tax budget would be over budget and approximately \$97,271 would be required from reserve funds to balance the budget. This did not include any last-minute budget items between this August meeting, and September's meeting to vote on the budget and tax rate. This was only the proposed rate to be placed into the notices in the newspaper.

Following Polly's presentation and Board discussion, Rodney moved to approve the Voter-Approval tax rate of \$0.086/\$100 as the proposed tax rate. Tom seconded his motion and approved with a 3-0 vote of the Board.

Rodney moved to approve the proposed MCESD1 2021-2022 Budget as presented; however, allowing for final adjustments prior to final approval. Tom seconded his motion and approval with a 2-1 vote of the Board.

II. EXECUTIVE SESSION – CLOSED MEETING:

No motion for Executive Session. The board did not go into executive session at this meeting. Marvin directed the Board to agenda item #3

The MCESD#1 Board of Commissioners will 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 551.071 (Consultation with Attorney), 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, land acquisitions, internal District structures, District hiring procedures, staffing, and personnel matters.

CLOSED EXECUTIVE SESSION:

III. RECONVENE IN OPEN SESSION:

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

2. DISCUSSION and POSSIBLE ACTIONS FOLLOWING EXECUTIVE SESSION:

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

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

President Dziuk remarked currently there is only a verbal agreement in place with the City TIRZ, and the County/FM 1283 site. This agenda item was tabled by the Board.

3 – B. FINANCIAL 15-YEAR MASTER PLAN – Future Planning Process to Incorporate Financial Master Planning:

This agenda item was discussed in the Budget Workshop. Rodney agreed to work with Polly on the District's long-range plans, perhaps at a future workshop. This agenda item was tabled by the Board.

3 – C. TEMPORARY TRANSITIONAL ADVISORY TEAM REPORT – Team's Informational Liaison – Ronda McNew:

The Advisory Team met Thursday, July 19, 2021, at 6:30pm. Citizen-at-Large Tim Hildenbrand was unable to attend the meeting and requested that Castroville VFD Lieutenant I Melanie Godwin preside over the meeting.

Castroville VFD Lieutenant I Melanie Godwin called the meeting to order and established a quorum with the following team members present: Castroville VFD Captain Marquez Fuentes, Mico VFD Captain Susan Tinsley, Mico VFD Assistant Chief Ian Zabel, MCESD1 representative Rodney Hitzfelder, MCESD1 representative Terry Beck, LaCoste VFD Firefighter Jarrett Ferris, and Ronda McNew. Team representatives Robert Tolbert, Terry Zepeda, Ramon Martinez, and Citizen-at-Large Tim Hildenbrand were absent and made no requests for a connection via video chat applications.

The next meeting of the Advisory Team is tentatively scheduled for Thursday, August 19, 2021, at 6:30pm at 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 emailed to Advisory Team members.

Items discussed and then removed from the agenda were: recruiting event follow-up and placement of potential recruits, questions and concerns from the Team's recommendations and legal direction/counsel, rank structures at stations, and future training responsibilities. Members of the Advisory Team continued their work on recommended common operational SOGs consolidating SOGs from Castroville VFD, LaCoste VFD, Mico VFD, and other outside sources. The next SOG workshop is scheduled for August 5th at Station 10. Items currently being discussed by the Team are future scheduling platforms for volunteer availability at MCESD1's stations and the Grand Opening of Station 15 in conjunction with another recruiting event.

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

4 – A. FIRE CHIEF – OPEN POSITION HIRING UPDATE:

This agenda item was tabled by the Board.

4 – B. RECRUITMENT PROCESSES FOR MCESD1 and NEW DISTRICT VOLUNTEER APPLICATIONS:

As the result of the July 19th TTA Team meeting, the District's recruitment procedure was modified to include both the VFD Fire Chiefs and recruitment officers on the email notification from MCESD1 Administration to the VFDs of a potential new volunteer. This modified procedure replaced the District's previous recruitment directive of July 14, 2021. Rodney moved to ratify the July 19th procedure change to include the VFD recruitment officers in the District's email notification of a new potential volunteer. Pam seconded his motion and motion approved with a 3-0 vote.

4 – C. STATION STRUCTURES – LABELING FOR CHAIN OF COMMAND:

The Board had no discussion on this agenda item; however, noted that Attorney Ken Campbell from Burns, Anderson, Jury, and Brenner, L.L.P. is scheduled to be in attendance in September to hold Executive Session discussions with the MCESD1 Board. The agenda item was tabled.

4 – D. MUTUAL AID/AUTOMATIC AID AGREEMENT(S) WITH BCESD2 – PARTIAL ISO RATING IMPROVEMENT OPPORTUNITY:

At the July 2021 meeting, John reviewed a conversation he had with BCESD2 at the recruitment event: BCESD2, an ISO Class 1 department, are fielding numerous inquiries from residents within MCESD1 regarding the higher ISO rating for the Rio Medina area. BCESD2 approached MCESD1 about establishing an Automatic Aid agreement for the Potranco Road corridor, allowing the residents within MCESD1 (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.

The Board approved John to initiate dialogue with BCESD2 and to begin development of a mutual aid/automatic aid agreement. John reported that this agreement is in process. Pam questioned the notification procedure for fire calls and John informed her that MCESD1 and BCESD2 would be toned-out at the same time. Since John needs more time to work on this agreement/project, this agenda item was tabled by the Board.

5. NEW BUSINESS – INTRODUCTION OF ANY NEW BUSINESS:

5 - A. SET NEXT MONTH'S MEETING(S) – September Hearings and Vote on Final Budget and Tax Rate:

The next proposed regular meeting of MCESD1 will be at 6:30pm on Wednesday, September 8, 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. This meeting would also include the required tax hearing.

5 - B. FIRE RECOVERY USA SERVICES AGREEMENT TERMINATION:

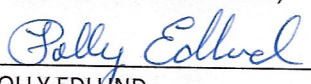
John presented a copy of letter dated July 14, 2021, from Fire Recovery USA, a Fire and EMS Billing Solutions company, stating that MCESD1 signed a contract for cost recovery and billing services on December 20, 2019; however, the services were not utilized. Pursuant to Section 8.1 of the service agreement, the agreement will be terminated thirty-days from the date of the letter.

The Board also asked if any research had been performed on Fire Programs and/or additional modules and associated costs to coordinate a billing process? Staff had not gathered any pricing on this software or additional modules. No further direction was taken.

6. ADJOURN (MOTION):

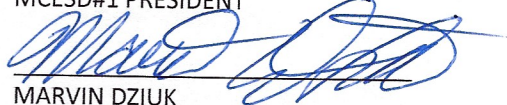
Pam moved to adjourn the meeting. Tom seconded her motion and motion approved with a 3-0 vote. President Marvin Dziuk adjourned the meeting at 8:51pm.

RESPECTFULLY SUBMITTED,



POLLY EDLUND

MCESD#1 PRESIDENT



MARVIN DZIUK