

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

**MINUTES**

WEDNESDAY, JANUARY 13, 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 7:00pm, and established a quorum with Board members Rodney Hitzfelder, Terry Beck, Michael Fisher, and Pam Mathis present. Administrative Coordinator Polly Edlund, Assistant Chief of Administration John Banning, and Ronda McNew were also in attendance. Mico VFD Capitan Susan Tinsley, Mico VFD Assistant Chief Ian Zabel, Mico VFD Board Officer Kelly Hall, Mico VFD representative Ed Dennis, Castroville VFD Assistant Chief Dan Thornley, Castroville VFD Captain Marques Fuentes, Castroville VFD Lieutenant I Melanie Godwin, Castroville VFD Firefighter Billy-Jim Perez were present. Medina County Precinct 2 Justice of the Peace Judge Wm. T. Tschirhart and Castroville resident Mrs. Michael (Joan) Fisher were also in attendance.

**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. DISCUSSION and POSSIBLE RESOLUTIONS ON THE FOLLOWING:**

Medina County Precinct 2 Justice of the Peace Judge Wm. T. Tschirhart administered the oath of office for appointment of Michael Fisher and reappointment of Pam Mathis swearing them into two-years of service, January 2021 – December 2022. Judge Tschirhart thanked the members of the Board for their service and President Dziuk thanked Judge Tschirhart for his time to perform this duty.

Medina County Precinct 2 Justice of the Peace Judge Wm. T. Tschirhart and Joan Fisher exited the meeting after administering the oath of office and swearing in the Medina County ESD#1 Commissioners to the Board.

**II. EXECUTIVE SESSION – CLOSED MEETING:**

Pam moved to meet in closed executive session under Texas Government Code 551 under the following sections: §§ Section 551.071 (*Consultation with Attorney*), Section 551.072 (*Deliberation about Real Property*), 551.073 (*Deliberations about Gifts and Donations*), 551.074 (*Personnel Matters*), and 551.087 (*Economic Development*) Texas Government Code.

Her motion was seconded by Rodney. Motion carried with a 4-0 vote. The Board went into executive session at 7:05pm. Attorney Ken Campbell joined the Executive session at its beginning via telephone.

A. Discussions and Deliberations related to Alsatian Oaks TIRZ, 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.

B. Discussions and Deliberations related to MCESD#1 Board/Staff/Committees, Internal District Structures, and personnel/contracted personnel matters.

**CLOSED EXECUTIVE SESSION:**

Terry moved to close the executive session. Rodney seconded his motion which was approved with a 4-0 vote. The closed executive session concluded at 8:24pm.

*The Board took a break to allow relocation within the Medina County Courtroom before reconvening in open session.*

**III. RECONVENE IN OPEN SESSION:**

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

President Marvin Dziuk called the meeting back to order at 8:25pm, and established a quorum with Board members Rodney Hitzfelder, Terry Beck, Michael Fisher, and Pam Mathis present. Administrative Coordinator Polly Edlund, Assistant Chief of Administration John Banning, and Ronda McNew were also in attendance. Mico VFD Capitan Susan Tinsley, Mico VFD Assistant Chief Ian Zabel, Mico VFD Board Officer Kelly Hall, Mico VFD representative Ed Dennis, Castroville VFD Assistant



Chief Dan Thornley, Castroville VFD Captain Marques Fuentes, Castroville VFD Lieutenant I Melanie Godwin, Castroville VFD Firefighter Billy-Jim Perez were present. Attorney Ken Campbell, who joined the Executive session via telephone, exited the Executive session at its conclusion.

**2. DISCUSSION and POSSIBLE ACTIONS FOLLOWING EXECUTIVE SESSION:**

Terry moved to accept the discussion in executive session per their deliberation and act upon those discussions as deliberated. Pam seconded his motion which was approved with a 4-0 vote.

**2 – A. BOARD OFFICER/POSITIONS ESTABLISHED and APPROVED BY NEW COMMISSIONERS:**

Following the appointment of Michael Fisher and reappointment of Pam Mathis to the Board, the Board established the board positions each will hold while in office.

President – Marvin Dziuk. Rodney nominated Marvin to be the President of the MCESD#1 Board. Michael seconded his nomination which was unanimously approved.

Vice President – Rodney Hitzfelder. Terry nominated Rodney to be the Vice President of the MCESD#1 Board. Michael seconded his nomination which was unanimously approved.

Secretary – Michael Fisher. Rodney nominated Michael to be the Secretary of the MCESD#1 Board. Terry seconded his nomination which was unanimously approved.

Treasurer – Terry Beck. Pam nominated Terry to be the Treasurer of the MCESD#1 Board. Rodney seconded his nomination which was unanimously approved.

Assistant Treasurer – Pam Mathis. Terry nominated Pam to be the Assistant Treasurer of the MCESD#1 Board. Rodney seconded his nomination which was unanimously approved.

**2 – B. COMMITTEE ASSIGNMENTS and TRAINING REQUIREMENTS/SAFE-D TRAINING DATES:**

Please see full listing of Committee Names, Meeting Requirements, Committee Board Members Assigned on the Committee List Worksheet on file.

Terry moved to add himself to the: 1. EMS Committee (Allegiance Contract) and to the EMS 336 & 337 Contract Subcommittee (Upper northern Park Road 37 and State Highway 16); and 2. First Responder Program Committee in place of the previously assigned former Board member, Michael Echte, and to eliminate the 4. Truck Rotation and Replacement Committee. Rodney seconded his motion which was approved with a 4-0 vote.

Mrs. Edlund reminded the Board about training requirements: Commissioners must have six hours of ESD training every two years. With deterioration of the COVID-19 situation in North Texas, the SAFE-D Board decided to cancel the 2021 Annual Conference, February 18-20, 2021, at the Fort Worth Convention Center. SAFE-D is exploring virtual alternatives to provide essential education to ESD officials throughout 2021. To offer our SAFE-D members and the ESD community the chance to get training in person, SAFE-D will hold a **Fall Event September 15-17, 2021, in Fort Worth**. This Fall Event will be an ideal precursor to the 2022 Annual Conference at the Kalahari Resort and Convention Center in Round Rock that is scheduled February 17-19, 2022.

**3. CONCERNED CITIZEN COMMENTS:**

None.

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

Pam moved to approve the minutes from the December 9, 2020, meeting as emailed for review on December 11, 2020. Rodney seconded her 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 - (December):**

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 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. She also handed out new signature cards for all Commissioners to sign.

**5 – A – 2. SALES TAX REPORTS (December):**

Polly reported that the sales tax reports were emailed to the Board on December 7, 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.



Construction Draw #3: Polly noted that the third monthly draw from Bartlett Cocke for the construction of the Rio Medina Station #15 for loan payment approval was \$324,860.10 and that this amount needed Board approval. Terry stated that any new change orders need to be viewed by the Facilities Committee then presented to the Board for approval. Commissioner's on Facilities Committee reported a list of all +/- value engineering has been requested for Board review and Debra Dockery Architectural Firm, contracted to do Construction Oversight and Observation, and Bartlett Cocke, General Contractor are preparing a list.

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

Polly reported that all annual insurance renewals were received, and verification of insurance received from Castroville VFD, Mico VFD, and LaCoste VFD. These verifications had a January 15<sup>th</sup> due date. Allegiance EMS has a several days left to get their paperwork completed.

Staff had questions related to foam and if there was a pending possible theft claim on alleged missing foam from the Castroville Station. Castroville VFD Assistant Chief Dan Thornley stated in the meeting that the Castroville Police Department was contacted. Terry stated that someone from Castroville VFD needs to itemize the amount of foam taken and its value, get the date that the foam was missing, get a copy of the police department report or case number and get all this information to John so that he can follow up on the situation and inquire if more action is required on the Board's part. Staff was instructed to e-mail CVFD President Melissa Thornley to get the information.

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

Pam moved to accept the financial report as presented to the Board and to pay all necessary bills and transfers as needed including the Bartlett Cocke construction draw #3 of \$324,860.10. Rodney seconded her 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. District-Wide Reporting and Fourth Quarter Reports Due January 15<sup>th</sup>:**

Polly reported that the runs reports for EMS are completed and the VFD reports will be pulled on January 16<sup>th</sup> for the month of December. All reports will be emailed to the Board for their information and review.

**6 – A – 2. MCESD#1 Northern 336/337 Coverage Area – EMS Contract:**

John reported that this agreement should be finalized soon. Bexar County ESD#7 has the final paperwork at their attorney and MCESD#1 will sign the contract with the date that BCESD#7 puts on the document. John stated that Bandera EMS is aware of this contract, but no formal notification had been sent.

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

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

President Dziuk reported that the Medina County would seek bids next week on the space in County Building on 471 S; however, he would like to explore other options utilizing the facilities that MCESD#1 already owns. This agenda item was tabled.

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

**6 – B – 2 – a. Construction Updates, Budgetary Needs – Phase II Release of Funds from Budgetary Status:**

President Dziuk would like to explore other options for ESD and EMS offices utilizing the facilities that MCESD#1 already owns and he had held a conversation with Allegiance EMS, and they were not opposed to the idea. After much discussion, Rodney moved to explore the renovation of the Paris Street station as an EMS station. Terry seconded his motion and more discussion followed. Rodney pointed out that the ESD already has a near-complete plan at the architect office for a fire station at Paris Street and it would not be too much more to convert the fire station to an EMS station. President Dziuk called for a vote regarding the motion; to move forward on the plan to explore options at the Paris Street facility being utilized as an EMS station and the motion was approved with a 4-0 vote.

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

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

**6 – B – 3 – a – (1). Apparatus Loan Completion & Apparatus Acquisition Update:**

The Finance Committee reported that the Apparatus Loan was finalized on December 31, 2020. President Dziuk and Terry signed all the bank loan documents. The pending portions of the loan that still need to be funded include: \$59,100 for apparatus equipment and \$230,715 for a third truck (Skeeter Brush Truck). Loan expectations are to get everything funded by December 2021. Polly reported that the trucks have been ordered and financing received. Rodney noted that John and



maybe volunteer(s) will need to travel to Wisconsin to check on the construction of the trucks. Any construction changes made on this inspection trip will be at no additional cost. Finance Committee Commissioner's (Pam and Terry) asked if the travel expenses were included in the price of the truck purchase, and John confirmed travel costs were included in the purchase price.

#### **6 – B – 3 – b. Construction Updates, Change Orders, Monthly Draw requests & Financial Update**

John reported that all the construction steel is up, and the crews are working on the insulation for the fire truck bays. It is estimated that the building will be completely 'dried in' by February with May 2021 as the tentative completion date. The third construction drawn for Bartlett Cocke was \$324,860.10 and this amount was approved earlier in this meeting (see Item 5, Treasurer's Report). The change order list of all +/- value engineering was also discussed earlier in the meeting (see Item 5, Treasurer's Report).

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

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

The following Add-Ons were budgeted as additional Sales Tax Funded and will now be run through the project as change orders to the Construction Contract, and are funded as part of the loan: IT data and telephone wiring, CCTV/security cameras, and door locking system. Terry asked John for a status update on the MCESD#1's request to have one of Bartlett Cocke's qualified subcontractors to present pricing 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. John reported that at this time, he has no quotes nor contractors; however, Bartlett Cocke is aware and working on it as a part of their value engineering. The following are add-ons purchased outside of Bartlett Cocke and will be installed by John: paging, alerting, PA system, and telephone system. Pam asked John to e-mail her copies of the pricing documentation as soon as he received and compiled it.

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

Polly requested the Board's approval to move \$59,100 for apparatus equipment from Budget Status to new purchasing status to meet the loan deadline. Rodney moved to move \$59,100 from budget status to purchasing status for the apparatus equipment. Terry seconded his motion which was approved with a 4-0 vote. This will allow John to start the purchasing process. Pam again asked John to forward the pricing as soon as he has it compiled.

##### **6 – B – 3 – c – (3): FF&E, Specifications, Purchasing/Funding Timeline - Status Update:**

The approved \$66,532 FF&E funds was taken out of budget status and placed into purchasing status at the December 2020 meeting; however, John is currently working on an updated list for the Finance Committee's review. Presently, TVs were purchased from Walmart when they went on sale in January and an overhead projector purchased for the Conference Room at Rio Medina Station #15. Pam asked if these purchases were listed on the tracking sheet, and currently they are not; however, Polly has received a purchase order from Walmart for the televisions. Pam requested John send her an updated tracking sheet.

##### **6 – B – 3 – c – (4): Other Equipment for the Station needing RFQ include:**

SCBAs, PPE, and Radios:

Pam moved to put out a RFQ for an unknown number of SCBAs up to the amount of \$147,000 to facilitate the three new apparatus. (4-engine, 2-Tanker, 2-BT + needed for station) Rodney seconded her motion which was approved with a 4-0 vote. Polly also noted that there is a possibility of a grant to help fund the purchase of PPE and an additional Federal Grant that can be pursued for other equipment; however, the Federal Grants needed an ESD directive to apply for it. After discussion and questions of conflict of interest and legality, the Board agreed that both grants need to be explored if possible. Rodney moved to give John the Board's permission to apply for the Federal Grant for equipment. Terry seconded his motion which was approved with a 4-0 vote.

#### **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 – Marvin explained the committee received no responses to the first RFP, and the Board needed to change the specifications to take out the payment terms, and send out another RFP. Pam moved to rebid the concrete project, remove the net-30 payment terms, and make the payment terms negotiable. Terry seconded her motion which was approved with a 4-0 vote. John will place 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 payment terms negotiable.

Well Project – The sediment-problem at Mico VFD was investigated by D’Spain Sales and Service, Inc of Bandera and are the process of correcting the problem. After the tanks were cleaned, of over three inches of sediment that collected over a nine-year period, a chlorination pump installed and re-wiring, President Dziuk reported that the sediment is caused by the well not the tanks. D’Spain Sales and Service sent a water sample, from the well, to be tested to determine what kind of second filter is needed. One new filter has been installed in addition to the tanks being drained and pressure washed, and the pump lowered. Since this well used bentonite clay (instead of concrete) to coat the walls of the hole to keep it from collapsing and one packer (instead of multiple), other measures must be taken to improve the quality of the well.

**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. Temporary Transition Advisory Team Report – Team’s Informational Liaison:**

The TTA Team appointed Information Liaison, Ronda, gave a brief report to the Board. She summarized her report stating that the Team has met twice and are working on the tasks outlined in the Board’s resolution and master plan. These tasks include an interim fire chief, recruitment, staffing, and manning the Rio Medina Station #15, and rewriting SOGs for the District using Castroville VFD’s SOGs as a starting point. The next meeting of the TTA Team is scheduled for Thursday, February 18<sup>th</sup>. The TTA Team has been encouraged to attend the February MCESD#1 meeting to listen and be a part of Long-Range Master Plan Consultant Rich Buchanan’s presentation. The TTA Team had recommended a few changes to the original Memorandum of Understanding (MOU) and these changes have been approved by the three VFDs and the EMS and the Team requests that the Board ratify its approval with a Board vote. These MOU changes were the elimination of an alternate representative from each entity and a Proxy Vote form for use if a team member is absent or called away from the meeting to an emergency.

**7 – A - 2. MOU Amendment #1 – Ratification of Proposed Amendment Requested by TTA Team:**

The TTA Team recommended a couple of changes to the MOU and these recommendations were approved by the Castroville VFD, LaCoste VFD, Mico VFD, and Allegiance Mobile Health. MCESD#1 TTA Team members Rodney and Terry were in agreement with the revisions. Michael moved to approve the MOU Amendment #1. Terry 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:**

Polly reported that the Canyon Creek Preserve deed was filed; however, the question about mineral rights has not been confirmed. Rodney moved to remove this item from the agenda and move it to the Facilities Committee. Terry seconded his motion which was approved with a 4-0 vote.

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

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

John noted that a Federal Grant has been identified as a potential grant option for MCESD#1. Staff is also investigating the possibility of writing a grant for equipment. If possible, all VFDs were requested to write PPE grants during June’s budget discussions.

**7 – C – 2. FOAM PURCHASES – Approved Funds from Budgetary Status to New Purchasing/Tracking Form:**

John requested the Board’s approval to move \$8,300 from budget status to new purchasing status for general foam volume purchase for the entire District based on the usage needs of the agencies, quantity based on annual combined use. It is John plan to migrate from 5-gallon pails/buckets to 55-gallons barrels to save cost and storage space; however, a few 5-gallon pails/buckets may still be needed. Purchasing foam in barrels will require the purchase of 3-barrel pumps. Rodney moved to move \$8,300 from Budget Status to Purchasing Status for the purchase of Class A foam in barrels rather than pails/buckets. Terry seconded his motion. Prior to voting, Terry asked John if converting foam purchase from pails/buckets to barrels had been thoroughly discussed with all VFDs and if these Departments were in approval of the container change. John assured Terry that he had discussed the foam container change with the Departments and that they all agreed. President Dziuk called for a vote on the motion and it was unanimously approved.

Rodney moved to remove Agenda Item 7 – C, District Operational Needs - (Inventory, Equipment, PPE, Trucks, Grants, Training, Etc.) from future agendas at this time; noting that the items can be added again as needed. Terry seconded his motion which was approved with a 4-0 vote.



LaCoste VFD has old foam that needs to be used and if Castroville VFD or Mico VFD needs to use it up first before getting new foam, providing the old foam has not expired.

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

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

**8 – A – 1. Billing Schedule - Update:**

**8 – A – 2. ISO – Update:**

**8 – A – 3. FRO Program – Updates and Insurance Issues:**

Terry moved to remove the above listed items from future agendas at this time; noting that they can be added again as needed. Pam seconded his motion which was approved with a 4-0 vote.

**9. NEW BUSINESS - INTRODUCTION OF ANY NEW BUSINESS:**

**9 - A. SET NEXT MONTH'S MEETING(s) – February 9<sup>th</sup>:**

The next proposed regular meeting of MCESD#1 will be at 7:00pm on Tuesday, February 9, 2021, at the Braden Keller Center, 1410 Amelia Street, Castroville. Exact date and time will be confirmed when the agenda is posted.

The TTA Team has been encouraged to attend this meeting to gain additional insight for their meeting objectives from Long-Range Master Plan Consultant Rich Buchanan.


**9 - B. Allegiance EMS Contract:**

Polly noted that the current Allegiance Mobile Health contract expires soon and that the EMS Committee should plan accordingly.

**10. ADJOURN (MOTION):**

Pam moved to adjourn the meeting. Rodney seconded her motion which was approved with a 4-0 vote. President Marvin Dziuk adjourned the meeting at 9:29pm.

RESPECTFULLY SUBMITTED,

  
\_\_\_\_\_  
POLLY EDLUND

MCESD#1 PRESIDENT

  
\_\_\_\_\_  
MARVIN DZIUK