

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

MINUTES

WEDNESDAY, NOVEMBER 10, 2021, 6:30PM

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 6:32pm, and established a quorum with Board Secretary Tom Page, Board Assistant Treasurer Pam Mathis, and Board Treasurer Terry Beck present. Board Vice President Rodney Hitzfelder was absent. Fire Chief Clint Cooke, MCESD1 Administrative Coordinator Polly Edlund, and Ronda McNew were also in attendance. Assistant Chief of Administration John Banning was absent. Additional attendees were Mico VFD Board President Destiny Phelps, Mico VFD Chief Jamie Esquivel, Mico VFD Assistant Chief Ian Zabel, Mico VFD Captain Susan Tinsley, LaCoste VFD Chief Joe Wells, Castroville VFD Assistant Chief Dan Thornley, Castroville VFD Lieutenant I Melanie Godwin, and Castroville VFD Lieutenant II 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:

Castroville VFD Lieutenant II Billy-Jim Perez addressed the Board about a proposed award ceremony and dinner to honor MCESD1 Volunteer Firefighters and to recognize their achievements and accomplishments in the fire service to be held at 5 o'clock on Saturday, January 15, 2022, at the St. Louis Braden Keller Center, 1410 Amelia Street, Castroville. Lieutenant Perez requested that MCESD1 fund the cost of the food/catering. Since the Board cannot act on concerned citizen comments, President Dziuk thanked Lieutenant Perez for his idea and detailed presentation.

II. EXECUTIVE SESSION – CLOSED MEETING:

1. The MCESD1 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 551.074 (*Personnel Matters*) and/or Section 551.071 (*Consultation with Attorney*).

A. Discussions and Deliberations related to District staffing and personnel matters.

Commissioner Mathis moved to meet in closed executive session as authorized by Texas Government Code Chapter 551 under the following sections: §§ Section 551.074 (*Personnel Matters*) and Section 551.071 (*Consultation with Attorney*). Commissioner Beck Mathis seconded her motion, and the motion was approved with a 3-0 vote. The MCESD1 Board of Commissioners went into executive session at 6:41pm. Attorney Ken Campbell joined via phone during the executive session.

CLOSED EXECUTIVE SESSION:

Board Assistant Treasurer Mathis moved to close the executive session. Board Treasurer Beck seconded her motion, and the motion was approved with a 3-0 vote. The executive session concluded at 7:33pm.

The Board allowed time for the Commissioners to reenter the room 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 7:34pm, and established a quorum with Board Secretary Tom Page, Board Assistant Treasurer Pam Mathis, and Board Treasurer Terry Beck present. Fire Chief Clint Cooke, MCESD1 Administrative Coordinator Polly Edlund, and Ronda McNew were also in attendance. Additional attendees were Mico VFD Board President Destiny Phelps, Mico VFD Chief Jamie Esquivel, Mico VFD Assistant Chief Ian Zabel, Mico VFD Captain Susan Tinsley, LaCoste VFD Chief Joe Wells, Castroville VFD Assistant Chief Dan Thornley, Castroville VFD Lieutenant I Melanie Godwin, and Castroville VFD Lieutenant II Billy-Jim Perez.

2. DISCUSSION and POSSIBLE ACTIONS FOLLOWING EXECUTIVE SESSION:

Commissioner Page moved to authorize the attorney Ken Campbell and President Dziuk to proceed as discussed during executive session. Commissioner Beck seconded his motion, and the motion was approved with a 3-0 vote.

President Dziuk then moved to agenda item: 5 – A. CONSIDERATION and APPROVAL of PURCHASE of STAFF VEHICLE. See Board action following the Executive Session under 5 – A below.

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

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

September minutes had been edited as directed in the October meeting. October Draft minutes were e-mailed to the board for review.

3 – A – 2. Treasurer’s Report - ACCEPT FINANCIAL REPORTS & APPROVAL FOR PAYING BILLS & APPROPRIATE TRANSFERS:

The October report detailing October’s remittances were in the Board’s meeting folder. It was noted there was some carryover from 2020-2021 fiscal year related to the truck loans (Broadway loan) that carried into the new budget year that needed to be addressed by the auditor during end of year auditor’s adjustments.

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

Sales Tax Reports were emailed on October 9th to Board members for their information and review.

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

The October 15, 2021, 3rd quarter, VFD and EMS reports were received from Castroville VFD, LaCoste VFD, Mico VFD, and Allegiance Mobile Health. The reports included run and financial reports, select training information, Board agendas and Board personnel changes. Excel roster with levels of training had not updated although a copy of a simple roster was submitted.

Commissioner Mathis moved to accept, adopt, and approve all reports as presented and to appropriate fund transfers within Consent Agenda Items 3-A-1, 3-A-2, 3-A-3, and 3-A-4. She requested item 3-A-5 be moved out for discussion. Her motion was seconded by Commissioner Beck and the motion approved with a 3-0 vote.

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

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

3 – A – 5 – 1). Station 15 policy changes were made to add the 1997 Engine to the Castroville VFD policy.

3 – A – 5 – 2). Chief Cooke was added to the MCESD1 workman’s comp. policy.

3 – A – 5 – 3). LaCoste VFD reported a minor accident returning from the funeral of a LaCoste VFD firefighter. LaCoste VFD assumed responsibility for the claim’s deductible.

Following the monthly notice of any insurance issues, Administrative Coordinator Edlund asked the MCESD#1 Board if this agenda item could be removed from the monthly agenda, now that Chief Cooke was overseeing all Fire Department related matters. Following discussion on prior policies and procedures, the Board determined to authorize Chief Cooke to make insurance decisions on filing claims, to manage all claims, and these issues would only be brought to the MCESD#1 Board if needed. The agenda item could be removed from the monthly agenda; however, the Board requested email notification of ‘all’ claims and resulting decisions on these claims. Commissioner Page moved to allow Chief Cooke to manage the insurance claims and to remove this item from the agenda. Commissioner Beck seconded his motion, and the motion was approved with a 3-0 vote.

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

4 – A. EMS COMMITTEE – Committee Updates:

4 – A – 1. EMS Committee Updates, Allegiance Contract, Medical Director, and FRO Updates:

Chief Cooke reported that he held an EMS committee meeting on October 25, 2021. Following that meeting, he met with Allegiance Mobile Health regarding the status of the contract and additional services for Station #15. His recommendation was that the contract be renewed in January; however, there are some contract details that need to be finalized. Chief Cooke was doing some additional research and would report back to the board regarding the contract renewal.

Administrative Coordinator Edlund and Chief Cooke asked the board if the EMS Committee was still necessary. Chief Cooke could continue with direct communications to Commissioner Mathis, and there was no real need to continue holding evening meetings with an EMS committee. Following discussion, Commissioner Page moved to dissolve the EMS committee and to allow Chief Cooke to collaborate with Commissioner Mathis on EMS decisions. Commissioner Beck seconded his motion, and the motion passed with a 3-0 vote.

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

4 – B – 1. MCESD1 NEW ADMINISTRATION OFFICE – County Building Lease Agreement and Updates:

4 – B – 1 – a. County Building Construction Update – New ESD Administration Office Move-In and FF&E Status Update:

Chief Cooke reported that he and Assistant Chief of Administration Banning are completely moved into their new offices and expected the phone service to be activated within the next week. It is anticipated that MCESD1 Administrative Coordinator Edlund and Administrative Assistant Stein would relocate their offices within the next two weeks. The elevator installation is complete; however, the county is awaiting state inspection before allowing operation. It was noted that the MCESD1 check for its portion of the construction was delivered to the County Judge, and that the rent is due starting November 1. Remove this item from future agendas.

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

4 – B – 2 – a. Construction Updates and Final Change Orders:

MCESD1 Administrative Coordinator Edlund noted that the change order amount presented for approval at the October Board meeting (\$11,995) was found to be incorrect. The Staff, the Finance Committee, and Architect Debra Dockery reviewed and resolved the mathematical calculation error. Instead of \$11,995, the correct amount of the motion should have been \$12,560. Commissioner Mathis moved to amend Commissioner Hitzfelder previous motion made on October 13th for payment of change orders #2 and #3 from \$11,995 to \$12,560. Commissioner Page seconded her motion, the motioned passed with a 3-0 vote.

The *revised* change order #3 approved items were:

\$37 – Betterment fund adjustment for painting Mech. Yard Panels

\$2,997 – hot box relocation (\$5,994 total, Bartlett Cocke to cover 50%)

\$1,407 – Door Closures (\$250 for expedited shipping not charged)

\$1,188 – relocation of drop cords

\$1,597 – remotes for overhead doors (confirming number of remotes and operation)

\$472 – added outlet for range hood (Alderson to cover 50%)

\$558 – F1 Light Fixture Relay (not accepted) and overhead doors stop light relay (not accepted)

Correct Change Order #3 Total - \$7,698

Change Order #2 for Antenna Tower Base - \$4,862

Total of Change orders #2 & #3: \$7,698 + \$4,862 = \$12,560

Total Change orders on the Station #15 Project Year to Date was \$29,408.

\$16,848 (Change Order #1 Total) + \$12,560 (Change Orders #2 and #3 = \$29,408.

4 – B – 2 – b. Final Draw Request:

MCESD1 Administrative Coordinator Edlund remarked that the final draw request will not be presented to the MCESD1 Board until late November and the Staff will monitor the calendar to be sure that it is in presented for payment in a timely manner. President Dziuk emphasized that all involved need to confirm with Architect Debra Dockery et al that all items pending from the walk-thru were completed and correct prior to approving the final payment draw. Chief Cooke noted the ADA inspection was completed today and passed. Mico VFD Chief Jamie Esquivel noted to all involved in the final construction check list, to make sure a backflow preventor was installed, a device used to keep unsafe water from reversing flow and entering the clean water supply, and inspected. Per Chief Esquivel, the inspection is an annual occurrence and there is a \$75 - \$125 fee involved for the state inspection. President Dziuk directed Administrative Coordinator Edlund to place the final draw on the December 8th meeting agenda.

4 – B – 2 – c. Construction Add-Ons: Wiring, Communications, Alerting, PA, Data, Security – Status to Completion:

MCESD1 Administrative Coordinator Edlund stated that Digicom has one last step to completion and are waiting on AT&T to set up the internet to perform its testing. Other than this testing, MCESD1 Administrative Coordinator Edlund noted that the contract is complete and has been paid in full. The item was tabled, and it was determined that Chief Cooke would setup the meeting with AT&T for Station 15.

4 – B – 2 – d. Apparatus Acquisition – Status to Completion Timeline:

Chief Cooke stated that Engine 8115 was in the San Antonio market-area and anticipates delivery of the apparatus sometime in mid-November. He also said that he did not have ETA updates on the brush truck and the water tender; noting these vehicles were still in production. The agenda item was tabled.

4 – B – 2 – e. Apparatus Equipment, Specifications, Purchases, Funding Timelines – Status to Completion Timeline:

MCESD1 Administrative Coordinator Edlund said that once Engine 8115 arrives at Station 15, Chief Cooke and Assistant Chief of Administration Banning will make sure if any last-minute items are needed for Engine 8115; in addition to, the truck equipment purchased. MCESD1 Administrative Coordinator Edlund noted that the Broadway Bank loan will close out when the last purchase is made and this needs to happen soon.

4 – B – 2 – f. FF&E, Specifications, Purchasing, Funding Timelines – Status to Completion Timeline:

MCESD1 Administrative Coordinator Edlund stated that the carryover from the FF&E loan item is pending, waiting on Station 15's extractor and conference room table. MCESD1 Administrative Coordinator Edlund noted that the Castroville State Bank loan needs to close as soon as the station's final draw is presented, and all purchases are finalized and compete.

4 – B – 2 – g. Phone and Internet Services RFQ – Status Update and Timeline to Completion:

MCESD1 Administrative Coordinator Edlund noted that AT&T is waiting on an online meeting with Medina County Emergency Management Coordinator/Fire Marshall Keith Lutz, Chief Cooke, Assistant Chief of Administration Banning, and herself to review the services needed at the station. Until this meeting occurs, delays in obtaining phone and internet service will continue. However, it was established that Chief Cooke will hold the meeting and determine what internet service is needed at Station 15.

5. FIRE CHIEF'S REPORTS – DISCUSSIONS and POSSIBLE ACTIONS ON THE FOLLOWING:

Administration:

- Chief Cooke and Assistant Chief Banning have finalized the move of their offices to the Precinct 2 building. It is anticipated that MCESD1 Administrative Coordinator Edlund and Administrative Assistant Stein to relocate their offices within the next two weeks.
- Chief Cooke continues to establish a common operating network that will place all ESD District Computers on a unified network for data storage, sharing, and security.
- Since the new fiscal year began in October, Chief Cooke continues to meet with MCESD1 Administrative staff to examine/improve the current budget process and templates for consistency and simplicity.
- In process of scanning and electronically saving prior years' District documents, where they will be assessed for compliance with Texas State Library retention schedules and readily accessed.
- Reviewing liability insurance policies for status and future implementation.
- Working with website contractor to establish an updated modern site with current compliance documents for ESD.
- Reviewed and met with Allegiance Mobile Health on EMS contract, expect to present a recommendation at December board meeting for renewal options; proposal will be presented to the board.
- Working with Texas County and District Retirement System for proposal of ESD District retirement plan. Retirement plan proposal will be presented to finance committee prior to the Board. Chief Cooke anticipates discussions this month and a proposal presentation in the December meeting.
- Chief Cooke continues the required efforts to establish a District Fire Department; this includes establishment of a new fire department ID number (FDID). These efforts are separate from the establishment of a Texas Commission on Fire Protection fire department. No action needed from Board at this time.
- Chief Cooke requested quotes for District health insurance coverage. No action needed from the Board at this time.

5 – A. CONSIDERATION and APPROVAL of PURCHASE of STAFF VEHICLE:

Board action following the Executive Session under 5 – A:

Commissioner Page moved to approve the purchase of a Chevrolet 1500 pickup from North Park Chevrolet Castroville using monies from the Reserve Fund. Commissioner Beck seconded his motion, and the motion passed with a 3-0 vote. Commissioner Beck asked Chief Cooke what other equipment/improvements would be required on the 'raw' truck and Chief Cooke stated that a bed cover for security and weather protection, striping, and an emergency lighting package would need to be purchased. Chief Cooke estimated the approximate cost for the extra items to be \$5,000 - \$7,000, plus the cost of installation. The MCESD#1 already had a radio in stock that could be used for this vehicle. He planned on putting together a proposal and sending it to the board.

5 – B. TEMPORARY TRANSITIONAL ADVISORY TEAM REPORT – MEETING FOLLOW-UP:

In the TTA team meeting on Wednesday, November 3rd, Chief Cooke acknowledged prior challenges of the team and relationships with ESD and contracted entities. The Team approved a logo/patch for new ESD Fire Department and are awaiting the final patch proof from designer. The Team unanimously agreed that change must take place bringing all

contractors together under single operational command to be prepared for the future. However, presently, there is no path for achievement or timeline for this goal, including what the structure would be. The Team set a benchmark of establishing a fire department operational organization chart that will be presented to ESD for adoption. The Team agreed to continue the monthly meetings, when appropriate, and will additionally have a working group to continue establishing Standard Operating Guidelines (SOGs) for the district's new fire department.

While the members of the TTA Team continue their work on SOGs - guidelines that relate to operational response, Chief Cooke has begun work on Standard Operating Policies (SOPs) - policies related to administrative activities. Chief Cooke presented the Board a draft of a Departmental Policy for Purchasing which he authored and is seeking the Board's approval. In summary, the Departmental Purchasing Policy's objective is to secure the best price for specified goods or services to be purchased by the District. The policy addressed purchase orders and purchasing requests, competitive bids, potential conflict of interest, appropriation, and receiving of goods. Several Commissioners requested additional time to review the policy. The Board agreed to review Chief Cooke's Departmental Purchasing Policy Draft and be prepared to comment on it at a later meeting. Chief Cooke asked for direction on his authority as for as creating and implementing policies. President Dziuk suggested that Chief Cooke bring any policy drafted to the attention of the Board for their final review and approval...taking the 'monkey off Chief Cooke's back'.

5 - C. OCTOBER RECRUITING EVENTS - Follow-Up:

There are currently no organized recruitment events planned. Chief Cooke recommended to the TTA Team that MCESD1 postpone any organized District recruitment until a new organizational structure can be developed. Chief Cooke's concern was that if there was a large interest in recruiting and if recruited personnel are brought into a fragmented system, the fragmentation may cause frustration and departure. The Team agreed, for the present, recruitment should stay local within the contract VFD's until such time the new MCESD1 structure is in place.

Public Education and Outreach - Chief Cooke stated the MCESD1 currently does not have any defined program for public education or outreach; however, this program will be established in the future and included, with statistical data, within his report.

5 - D. GRAND OPENING STATION 15 - Status Update:

No update given.

5 - E. MUTUAL AID/AUTOMATIC AID AGREEMENT(S) WITH BEXAR COUNTY ESD2 - Follow-Up:

Chief Cooke read the proposed Mutual Aid agreement with Bexar County ESD 2 and has no issues with content; although, MCESD1 is not prepared to adopt the agreement since currently there is no fire department to enter an agreement with being operated by MCESD1.

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

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

Chief Cooke said that no action was required on this agenda item.

MCESD1 Administrative Coordinator Edlund noted that the Alsatian Oaks documents were signed after the October 13th meeting and returned to Attorney Clay Binford via City Secretary Debra Howe.

6 - B. FINANCIAL 15-YEAR MASTER PLAN - Future Planning Processes to Incorporate Financial Master Planning:

Chief Cooke, Commissioner Hitzfelder, and MCESD1 Administrative Coordinator Edlund will continue to work on this project until a long-range financial master plan is developed and adopted by the Board. Chief Cooke noted that he needed a meeting with the finance committee as soon as possible to discuss a new budget structure and layout.

7. OLD BUSINESS - DISCUSSION and POSSIBLE RESOLUTIONS ON THE FOLLOWING:

None

8. NEW BUSINESS - INTRODUCTION OF ANY NEW BUSINESS:

8 - A. SET NEXT MONTH'S MEETING(S) - December Meeting:-

The next proposed regular meeting of MCESD1 will be at 7:00pm on Wednesday, December 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.

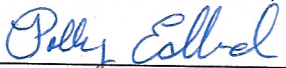
8 - B. Firefighter Appreciation Event:

As previously noted, under citizen's comment, Castroville VFD Lieutenant II Billy-Jim Perez presented to the Board a proposed award ceremony and dinner to honor ESD1 Volunteer Firefighters and to recognize their achievements and accomplishments in the fire service to be held at 5 o'clock on Saturday, January 15, 2022, at the Saint Louis Braden Keller Center, 1410 Amelia Street, Castroville. Lieutenant Perez requested that MCESD1 fund the cost of the food/catering. President Dziuk directed Administrative Coordinator Edlund to remind him to place this item on the December agenda for discussion.

9. ADJOURN (MOTION):

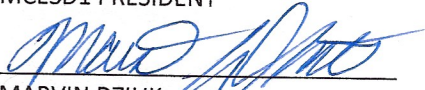
Commissioner Mathis moved to adjourn the meeting. Commission Page seconded her motion, and the motion passed with a 3-0 vote. President Marvin Dziuk adjourned the meeting at 8:03pm.

RESPECTFULLY SUBMITTED,



POLLY EDLUND

MCESD1 PRESIDENT



MARVIN DZIUK