

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

**MINUTES**

TUESDAY, FEBRUARY 9, 2021 7:00PM

Meeting Location: Braden Keller Center, 1410 Amelia Street, Castroville, TX 78009

**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, Administrative Assistant of Finance Lori Stein and Ronda McNew were also in attendance. Master Plan Consultant Rich Buchanan joined via GoToMeeting. TTA Team members present were: Citizen-at-Large Tim Hildenbrand, Castroville VFD Lieutenant I Melanie Godwin, LaCoste VFD representative Terry (Teresa) Zepeda, LaCoste VFD Captain Frank Arocha, Mico VFD Capitan Susan Tinsley, Mico VFD Assistant Chief Ian Zabel, and Allegiance Mobile Health representative Ramon Martinez. Also in attendance were Castroville VFD Chief Rick Lair, Castroville VFD Assistant Chief Dan Thornley, Mico VFD Board President Linda Murphy, and LaCoste VFD representative Jarrett Ferris, and Mico resident Joe Suszczyński.

**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. He also recognized special guests TTA Team Citizen at Large Tim Hildenbrand, the TTA Team, and Rich Buchanan who would give his presentation later in the meeting. He thanked all for their time and attending the meeting.

**2. CONCERNED CITIZEN COMMENTS:**

None.

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

Recent meetings had been running very long into the evenings, and Marvin, with full board support, restructured the agenda accordingly. Polly reported a new agenda layout with the "Consent Agenda" item had been posted. She further explained to Commissioners, any topic listed under the consent agenda line item, needing additional discussion or dialog, would need a motion to move that specific item "out" of consent agenda, prior to voting.

**3 – A. MINUTES, RESOLUTION OF ACCEPTANCE – (January)** Had been emailed to the Board for review on February 8, 2021.

**3 – B. FINANCIAL REPORTS and CURRENT BILLS** - Financial reports were included in the Board's meeting folder.

**3 – C. SALES TAX REPORTS** - January 2021 report was emailed to the Board on January 12, 2021.

**3 – D. DISTRICT-WIDE FIRE & EMS RUN REPORTING & QUARTERLY FINANCIAL & OPERATIONAL REPORTS REQUIREMENTS:**

January 2021 Fire and EMS Run Reports were emailed to the Board. EMS Revenue Report is pending. Mico VFD quarterly report has been submitted and Mico VFD's quarter check deposited. Castroville VFD and LaCoste VFD reports are pending.

**3 – E. INSURANCE – ANY INSURANCE ISSUES REPORTED/CLAIMS/ANNUAL RENEWAL** - Nothing new to report.

**3 – F. ACCEPT FINANCIAL REPORT – APPROVAL FOR PAYING ALL BILLS DUE AND APPROPRIATE FUND TRANSFERS:**

Pam addressed the board to make a comment under consent agenda 3 - B Financial Reports. She wanted to thank the facilities committee and Bartlette Cocke for a great job with the Value Engineering and savings reflected in recent financial reports to the District. "They did a good job and when people do a good job, they should be thanked for doing it". She also briefed the board on setting up a new Surplus Reserve Fund at CSB to get the best interest rate on surplus reserve funds. Rodney moved to accept, adopt, and approve all reports and items within Consent Agenda Items 3-A, 3-B, 3-C, 3-D, and 3-E. Terry seconded his motion which was approved with a 4-0 vote.

**4. RICH BUCHANAN LLC – PRESENTATION – RIOMEDINA STATION STAFFING STUDY:**

**4 – A. PRESENTATION BY RICH BUCHANAN:**

Master Plan consultant Rich Buchanan using GoToMeeting presented the Staffing Study for the Rio Medina Station. He identified potential staffing models and addressed the efficacy, cost, and sustainability of each. Efficacy – improving the lives of the people we serve – was his focus. He reviewed effective response force, total response time, service delivery, incident response by time, and incident responses by day. During his presentation, Mr. Buchanan remarked several times that the location of the Rio Medina Station was ideal; because travel time from the Rio Medina Station to most locations, 78% of all



current historical calls, would now have a 15-minute travel response time. After reviewing the data, Mr. Buchanan concluded that staffing options should improve the effective response force throughout MCESD#1, improve the total response times, improve/increase service delivery, and improve coverage during peak times and days of the week.

Secondly, Mr. Buchanan spoke of sustainability emphasizing the fact that volunteer firefighters are the backbone of the fire service; however, recent studies show the number volunteer firefighter have dropped close to 30% over the past 25-years. Lastly, Mr. Buchanan spoke of cost and went over four different scenarios/options.

The first option, Option A, was Status Quo – do not do anything – will not improve the system. This option had volunteer staffing, no change in ERF, response times, or service delivery and brought limited added value.

Second option, Option B, was a Full Volunteer Station. This option would increase volunteer catchment area, promoted a professional firefighter development program and volunteer incentive programs. This option would schedule two volunteers in each station Tuesday thru Friday from 11:00am until 7:00pm.

Thirdly, Option C detailed Paid Part-Time Staffing. This option was a consideration if the volunteer core cannot cover inhouse peak demand, would require First Responder certification, and depending on FLSA requirements, a preference would be given to current volunteer firefighters. There would be two paid part-time firefighters in the station Tuesday thru Friday from 11:00am until 7:00pm.

Lastly, Option D was a Full-Time Combination plan. This option would have two full-time staff in the station, 10-12 hours per day/seven-days per week. This option could transition to 24-hour/7-days per week with eight required (minimum) full-time employees while maintaining a strong volunteer program.

#### **4 – B. DISCUSSION, QUESTIONS and ANSWERS FOLLOWING PRESENTATION:**

Mr. Buchanan turned the presentation to the attendees for discussion and questions, and answered questions that were raised:

- Accountability – structure for Rio Medina Station.
- ESD will have to form an entity.
- Common command structure and common SOG.
- Who will maintain equipment at the Rio Medina Station?
- House Chief at Rio Medina Station with a District Chief?
- District Chief – Chief and Administrator – able to bring three departments together run station, schedule staff, AND be able to go to fires.
- ‘Learn to like each other and work together.’

Mr. Buchanan thanked the Board for allowing him to present the Rio Medina Station Staffing Study and welcomes any additional questions and concerns. President Dziuk thanked Mr. Buchanan for his time and efforts on this project. Mr. Buchanan exited the meeting at 8:12pm.

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

##### **5 – A. EMS COMMITTEE – Committee Updates:**

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

BCESD#7 has a Board meeting on Wednesday, February 10, 2021. The signed EMS Contract for the MCESD#1 Northern 336/337 coverage area has been sent to BCESD#7 with MCESD#1 signatures. After the document is fully exercised, MCESD#1 staff will email the Board of its completion. Upon completion, Polly will work with Medina County 911 Operations Director, Mr. Rothe, to get the ESN name changed for the 911 & CAD system. John will work with Medina County Emergency Management Coordinator/Fire Marshall Keith Lutz and the Medina County Sherriff’s Department to setup protocols for paging out via Bexar Metro.

##### **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:**

President Dziuk reported that this agenda item is under negotiations and there is nothing new to report at this time. The item was tabled.



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

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

President Dziuk reported that the project is in planning process; however, there is nothing new to report at this time. The item was tabled.

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

**5 – B – 3 – a. Construction Updates, Change Orders, Monthly Draw Requests, and Financial/Budget Needs:**

Pam moved to accept and approve Draw Request #4 to Bartlett Cocke for \$219,833.80. Michael seconded her motion which was approved with a 4-0 vote. The item would stay on agenda for next Draw and any change orders.

**5 – B – 3 – a – (1). Construction Add-Ons: Wiring, Communications, Alerting, PA, Data, Security:**

Door Lock Hardware

John reported on the door lock hardware for the Rio Medina Station and included the update on the change order. At the February 4<sup>th</sup> meeting the Board approved a change order for \$5,000 to cover the cost of the door lock hardware. However, the total for the keypads and wireless gateways is \$7,544. John presented a detailed contemplated change order #6 for lock changes to the Board for their information and review. Rodney moved to modify the original approved motion and approve \$7,544 for the locks change order. Michael seconded the motion which was approved with a 4-0 vote. In addition to the lock hardware, the ESD will need to purchase software to be able to operate/program the keypad and keycards. There was discussion about the total costs for the keycard system and project credits that may be applied toward that purchase/budget.

Data Cabling Proposals

Bartlett Cocke approved Digicom proposal; however, Digicom is not one of their Bartlett Cocke subcontractors. They are not on the list of approved subs. Digicom did not bid on door locks, but could do cabling. Rodney moved to direct staff to begin negotiations with Digicom to provide the services that were needed. Michael seconded his motion which was approved with a 4-0 vote. After discussion, Rodney amended his previous motion to award the bid and contract with Digicom. Michael seconded his motion which was approved with a 4-0 vote.

Tracking Sheet(s)

Terry requested the tracking sheet update on all the purchases being made. John stated that the only purchase he has made are televisions for the Rio Medina Station. John wanted to know how he should do the tracking sheets. The Finance Committee instructed John to leave the tracking sheet as a working document and email monthly updates and name the e-mailed document with an updated date.

**5 – B – 3 – a – (2). Apparatus Acquisition Update:**

The finance committee reported two trucks had been funded on December 31<sup>st</sup>, with the Broadway Loan. However, the loan was now in a holding pattern until the brush truck funded. John reported he is scheduled to go to the Pierce factory in Wisconsin on March 3<sup>rd</sup> and 4<sup>th</sup>, returning late on March 5<sup>th</sup> to view and discuss trucks at the manufacturing plant. A note was made if someone wanted to go with John to the plant, typically three persons could go. No Commissioner indicated a desire to go. Pam asked if there was any additional cost to the ESD for the travel. Rodney and John confirmed the costs were included in the total price.

**5 – B – 3 – a – (3). Apparatus Equipment, Specifications, Purchases, Funding Timelines – Status Update:**

Polly reminded the board that funds for Apparatus Equipment had been released from budget status at a prior meeting to allow John to start getting quotes for equipment. John noted he was just getting started and it was in process.

**5 – B – 3 – a – (4). FF&E, Specifications, purchasing, Funding Timelines – Status Updates:**

Terry noted the board released funds for the FF&E from budget status also, he reminded John the finance committee wanted updates on tracking sheets for the FF&E and Truck Equipment as well. This agenda item was tabled.

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

**5 – B – 4 – a. Concrete Project and Well Project – Updates:**

Station #12 - Well Project

John contacted D'Spain Sales and Service, Inc of Bandera and they are still waiting on the results of the water sample for the lab. Upon receipt of the sample results, D'Spain will be able to determine/order the proper sand filter needed for the system. Mico VFD Chief Jaime Esquivel reported the well is working better than before work was done on it. The item was tabled.



Station #12 - Concrete Project

President Dziuk reported that the concrete project is being rebid, and the Board will then consider both options. Nothing new currently. The item was tabled.

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

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

TTA Team approved minutes for December were emailed to the MCESD#1 board on January 8, 2021. The January meeting’s minutes will be emailed out on February 19<sup>th</sup> if approved by the TTA Team at the February 18<sup>th</sup> meeting. There was no additional Informational Liaison Report from the TTA Team since they had not met since the last MCESD#1 meeting. Their next meeting was set for Thursday, February 18<sup>th</sup> at 7:00pm in Courtroom of the Medina County Sub Courthouse at Precinct 2, 8366 FM 471 S, Castroville, TX, although exact date and time will be confirmed when the agenda is posted. The TTA Team thanks the MCESD#1 Board for the invitation to join with them for Rich Buchanan’s master plan staffing study presentation at this meeting.

**6 – B. FUTURE STATION PLANNING, LAND ACQUISITION(S), DONATIONS, DEMOGRAPHIC REPORTS, ECONOMIC DEVELOPMENT, and OTHER - Updates:**

Polly informed the board that this item was on the agenda for any land acquisition or donation updates. The board recommended taking it off the agenda.

**6 – C. DISTRICT/STATION NEEDS and PURCHASING UPDATES (Grants, Purchases, Etc.):**

MCESD#1 FEMA SAFER Grant deadline is March 12<sup>th</sup>, 2021, for equipment and paid manpower funds. Other TFS Grant deadlines to cover costs for the Rio Medina Station are fast approaching. MCESD#1 staff request the Board’s direction based on Mr. Buchanan’s presentation and TTA Team proposed recommendations since ESD #1 structural decisions are needed soon to correctly write the grant. No Action was taken, the item was tabled.

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

**7 – A. Foam:**

Terry asked John to give a status update on foam at the Castroville VFD station, Mico VFD Station, and LaCoste VFD Station. Currently, LaCoste VFD has 15-jugs available and could transfer some to Mico VFD, Castroville VFD just ordered a pallet (replacement for stolen foam), and Mico has 4-jugs. John informed the Board and the VFDs that he contacted the foam vendor and was told the foam does not expire. Discussion continued regarding the previous barrel purchases approved by the board; John informed the board that no foam purchases had been secured since Commissioner Beck asked him to hold. Commissioner Beck had asked for more time to discuss foam purchases following the Chief’s responses. After further discussion the board approved John to purchase the foam needed, in buckets, within the allocated amount approved in the 2020-2021 budget.

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

**8 - A. SET NEXT MONTH’S MEETING(S) – March 10<sup>th</sup>:**


The next proposed regular meeting of MCESD#1 will be at 7:00pm on Wednesday, March 10, 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 next proposed regular meeting of TTA Team was set for 7:00pm on Thursday, February 18, 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 emailed to team members.

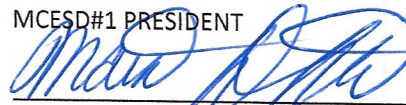
**9. ADJOURN (MOTION):**

Rodney moved to adjourn the meeting. Pam seconded his motion which was approved with a 4-0 vote. President Marvin Dziuk adjourned the meeting at 8:40pm.

RESPECTFULLY SUBMITTED,

  
POLLY EDLUND

MCESD#1 PRESIDENT

  
MARVIN DZIUK