

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

MINUTES

WEDNESDAY, MARCH 10, 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 Terry Beck, Michael Fisher, and Pam Mathis present. Board member Rodney Hitzfelder was absent. Administrative Coordinator Polly Edlund, Assistant Chief of Administration John Banning, Administrative Assistant of Finance Lori Stein, Ronda McNew, Allegiance Mobile Health representative Ramon Martinez, Castroville VFD representatives Billy-Jim Perez and Brian Anderwald, Castroville VFD Assistant Chief Dan Thornley, Castroville VFD Deputy Chief Dan Huber, LaCoste VFD firefighter Jarrett Ferris, and Mico resident Joe Suszczyński were also in attendance.

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:

President Dziuk recognized Castroville VFD Deputy Chief Dan Huber who requested to address the Board. Chief Huber thanked the MCESD#1 Board President-Marvin Dziuk, Treasurer-Terry Beck, and MCESD#1 Administrative staff - Polly Edlund for taking care/going the extra mile to help with preventive measures, and checking on/assisting with the needs of the Castroville VFD during the recent snow/ice event. The ESD and the personnel associated with the ESD who helped were sincerely appreciated by the Castroville VFD. President Dziuk thanked Chief Huber and the Castroville VFD for their kind words.

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

3 – A – 1. MINUTES, RESOLUTION OF ACCEPTANCE – (February 4th and February 9th):

Emailed to the Board on March 9, 2021.

3 – A – 2. FINANCIAL REPORTS (February) and CURRENT BILLS/TRANSFERS:

Financial reports were included in the Board's meeting folder.

3 – A – 3. SALES TAX REPORTS (February):

February 2021 report was emailed to the Board on February 12, 2021.

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

January 2021 Fire Run Reports were emailed to the Board. CVFD and LaCoste January run data had not been entered.

3 – A – 5. ACCEPT FINANCIAL REPORT – APPROVAL FOR PAYING ALL BILLS DUE AND APPROPRIATE FUND TRANSFERS:

Pam moved to accept, adopt, and approve all reports within Consent Agenda Items 3-A-1 thru 3-A-5. Terry seconded his motion which was approved with a 3-0 vote.

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

3 – B – 1. INSURANCE – ANY INSURANCE ISSUES REPORTED/CLAIMS/ANNUAL RENEWAL:

Notice from VFIS regarding increased Workman's Compensation premiums due to COVID-19 was emailed to the MCESD#1 Board and the Presidents of all the Volunteer Fire Departments. The premiums amounts could triple in cost. Finance Committee will watch these ledger items to assure that VFDs stay on budget since all will experience shortages on premiums if grants do not cover the entire expense.

Terry requested that John send an email to all VFDs to assure that grants are submitted to cover the cost of the worker's comp insurance. If the VFDs have not submitted a grant to cover the insurance premium, John is to ask if assistance is needed to get the grant written.

3 – B – 2. TREASURER'S REPORT – DEPOSITORY AGREEMENT – MAY EXPIRATION and OPTION FOR 2-YEAR EXTENSION:

An email was sent to the MCESD#1 Board regarding May 2021 expiration of bank depository agreements. Finance Committee recommends contacting the banks to take the additional two-year option to secure rates for two-additional years. Terry

moved to contact both depository banks and select the additional two-year option to secure rates for two-additional years. Pam seconded his motion which was approved with a 3-0 vote.

II. EXECUTIVE SESSION – CLOSED MEETING:

Terry 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.

His motion was seconded by Pam. Motion carried with a 3-0 vote. The Board went into executive session at 7:09pm. Attorney Ken Campbell joined the Executive session via telephone.

A. Discussions and Deliberations related to 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 Staff, Internal District Structures, and personnel matters.

CLOSED EXECUTIVE SESSION:

Pam moved to close the executive session. Michael seconded her motion which was approved with a 3-0 vote. The closed executive session concluded at 8:19pm.

The Board took a short 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 8:21pm, and established a quorum with Board members Terry Beck, Michael Fisher, and Pam Mathis present. Administrative Coordinator Polly Edlund, Assistant Chief of Administration John Banning, Administrative Assistant of Finance Lori Stein, Ronda McNew, Allegiance Mobile Health representative Ramon Martinez, Castroville VFD representatives Billy-Jim Perez and Brian Anderwald, Castroville VFD Assistant Chief Dan Thornley, Castroville VFD Deputy Chief Dan Huber, LaCoste VFD firefighter Jarrett Ferris, and Mico resident Joe Suszczynski were also in attendance. 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:

A. Discussions and Deliberations related to 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.

Terry moved to offer Proposal #2 to the County and the Finance Committee will seek the best economic options to fund the proposal. Pam seconded his motion which was approved with a 3-0 vote.

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

Terry stated that the discussions and possible actions related to MCESD#1 staff, internal district structures, and personnel matters will be addressed under agenda item '6. New Business'.

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

3 – A. EMS COMMITTEE – Committee Updates:

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

Polly reported that Bexar County ESD#7 had signed the contract. A courtesy email was sent to Calvin Plummer at Bandera EMS followed by a signed, written letter mailed and copied to the Bandera County Judge. Medina County 911 District was contacted about the ESN name change for ESN 336/337. AT&T must give approval on the change and once completed the name will be changed for Dispatch. John and Medina County Emergency Management Coordinator/Fire Marshall Keith Lutz are detailing the transfer of calls from the Medina County Sheriff's Department Dispatch to Bexar Metro Dispatch. Since the operational items are in process, Commissioners directed staff to remove this item from the agenda since no action is required. All is anticipated to be in effect on or before April 1, 2021.

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

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

President Dziuk presented an initial proposal to Medina County officials which was discussed at the Medina County Commissioner's Court meeting on February 10, 2021. The County Commissioners accepted the proposal and exchange of

utilities; however, MCESD#1 was asked to reconsider an upfront payment option for construction costs. President Dziuk drafted a second proposal for review and discussion during Executive Session. This agenda item was addressed following Executive Session under item 2 - A.

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

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

President Dziuk reported that he is working with John, Rodney, and Castroville VFD Chief Rick Lair and EMS personnel to establish/create a timetable and construction phase list. Demolition of walls in the rear that are puddling the water and the pit would be part of demolition 1, along with the rock on the front on the structure. Followed by the framing, electrical, and roof which were some of the different phases under phase II listed. Any contaminants that may have been in the building have already been removed. All current demolition activity is covered in the initial \$47,000 funds in budget status. President Dziuk will work with John to get a request for bids out within the next few days.

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

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

Terry moved to accept and approve Draw Request #5 to Bartlett Cocke for \$336,118.55. Michael seconded his motion which was approved with a 4-0 vote.

3 – B – 3 – b. Construction Add-Ons: Wiring, Communications, Alerting, PA, Data, Security:

Data Cabling

John reported that Digicom is on site working on their coordination process for the data cabling and wiring, door hardware and security. Digicom was approved by the Board as a contractor for the alerting, PA, communications for the Rio Medina Station #15 on February 9, 2021.

Internet and Telephone Services

Polly and Lori assisted John to draft an RFQ for internet and telephone services for station #15. Terry moved to allow the administrative staff to submit an RFQ for internet and telephone services at Rio Medina Station #15. Michael seconded his motion which was approved with a 3-0 vote.

3 – B – 3 – c. Apparatus Acquisition Update:

President Dziuk thanked John and TTA Team representative Ramon Martinez for making the trip on behalf of MCESD#1 and all their time and efforts. President Dziuk also praised the Chiefs for their professionalism during the Chiefs Meeting. It is his hope as well as that of the MCESD#1 that this spirit of unity continues and grows.

John, Mr. Martinez, and Siddons-Martin representative Ryan Crady went to the Pierce Manufacturing facility in Appleton, Wisconsin on March 3-5, 2021, where they spent approximately twenty hours going over the specifications line by line, reviewing options, seeking cost savings, and making needed modifications to ensure the Pierce Enforcer Engine would meet the multi-mission needs of MCESD#1 for the next twenty years. Some options were identified as being beneficial and are to be included in the final version. A special Chiefs meeting was held on Tuesday, March 9th, to discuss recommended change orders requested and any budget fund requests or needed line-item budget amendments.

Polly reviewed the below financials from the Chiefs meeting:

\$601,125.18	total prepay amount of engine.
\$ 49,737.56	presentation change order cost from March 9 th meeting (including dealer discounts)
<u>(\$27, 114.85)</u>	credit for cascade system omission
\$623,747.89	Revised Apparatus Cost/balance from March 9 th meeting
\$22,622.71	change order request from March 9 th Chiefs' meeting
<u>\$5,321.10</u>	additional cost to add 8-position SCBA storage bottle holders and reductions from reduced dealer discounts.
\$27,943.81	new requested change order total / New overall truck cost with change order \$629,068.99

Michael moved to approve the change order as presented; Terry seconded his motion. There was no vote. Pam amended Michael's motion to increase the cost of the truck by \$27,943.81 and to decrease the amount previously approved for the SCBA additional sixty-two bottles (\$147,000) by the \$27,943.81. Revising the SCBA line item associated with the loan to \$119,056.19 Terry seconded her motion which was approved by 3-0 vote.

Terry thanked John and Ramon for their time and efforts spent on the changes to the new apparatus.

3 – B – 3 – d. Apparatus Equipment, Specifications, Purchases, Funding Timelines – Status Updates:

John had nothing new to report. This agenda item was tabled.

3 – B – 3 – e. FF&E, Specifications, Purchasing, Funding Timelines – Status Update:

Pam asked about the construction timeline/completeness date of the building; however, none was given. John noted the building would be sealed in the next few weeks. Pam also thanked John for sharing the weekly photos from Bartlett-Cocke with the Board. President Dziuk gave approval to send the photos to everyone that request them at his email address. This agenda item was tabled.

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

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

Well Project

John contacted D'Spain Sales and Service, Inc of Bandera and they are still waiting on the results of the water sample from the lab. New samples may have to be taken. Upon receipt of the sample results, D'Spain will be able to determine/order the proper sand filter needed for the system. Mico VFD is still having problems with the well.

Driveway Project

President Dziuk reported that the driveway project is being rebid by the Board with two alternate avenues of construction, concrete and/or paving/highway-quality paving. They were also taking the net 30 out of the RFP, and making it ½ payment up front and remaining ½ upon completion. President Dziuk will meet with John to draft new bid requests and post/publish them in the local paper, and then bring them back to the board for a vote. Polly was directed to add awarding of RFP to the April meeting agenda.

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

4 – A. TEMPORARY TRANSITIONAL ADVISORY TEAM REPORT – Team's Informational Liaison Report:

TTA Team Informational Liaison Ronda McNew reported the TTA Team approved minutes for January 9th and February 9th meetings were emailed to the MCESD#1 board on February 27, 2021. This month's Informational Liaison Report from the TTA Team was included in the Board's meeting folder for their information and review. Terry thanked and complimented Ronda for doing a great job and helping with the TTA Team meetings.

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

The Commissioners recommended this item be removed from the agenda.

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

Castroville VFD Truck Repair

Castroville VFD has problems with the suspension of their 2016 F550 brush truck. Castroville VFD Fire Chief Rick Lair received a repair quote of \$9,043.71 from Alamo Fire Apparatus LLC, Adkins, TX to repair the suspension and other necessary maintenance items in four-six weeks. The Kyrish Government Group, Killeen TX quoted \$2,605.04 for the suspension; however, could not quote the repair cost on the other maintenance items without seeing the apparatus. President Dziuk arranged for the truck to be transported to Kyrish Government Group in Killeen for \$2.50/mile; a trip of approximately 200-miles/estimated approx. \$500. Kyrish stated that they could repair the truck in less than a week after getting the necessary parts (approx. 7 days to get parts). Pierce Equipment did not want to quote on the repair, due to possible issues working on another manufacturer's apparatus. Pam moved to have President Dziuk and Terry work with John to get the truck repaired and transported at a cost of up to \$9,043.71. Terry seconded her motion which was approved with a 3-0 vote.

Medina Electric Cooperative Grants

Pam suggested that a grant be written for an enclosed cascade system at an approximate cost of \$120,000. Polly stated that the Medina Electric grants are usually a maximum of \$40,000-\$50,000. She suggested working a match grant option with departments and MCESD#1 to acquire grant funds. John is to ask the VFD Fire Chiefs what type of cascade system they would like to use. John mentioned JAWS and battery-operated tools as other grant options. No clear directive was given by the Board other than write grants for what is needed. Polly and Ronda will explore options.

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

None.

6. NEW BUSINESS - INTRODUCTION OF ANY NEW BUSINESS:

6 - A. SET NEXT MONTH'S MEETING(s) – April 14th:

The next proposed regular meeting of MCESD#1 will be at 7:00pm on Wednesday, April 14, 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.

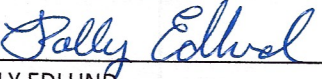
6 - B. Annual Staff Performance Review:

Michael moved to have MCESD#1 institute a formal, annual written performance evaluation program for paid District staff effective immediately. Pam seconded his motion which was approved with a 3-0 vote.


7. ADJOURN (MOTION):

Terry moved to adjourn the meeting. Pam seconded his motion which was approved with a 3-0 vote. President Marvin Dziuk adjourned the meeting at 9:01pm.

RESPECTFULLY SUBMITTED,


POLLY EDLUND

MCESD#1 PRESIDENT


MARVIN DZIUK