

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

MINUTES

WEDNESDAY, APRIL 14, 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, Rodney Hitzfelder, and Pam Mathis present. Administrative Coordinator Polly Edlund, Assistant Chief of Administration John Banning, Administrative Assistant of Finance Lori Stein, Ronda McNew, Castroville VFD Deputy Chief Dan Huber, Castroville VFD representatives Melanie Godwin and Brian Anderwald, LaCoste VFD Chief Joe Wells, Mico VFD Chief Jaime Esquivel, Mico VFD Board President Linda Murphy, Mico VFD Board Treasurer Jenny Ferren, Mico VFD representatives Susan Tinsley, Ian Zubel, and interested Mico citizen Joe Suszczynski were 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:

None.

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

Pam moved to accept, adopt, and approve all reports and to appropriate fund transfers within the Consent Agenda Items 3-A-1, 3-A-2, 3-A-3, 3-A-4, and 3-A-5. Michael seconded her motion which was approved with a 4-0 vote.

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

3 - A - 2. FINANCIAL REPORTS (March) and CURRENT BILLS/TRANSFERS:

3 - A - 3. SALES TAX REPORTS (March):

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

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

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

3 – B – 1. CONTRACTUAL PAYMENTS HELD – JANUARY REPORTING PENDING:

Prior to the meeting there was a 2020 Q4 quarterly reporting non-compliance problem with Castroville VFD and LaCoste VFD; as a result of Polly's special meetings and efforts, these problems were both corrected and resolved totally in a positive manner. No Board action was needed, but the non-compliance concern required documentation in the monthly meeting minutes because January 15th checks were held until issues were resolved.

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

Polly reported that the Finance Committee discussed the depository agreement expiration deadline at the March ESD meeting and was directed to contact the banks regarding the ESD's wishes to take the two-year extension option on the current contract. Both banks were contacted, and both declined.

Both CSB and SSB declined the extension, but offered to extend the agreement only with the option to renegotiate the rates. The contract does not state this wording "negotiate rates" so the way the current contract is written it was the Finance Committees decision to bring this item back to the board for additional discussion. Without the extension, the District would need to rebid the depository agreements, unless the Board gave a directive to take another action, such as negotiate with both banks. Polly also made mention that should the depository be awarded to another bank, moving accounts would be a headache during the loan process, should the board decide to finance the upstairs project of the County Bldg. Proposal.

Following discussion, Rodney moved to rebid the depository banks. Michael seconded his motion which was approved with a 4-0 vote.

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 Terry. Motion carried with a 4-0 vote. The Board went into executive session at 7:06pm.

- 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:

Terry moved to close the executive session. Pam seconded his motion which was approved with a 4-0 vote. The closed executive session concluded at 7:31pm.

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 7:32pm, and established a quorum with Board members Terry Beck, Michael Fisher, Rodney Hitzfelder, and Pam Mathis present. Administrative Coordinator Polly Edlund, Assistant Chief of Administration John Banning, Administrative Assistant of Finance Lori Stein, Ronda McNew, Castroville VFD Deputy Chief Dan Huber, Castroville VFD representatives Melanie Godwin and Brian Anderwald, LaCoste VFD Chief Joe Wells, Mico VFD Chief Jaime Esquivel, Mico VFD Board President Linda Murphy, Mico VFD Board Treasurer Jenny Ferren, Mico VFD representatives Susan Tinsley, Ian Zubele, and interested Mico citizen Joe Suszczyński were in attendance.

2. DISCUSSION and POSSIBLE ACTIONS FOLLOWING EXECUTIVE SESSION:

Rodney moved to transfer the TTA Team's job description for Fire Chief to Staff to be formatted for Board's approval, suitable for publication, and finalized for publication. The Board will move forward with a final review before being published. Pam seconded his motion which was approved with a 4-0 vote.

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

3 – A. EMS COMMITTEE – Committee Updates:

The EMS Committee (Pam, John, Polly, Terry was absent) met with Allegiance EMS on April 5, 2021. Minutes of this meeting were emailed to the Board on April 7, 2021.

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

Pam reported that the EMS Committee met following the meeting with Allegiance EMS, and made the following recommendations on how to proceed:

A verbal agreement for the current contract extension for one-quarter of 2021 with Allegiance EMS (April, May, and June 2021) was made with certain to allow Allegiance EMS and the EMS Committee to negotiate another 1-year contractual arrangement. Pam also noted criteria was requested to be met prior to the Board meeting. This criterion was not presented at the meeting and Pam planned to contact Allegiance on April 15th to get resolution/answers as to why it was not provided. The EMS Committee granted Allegiance EMS an additional three months to address other issues before entering another one-year renewal, with an addendum to the current contract. One criterion the committee hoped to discuss pricing for adding another 12-hour crew to the current day ambulance, to make three (24-hour) units when Rio Medina Station comes online. Over the next three months, the EMS Committee and the ESD Board will need to discuss and decide the future location placement of the three units.

3 – A – 2. MCESD#1 Northern 336/337 Coverage Area – EMS Contract – Status Update:

John reported that the contract execution and initial setup with Medina County Sheriff's Office and Medina County 911 District is complete. The switch to Bexar County ESD#7 coverage went into effect on April 1, 2021. There were some glitches the first week; however, John will continue to work out any problems with Medina County Emergency Management Coordinator/Fire Marshall Keith Lutz. This item was removed from future agendas.

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 met with Medina County Judge and reported that there were no new contractual developments to the Board. Rodney reported that demolition is complete, and that construction has begun upstairs at the County Bldg. Marvin noted the financial option was a separate item, Polly may need to present options prior to May 31st based on new depository rates received for the May meeting. Pam made a motion to approve the remodel; which did not receive a 2nd to her motion. Terry questioned why the MCESD#1 is moving forward with a verbal agreement if the item has not been voted on by the Board? Discussion continued; and it was decided that until the Medina County Commissioners approve the lease agreement/contract, and a depository agreement is in place no resolution could be agreed upon. This agenda item was tabled.

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:

At the March meeting, President Dziuk reported that he is working with John, Rodney, and Castroville VFD Chief Rick Lair and Allegiance EMS personnel to establish/create a timetable and construction phase list. Demolition of walls in the rear that are puddling the water and the rock on the front on the structure are the initial phase followed by framing, electrical, and roof were some of the different phases listed. The Facilities Committee will bring back to the Board a timeline on the different phases of the project and projected costs involved later; however, nothing is finalized at this point. John needed to publish an RFP request for bids to demolish and remove an abandoned aggregate retaining wall and remove the rock façade on the facility at Castroville VFD Station #10 Annex, 803 Paris Street, Castroville. A copy of the RFP was presented to the Board for approval. Rodney moved to approve the RFP with the one correction pointed out by Terry, and to move forward on this project. Terry seconded his motion which was approved with a 4-0 vote.

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:

Rodney moved to accept and approve Draw Request #6 to Bartlett Cocke for \$328,503.35. Terry seconded his motion which was approved with a 4-0 vote.

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

Auxiliary Building

Originally the Board approved \$60,000 to construct an auxiliary building at Rio Medina Station #15, the approx. 800 sq ft building came in over budget at \$210,634 which is over \$263/sq ft. John noted on an April 13, 2021, 9:34AM email, 'It may be wise to consider shifting the \$60,000 plus the difference to just purchase a self-contained air trailer or truck and park it in the main station. Even at \$150,000, it would be less expensive than a building, plus SCBA compressor and a trailer.'

After much discussion on concrete pour deadlines, conduit needs, rough in cost estimates, etc...; Rodney moved to preapprove a change order with Bartlett-Cocke up to \$20,000 to cover the cost of conduit for electrical, data, and water to the future auxiliary building, standdown on the planned slab concrete pour, rough in conduit, run conduit underground and then terminate at the location of the future building. Pam seconded his motion which was approved with a 4-0 vote.

Radio Tower

Per John on an April 8, 2021, 4:46PM email, the selected vendor, and County Emergency Management, determined the best placement option for the planned 35" self-supporting tower. The tower is to be erected on the north side in the corner between the Fire and EMS bay providing the best location for line-of-sight reception redundancy.

John noted on an April 13, 2021, 9:24AM email. 'This (a 5'x5'x5' hole filled with concrete and rebar) is necessary to install the tower. John reported he did not expect cost to skyrocket so high. In any case, he could cover the additional expense within the Station FFE line item. The FFE original budget had a total of \$8,000 allocated for a tower and cabling, with \$4,732.06 utilized, leaving \$3,267.94. The remainder can be absorbed with the overall FFE cost adjustments/savings expected.'

Following discussion, Pam moved to approve a realignment change order to the Communications budget line item for the cost of the 5'x5'x5' hole for the 35' antenna tower base, and the concrete. Michael seconded her motion which was approved with a 4-0 vote.

FF&E – Communications Draw Request

Polly submitted an application for FF&E Draw Request #1 on the Facility Loan for \$10,593.60, presented for approval for station communications for the radio tower, base radio, overhead projector, TVs, Mounting Equipment and one computer for Rio Medina station #15 FF&E detailed below:

Advantage Towers	Communications radio 35' Rohn 455 Tower	\$4,075.00
Tessco	Communications wiring for base radio and tower	\$2,946.33
Amazon	Epson Powerlite Projector – 1781W	\$599.68
Walmart	5 – TV's Visio and TV mounts	\$1,972.64
Altex	Computer – Lenovo	<u>\$999.95</u>
	TOTAL	\$10,593.60

The FF&E draw request reflected a balance remaining for FF&E after the first draw of \$55,938.40. Rodney moved to approve the FF&E Draw Request #1 in the amount of \$10,593.60 to Castroville State Bank for FF&E line-item funding. Michael seconded his motion which was approved with a 4-0 vote.

Radios

Polly presented a Sunny Communications, Inc. Invoice for the Radio budget item draw request #1 for Station #15 Radios to be submitted to Castroville State Bank for payment. The invoice was for the 10 portable radios for station #15, 4 mobile units for the apparatus at station #15, plus shipping for a total invoice of \$12,075.00. Polly would draft the draw request document and get it to Terry and Marvin for signatures, once the Radio budget item was approved by the board. Pam moved to approve the Sunny Communications invoice for the purchase of the Radios for station #15. Terry seconded her motion which was approved with a 4-0 vote.

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

SCBA units and spare bottles

John has held two Chiefs meetings (March 9th and April 6th) to discuss apparatus and equipment needs with the Chiefs of each department. At the Chiefs meeting of March 9th, the change order following the manufacturer's visit for the Engine and equipment was discussed by Ramon and John and approved by the Chiefs at the MCESD1-Chiefs' meeting. The change order was approved at the MCESD#1 March meeting, and reduced the SCBA line item to \$119,056.19.

The overall truck equipment budget line item (attached to the loan \$59,100 & the SCBA line item) for overall truck equipment needs was discussed at the April 6th Chiefs' meeting and additions and modifications were discussed and edited. Minutes from both Chiefs meetings were e-mailed out to the board and will provide more detailed information on any changes/edits made.

Based on the information in the Chiefs' meeting minutes, Polly submitted a draw request for the SCBA funding from Castroville State Bank for review and approval. Terry moved to approve the Application for SCBA Draw Request #1 on the Facility Loan of \$113,103.00 for SCBA, with additional discussion requested. Rodney seconded his motion. No vote was taken. Pam asked John why he and the Chiefs felt the need to purchase more SCBA equipment than was required on each apparatus? Mico VFD Chief Jaime Esquivel stated that the chiefs never gave quantity direction for Station #15 SCBA apparatus or gear, only the quantity of SCBA needed at their respective station. Terry followed in an effort to get clarification by asking John for the reasoning for purchasing six-SCBA units for Engine 8115 when seating only accommodates five individuals, including the driver. The rationale was that if an additional individual would come to the fire scene by POV, without a SCBA unit, the extra unit would be used by the extra person. John stated that this number of units was according to the Chiefs direction. The same response was given when asked about two SCBA units for a new Fire Chief vehicle. Terry remarked that there was currently no new fire chief vehicle approved or on order at this time, and SCBA units could be purchased later, if a fire chief vehicle was approved at a later date. Michael Fisher noted he was not in favor of asking Chiefs for their recommendations, and then not taking their recommendations. Pam and Terry explained that the SCBA units had expiration dates, and they were not favorable of purchasing excessive or expensive dated items, if they were not needed. Rodney also clarified that the driver of the Engine does not go into the burning structure, so the SCBA unit assigned to the driver's seat was already an extra unit on the Engine.

John's updated copy of the SCBA recommended needs by individual apparatus was also included in board packets for discussion. The PO and Draw Request #1 – Draft 1 had also been updated based on documentation following the Chiefs' meeting and included the following adjustments:

SCBA prices broken out by SCBA unit, face mask & cylinder (\$6,322 each combined set), 6 additional spare SCBA batteries, 1 additional battery charging station, plus 6 additional bottles for LaCoste. All of which could now be covered under the SCBA loan budget item for station #15, and still remain under budget, if the board decided to approve the purchase/draw request.

There would also be a budget item still pending for additional Facemasks, originally approved as a separate capital budget item for medical safety reasons on the Capital Items Worksheet 'SCBA Upgrade – Safety Priority' at \$5,000, as replacement facemasks for each department, which was still in budget status.

After a very long discussion, Terry suggested making the following changes:

Engine 8115 change the Quantity from 6 to 5 SCBA units (SCBA unit + bottle + facemask), leave the Tender & BT at 2 new SCBA units per each apparatus, and strike off the New Fire Chief Vehicle line item all together (Quantity 0 SCBA units/ 0 extra bottles). The extra bottles would remain as recommended on the sheet 15 for Engine, 2 for Tender, 2 for BT, and 6 for LaCoste. For a total of 25 extra bottles (not included with the new SCBA units).

Rodney amended the motion to approve Terry's recommendation to purchase five-SCBA units for Engine 8115 and to eliminate units for the new chief vehicle at this time. Terry seconded his amended motion which was approved with a 4-0 vote.

April 8, 2021
Updated cost

Station 15 SCBA						
At the Chief Meeting 4/6/21, the following recommendations were agreed upon for Station 15 SCBA purchases. After review and based on the number of SCBA units to be assigned and the future use anticipations, I added an additional 6 batteries and 2nd charger. We are still under budget.						
Apparatus	QTY SCBA	Cost each	Total	QTY Cylinders	Cost each	Total
Engine 8115	5	\$6,322.00	37932	15	\$1,135.00	\$17,025.00
Tender 8115	2	\$6,322.00	12644	2	\$1,135.00	\$2,270.00
Brush Truck 8115	2	\$6,322.00	12644	2	\$1,135.00	\$2,270.00
New Chief Vehicle	0	\$6,322.00	12644	0	\$1,135.00	\$2,270.00
Spare SCBA batteries	12	\$352.00	4224			
Battery Charging station	2	\$685.00	1370			
Total SCBA costs			\$81,458.00	Total cylinder cost		\$23,835.00
Total SCBA & Cylinder costs for Station 15			\$105,293.00			

Operational Back-Fill additional SCBA cylinders	SCBA Bottle QTY	Unit Cost	Total
Station 15	Included in above	0	\$0.00
Station 10	E/R 8110	0	\$0.00
Station 11	E/R 8111 LaCoste	6	\$1,135.00
Station 12	E/R 8112	0	\$0.00
Operational Back-fill bottles total			\$6,810.00
Freight			\$0.00
Revised total Project cost			\$112,103.00
Original project budget			\$147,000.00
Diverted funds to Pierce Engine			-\$27,943.81
Revised project budget			\$119,056.19
Budget Project Surplus (savings)			6953.19

Breakdown of Cost			
MSA - G1FS-442MA2COLAR, SCBA - G1 SCBA, 4500PSI	\$4,900.00		
10175708 - G1 Cylinder, 4500psi, 45min w/ QC	\$1,135.00		
MSA-G1FP-FM1M4C1 - Face Piece Medium, 4pt	\$287.00		
Total cost per complete SCBA	\$6,322.00		
10158385 - Rechargeable Battery Station / Dock	\$685.00	1 unit	6 position
10148741-sp - Spare Rechargeable Battery Pack	\$352.00	6 each	

Polly noted the REVISED SCBA draw request #1 for CASCO would be presented to the President and Treasurer for signature as revised, and approved - detailed as:

9-MSA SCBA Units (Engine 5 + Tender 2 + BT 2 @ \$4,900 each)	\$44,100.00
9-MSA SCBA Cylinder/bottles (Engine 5 + Tender 2 + BT 2 @ \$1,135 each)	\$10,215.00
9-MSA Facemasks (Engine 5 + Tender 2 + BT 2 @ \$287 each)	\$ 2,583.00
15-MSA SCBA Cylinder/bottles (Engine Extras) (\$1,135 each)	\$17,025.00
2-MSA SCBA Cylinder/bottles (Tender Extras) (\$1,135 each)	\$ 2,270.00
2-MSA SCBA Cylinder/bottles (BT Extras) (\$1,135 each)	\$ 2,270.00
6-MSA SCBA Cylinder/bottles (LaCoste Engine 8111) (\$1,135 each)	\$ 6,810.00
	\$85,273.00
2-MSA rechargeable Battery Station (\$685 each)	\$ 1,370.00
12-MSA rechargeable battery packs (\$352 each)	\$ 4,224.00
	\$90,867.00
Shipping	\$.00
TOTAL	\$90,867.00

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

This agenda item was discussed under item 3-B-3-c.

The overall truck equipment budget line item (attached to the Broadway loan) for overall truck equipment needs was discussed at the April 6th Chief's meeting and additions and modifications were discussed and edited. Minutes from both Chiefs meetings were e-mailed out to the board and will provide more detailed information on any changes/edits made.

John will make updates and get the revised information with estimated costs to Polly for this draw request which was related to the Broadway loan.

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

Polly stated that the FF&E purchasing has started. The bank has agreed to fund the loan account as the purchases are approved; however, they require two signatures on draw requests for the FF&E funding, same procedure as construction draws. To accommodate this requirement, the Finance Committee will receive twice per month draw requests, with the tracking sheets totaling the year-to-date purchases for the FF&E budget line items. The draw requests will be signed by President and Treasurer each month with payroll checks, the same method used for Bartlett-Cocke draws. Once the funds are put into the loan payment account by the bank, the orders will be placed and vendors will be paid via check from this account. Polly also noted; if a vendor does not allow a net 30 account setup with the MCESD#1, and we plan to ask, a credit card Purchase Order will be submitted for prior approval and once the PO is approved the purchase will be made on the corporate credit card, the funds requested on a draw request to the bank, and the loan payment account will pay the credit card via check from the account. This will keep all station #15 payments in one account and easy to keep with records management files for a clean history and filing system for warranty records in the future.

A donation was received from a MCESD#1 citizen (Ronda) for kitchen utensils for use at Rio Medina Station #15. The donation consisted of a 6-qt. and 10-qt. covered, non-stick jumbo cooker/stockpots, 8-piece nonstick cookware set (8" and 10" fry pan, 1.5-qt, 2-qt, and 3-qt saucepan/casserole pans with lids), 24-piece nylon and stainless-steel cooking/service utensil set, 24-place settings of stainless-steel flatware, and 3.6-qt enameled cast iron casserole dish with dual handles. Total donation was valued at \$320. These items will be removed from the FF&E list.

3 – B – 3 – f. Yancey Water Meter and Easement – Update:

The Yancey water meter application was submitted by President Dziuk during the past week. The Facilities committee recommended a 1.5" meter. A letter from Yancey Water Supply Corporation, dated April 13, 2021, detailed the water service request and pricing for Rio Medina Station #15, 135 Stone Loop (R504549) as follows with the cost for one (1.5") meter totaling \$25,669.92. The breakdown is:

Standard Meter Device

Cost of Membership	\$100.00
Installation of Meter	\$850.00
Buy-In-Equity Fee	\$4,570.00
Water Acquisition Fee (3-acre ft)	\$18,500.00
Hydraulic Study	\$250.00
Customer Service Inspection Fee	\$25.00
Automatic Meter Reading	<u>\$1,374.92</u>
TOTAL	\$25,669.92

Michael moved to approve the installation of a 1.5" meter. Rodney seconded his motion and after much discussion and review of many previous email streams regarding meter size and a bay water-fill line, the motion was approved with a 4-0 vote. Terry was also going to follow-up with Scooter Mangold about the requirement for water acre feet.

John noted on an April 8, 2021, 4:46PM email 'Regarding the auxiliary truck fill line. After discussions with the Facilities committee, we have decided to delete any change order for this. The existing plumbing in the fire bay will terminate with a standard garden hose bib. We will not add additional plumbing to facilitate a fill line.'

Polly discovered an easement concern when the document for Yancey Water was reviewed. Attorney Richard Russell was consulted for his legal opinion on the matter. He suggested a small addition on the easement document to rectify the issues. The correction was made and notarized by Marvin, and forwarded to Yancey Water with the application for the meter.

3 – B – 3 – g. RFQ Phone and Internet Services – Station #15 – Status Update and Possible RFQ Deadline Extension:

Staff placed an RFQ notice in the newspaper and solicited four companies for service; however, received no responses. Following discussion, Rodney moved to extend the time on the RFQ to allow Staff to solicit responses to the RFQ to get pricing. Pam seconded his motion which was approved with a 4-0 vote.

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

3 – B – 4 – a. Driveway Project – RFP Award for Concrete Project:

John emailed out the final RFP bid sheet for Board review prior to the meeting. Two vendors submitted proposals within the RFP parameters, two vendors submitted proposals that were not within the RFP parameters, and three vendors solicited information but did not bid. After reviewing the bid tabulation sheet, Michael moved to proceed with Vendor #1 (Wayne Rodgers Construction, PO Box 387, Castroville, TX 78009, 830-931-3242) who presented the lower within-parameter bid of \$90,809.25. Rodney seconded his motion which was approved with a 4-0 vote. A note was made to John to contact the contractor Wayne Rodgers Construction the next day to get him started in order to finish prior to the Mico VFD May 8th BBQ event.

3 – B – 4 – b. Well Project – Updates:

John reported that there were no new updates on the Mico well. Mico VFD Chief Jaime Esquivel reported that currently the well and the pump were working better. Longer timelines between filter changes. John had spoken to D'Spain (Ray D'Spain) trying to get an update on the water sample and timeline for the installation of the new type filter. Mr. Ray D'Spain did not give him any specifics, only they were still working on it.

3 – B – 4 – c. Mico Request for Special Permission at Fundraising Events:

MCESD#1 policies require any contracted entity to request special permission if wanting to serve alcohol at a fundraiser or hold a special event at an ESD Station. Mico VFD requested, via email, to receive special permission to serve alcohol at their annual barbeque fund raising dinner, at their fall harvest festival, and at their Christmas party. Rodney moved to grant special permission to serve alcohol at the three above listed events. Terry seconded his motion which was approved with a 4-0 vote.

3 – B – 4 – d. Mico End of Year 2020 Budget Request for the Use of Surplus Funds – PPE:

Polly presented a copy of Mico VFD 2020 Balance Sheet Detail from QuickBooks which shows a budget excess of \$9,046.76 for year-end 2020. Terry moved to allow Mico VFD to use \$7,532.15 of their \$9,046.76 surplus funds to purchase PPE (Wildland and Structure gear) for two new firefighters. Rodney seconded his motion. Discussion continued. Pam asked Mico VFD Chief Jaime Esquivel for clarification on the levels of training the new firefighters had. Chief Esquivel reported that his firefighters had to pass the level I training prior to getting approved for PPE. The motion was approved with a 4-0 vote.

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

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

Informational Liaison, Ronda McNew, submitted a Report from the TTA Team which was included in the Board's meeting folder for their information and review. No action was required.

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

Remove this item from future agendas.

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

John presented a request to release the CIP Project purchase of Stokes Baskets from budget status to approval to purchase status. Terry asked if firefighters were trained to use them and how they were used. Terry moved to release \$6,000 from budget status for the purchase of stokes baskets. Pam seconded his motion which was approved with a 4-0 vote.

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) – May 12th:

The next proposed regular meeting of MCESD#1 will be at 7:00pm on Wednesday, May 12, 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.

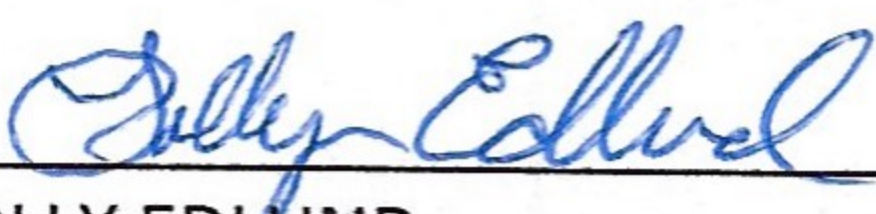
6 - B. NEW PAYROLL FORM(S):

Polly presented a new 'Time Off Request' form for Board's approval. The new form will give more accountability, require management approval prior to time away from work, and become a part of the payroll records management files. Rodney moved to accept the 'Time Off Request' form as presented to the Board. Pam seconded his motion which was approved with a 4-0 vote.

7. ADJOURN (MOTION):

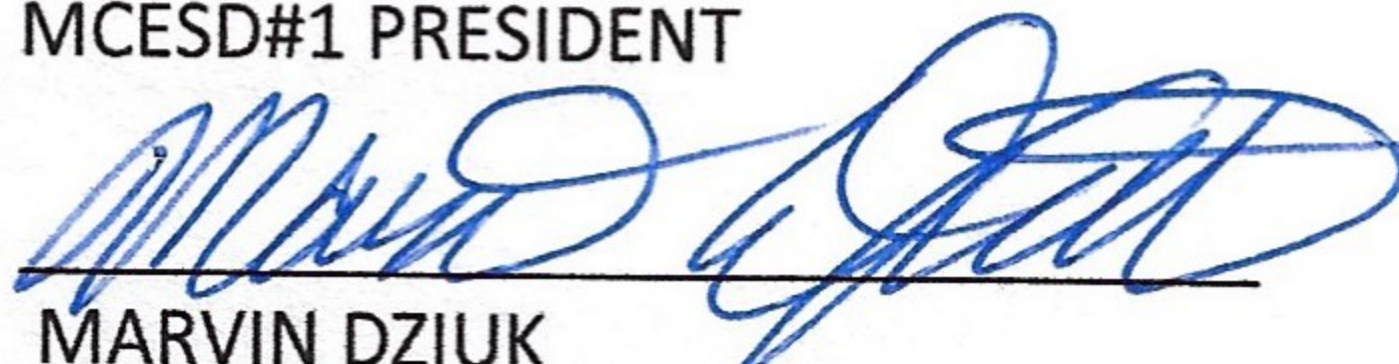
Terry moved to adjourn the meeting. Rodney seconded his motion which was approved with a 4-0 vote. President Marvin Dziuk adjourned the meeting at 9:09pm.

RESPECTFULLY SUBMITTED,



POLLY EDLUND

MCESD#1 PRESIDENT



MARVIN DZIUK