

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

MINUTES

WEDNESDAY, MAY 12, 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 Rodney Hitzfelder present. Board Member Pam Mathis was absent. Administrative Coordinator Polly Edlund, Assistant Chief of Administration John Banning, Administrative Assistant of Finance Lori Stein, Ronda McNew, Castroville VFD representative Melanie Godwin, and Mico VFD representative Ian Zabel 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:

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

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

3 – A – 2. ACCEPT FINANCIAL REPORTS (APRIL) and APPROVAL FOR PAYING BILLS and APPROPRIATE FUND TRANSFERS:

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

3 – A – 4. DISTRICT-WIDE FIRE and EMS RUN REPORTING and QUARTERLY FINANCIAL and OPERATIONAL REPORT REQUIREMENTS

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

3 – B – 1. TREASURER'S REPORT – DEPOSITORY AGREEMENT – MAY EXPIRATION:

This agenda item was tabled.

3 – B – 2. INSURANCE – ANY INSURANCE ISSUES REPORTED/CLAIMS/ANNUAL RENEWALS/Worker's Comp. Issues:

Following the recent tornadoes/windstorms, Polly reported that she and Lori have relocated their offices to Station #10 at 800 Madrid in Castroville since their offices at the Castroville Airport were condemned. John initially moved his office to his house; however, since has relocated back to the Castroville Airport's pilots' lounge, now given to him to use as an office.

Rodney reported that the new offices were under construction at the Medina County Sub Courthouse at Precinct 2 and anticipates completion in about four months. Terry questioned if a lease agreement had been received from Medina County for the sub courthouse offices and was told by President Dziuk that there is a lease agreement; however, it is not in writing. Terry insisted that a written lease agreement needs to be drafted and properly executed.

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

4 – A. EMS COMMITTEE – Committee Updates:

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

This agenda item was tabled.

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

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

As reported in agenda item 3-B-2, MCESD#1 does not have a written lease agreement from Medina County. It was reported at the April Board meeting that Medina County Judge Chris Schuchart was working on the written document.

Polly reported that the ESD's Administrative furniture (wooden pressboard desks and file cabinets) moved to Station #10, because of the recent destructive storms at the airport offices, received considerable damage to some pieces, and were shored up for function. Staff reviewed the damages and determined that the furniture will not survive another move to the

County Sub Courthouse offices. Without risking additional damages to the legs and stability of the furniture, the Staff recommended that MCESD#1 leave the furniture at Station #10, an upgrade to the current station's furniture for Fire/EMS use. The Staff also proposes purchasing furniture (with delivery and installation included) for their new offices at the County Sub Courthouse. Currently, no action was needed; however, once the move to the county building gets closer, a budget amendment to include desk purchases to the moving costs will be required.

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

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

At the April meeting, President Dziuk reported that he would work with John, Rodney, Castroville VFD Chief Rick Lair, and Allegiance EMS personnel to establish/create a timetable and construction phase list (framing, electrical, and roof) following the demolition of walls in the rear. The Facilities Committee would bring back to the Board a timeline on the different phases of the project and the cost estimates. The cost estimates for the Phase II construction had not been determined and Board approval secured. Several options/drawings were presented to the MCESD#1 Board at a prior meeting; however, no final decision had been approved by the Board, nor had cost proposals been presented for the construction phase II of the project. Marvin noted he would work with Rodney and John to put a list together and research costs to present to the Board. This agenda item was tabled.

4 – B – 2 – b. Awarding of Demolition Phase – Paris Street Station 10 Annex:

An RFP (Request for Proposals) was published in the Hondo Anvil on April 15, 2021, for proposals from qualified contractors for the demolition and removal of an abandoned aggregate retaining wall and the removal of rock façade at the Station #10 Annex, 803 Paris Street. The proposals were due by noon on May 3, 2021. The project scope summary was: remove rock façade on the front of the building between the garage doors, ensure garage doors remain functional, install plywood, if needed to ensure building security, remove an approximate 4-foot high, three-sided, retaining wall behind the building, removal of a chain link fence section and posts running behind the building on either side of the parking lot entry to the perimeter fence with the perimeter fence remaining intact, removal of all construction debris and demolished materials, and fill any holes/voids left in the ground due to demolition. The contractor will coordinate with Fire and EMS crews to ensure response capability is not hindered and will provide weekly progress updates.

There were seven vendors solicited for bids via email; however, only two vendors elected to bid on the demolition project. After reviewing the bids, Rodney moved to award the demolition project to Anderwald Construction. (Brian Anderwald, 16060-1 Bandera Road, Helotes, 78023, 210-363-6986, anderwaldag@gmail.com) Michael seconded his motion which was approved with a 3-0 vote. John will notify Anderwald Construction on Thursday, May 13th, of the award of the project by the Board.

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

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

4 – B – 3 – a – (1). Rodney moved to accept and approve Draw Request #7 to Bartlett Cocke for \$276,896.50. Michael seconded his motion which was approved with a 3-0 vote.

4 – B – 3 – a – (2). There were no current change orders presented for approval at this meeting. However, Polly presented a year-to-date document from Architect Debra Dockery and General Contractor Bartlett-Cocke detailing an overall list of change orders, associated amounts with each one, and the total value engineering amounts to date. A slight increase of \$16,848 was added to the original contract sum of \$2,414,900 hence making the new contract sum \$2,431,748. (Approved change orders totaling \$59,082 less \$42,234 in value engineering credits resulted in the \$16,848 increase to the contract.)

From the Treasurer's report:

Draw #7 - \$276,896.50	\$1,921,151.00 YTD.
Approved Change Orders	\$16,848.00
YTD Completed Amount with Change Orders	\$1,937,999.00
Less Retainage	-\$96,899.95
YTD Completed w/out Retainage	\$1,841,099.05

Balance to Finish including Retainage	\$590,648.95.
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Total Project to Completion w/Retainage	\$2,431,748.00
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4 – B – 3 – a – (3). Polly noted that John requested a second draw request of \$1,402.84 for cabling and radios for Station #15 payable to Motorola Solutions and Sunny Communications from the FF&E allotment. (Draw #1 was for \$10,593.60). Rodney moved to approve the second FF&E draw request of \$1,402.84 for communications. Michael seconded his motion which was approved by a 3-0 vote.

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

Digicom Draw #1 of \$15,271.10 has been paid with \$62,716.33 remaining. The Digicom payment covers wiring, data, alerting, and security for this line item. The only portion remaining is the phone portion, with \$25,928 still in budget status under this line item, to be used to cover that project when needed. Presently, there are no phone service quotes received, and the extension of time granted at the April meeting to secure services was still in process. Rodney would provide staff with another contact name and number in an effort to get this portion of the project completed.

This agenda item was tabled.

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

John gave an update on the trucks noting an approximate arrival timeframe of September-October 2021. John will schedule, within the month, pre-build meetings with the Chiefs concerning the tender and brush trucks. Rodney reported that Station #15 should be completed late summer/early fall. Still to come prior to occupancy, there will be punch lists, final walk-through, equipment installation, etc. Bartlett-Cocke anticipate the main portion to be completed by June 26th, followed by the final processes listed above.

Apparatus Equipment, Specifications, Purchases, Funding Timelines – Status Updates:

The Apparatus Equipment purchasing was released from budget status (\$59,100) at the January 13th meeting. John presented to the Board the below listed an update on status of this item.

The equipment list was separated into categories and bid requests sent out. John is in various stages of receiving quotes and compiling data for comparison. He anticipates that overall costs should be under budget.

At the April 6th Chiefs' Meeting regarding equipment, each department was requested to report back to John a listing of any hose not used from last year's purchase. LaCoste had 5-sections of 2 ½" hose available. Castroville had 800' of 2 ½" hose not used and removed 1000' of 5" hose from Rescue 8110 and made it available for E8115. There is still a need for 1 ¾" hose for crosslays, 5" soft suction hose, and 2 ½" fill hose. The cost for this hose will be approximately \$5,225.34 (without shipping).

Further break down of the above needs:

Engine 8115

500-feet of 1 ¾" hose for crosslays and bumper line

(2) 25-feet 5" hydrant hoses

(1) 25-feet 2 ½" fill hose

(1) 50-feet 2 ½" hydrant fill hose

Tender 8115

400-feet of 1 ¾" hose for crosslays

(1) 25-feet 5" hydrant hose

(1) 25-feet 2 ½" hydrant hose

(1) 50-feet 2 ½" hydrant fill hose

Also needed are backfill hoses (rack hoses). According to national standards, there should be one complete hose change available for each hose size. John is presently working on a matrix to achieve these standards and will include it in the upcoming budget session for review.

John highly recommended purchasing a second set (crosslay hose) of 1 ¾" hose (500-feet) at this time for the entire district at an approximate cost of \$1,879. Each station should have an extra set of hose for insurance purposes; however, for reality purposes, the extra set of hose is moved to where it is needed.

John requested reallocation of residual funds from the SCBA project to offset this additional cost need. The funds available in the SCBA project are \$28,189. From \$28,189, John requested moving \$10,000 to work with the hose purchases plus shipping.

The above listed hose needs/requests are not part of the loan; it was cut during the budget process. John's requests were addressed under agenda 4-C, Capital Items.

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

The FF&E purchasing was released from budget status (\$66,532) at the January 13th meeting. John to give the board an update on status of this item. Polly noted that there was a CSB Draw Request #2 for \$1,402.84 for communication apparatus payable to Motorola Solutions and Sunny Communications in board packets for approval. This draw was addressed under agenda item 4 – B – 3 – a – (3).

John reported that he is currently obtaining quotes for furniture, kitchen and other station equipment, and supplies. He is timing the purchase around the station completion and available storage. At this time, he is under budget and anticipates remaining with a surplus; however, shipping costs may increase due to national status. He is working diligently to reduce costs.

This agenda item was tabled.

4 – B – 3 – f. Phone and Internet Services RFQ – Station #15 – Status Update:

Previously, Staff placed an RFQ notice in the newspaper and solicited four companies for service; however, received no responses. Following discussion, the Board approved a time extension on the RFQ to Staff to solicit responses to the RFQ to get pricing.

Staff still has not received any responses to the phone and internet service RFQ; however, they will be working on this agenda item. Rodney will give John his connection/contact number to some phone and internet service providers.

This agenda item was tabled.

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

4 – B – 4 – a. Driveway Concrete Project – Status Updates:

The concrete has been poured at the Mico Station #12. Polly noted that Wayne Rodgers Construction, PO Box 387, Castroville, TX 78009, 830-931-3242 has not sent a signed contract to staff, and no payment will be made until the Accounting Department receives the signed contract.

John noted that the concrete was poured; however, the landing approach to the EMS trailer needs to be addressed with either a short sidewalk landing or landscape stones. John will seek the most practical solution. Mico Assistant Chief Ian Zabel reported that the Mico Chief was pleased with the concrete work and was planning on pouring two-loads base material (limestone) to bring areas level with the concrete to alleviate standing water after rains.

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

John reported that he was contacted by D'Spain Sales and Service, 355 Mason Creek Loop, Bandera, 78003, 830-796-3697. D'Spain received the results from the water samples and are ordering/installing the needed filter tank. John anticipates completion within the coming weeks.

4 – C. CAPITAL ITEMS – RELEASE OF FUNDS FROM BUDGETARY STATUS – Pending Purchases in Budget Status:

John has requested the release of the following out of budget status. Motions needed on each.

Tracking sheets were e-mailed to Finance committee. Budget status amounts are listed below.

AEDs - \$13,000 on Budget Sheet & Tracking Sheet (all stations)

Tire Replacement - \$11,000 on Budget Sheet & Tracking Sheet (12-tires total, maintenance, replacement due to age)

LaCoste Wildland PPE - \$15,900 on Budget Sheet & Tracking Sheet (LaCoste does not have wildland PPE currently)

Tablets for MCESD#1 - \$1900 on Budget Sheet & Tracking Sheet (for Commissioners)

Facemasks – Replacement set for SCBAs – Medical Safety - \$5,000 on Budget Sheet & Tracking Sheet (each firefighter would have their own mask, no sharing).

Radios/Batteries & Antenna Replacements \$3,500.00 on Budget Sheet & Tracking Sheet (general use)

Security Station #12 – Mico – Video Surveillance System \$1,000 on Budget Sheet & Tracking Sheet

After discussion, Rodney moved to move the above listed seven items out of budget status. Michael seconded his motion which was approved with a 3-0 vote.

Hose (Year 2) Line Item - \$5,000 on Budget Sheet:

PIV – Intake Valve \$1,100 (3-values needed, 2 for Mico and 1 for LaCoste at \$942/each)

Suction Hose \$1,625.00 (Mico requested replacement due to age, \$1,348/set. The valves and 1-set of hoses will be approximately \$4,174.)

Hose Rack \$8,900 – stand alone, rolling for #10, #11, #12, and #15

Spanner Set cost?

Hydrant Valves (6) cost?

Plus \$5,225.34 and \$1,879 for the following hose needs discussed under agenda item 4 – B – 3 – c.

Further break down of the above needs:

Engine 8115

500-feet of 1 ¾" hose for crosslays and bumper line

(2) 25-feet 5" hydrant hoses

(1) 25-feet 2 ½" fill hose

(1) 50-feet 2 ½" hydrant fill hose

Tender 8115

400-feet of 1 ¾" hose for crosslays

(1) 25-feet 5" hydrant hose

(1) 25-feet 2 ½" hydrant hose

(1) 50-feet 2 ½" hydrant fill hose

Rodney moved to allocate up to \$20,000 to purchase the above listed required hoses from the capital items budget.

Michael seconded his motion which was approved with a 3-0 vote.

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

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

Informational Liaison Report from the TTA Team was included in the Board’s meeting folder for their information and review. Rodney praised the efforts of the TTA Team and reported on the ‘recruiting event’ to be held from 11:00am to 2:00pm on Saturday, June 26th at the MCESD#1 newest station, Rio Medina #15 at 135 Stone Loop/Potranco Road. Hotdogs, chips, and drinks will be served. Terry reported two generous donations of \$500 each and requested that the funds be deposited in MCESD#1’s general fund. Thank you notes will be sent out accordingly.

5 – B. NEW FIRE CHIEF JOB POSTING:

Following Executive session at the April 2021 meeting, the job announcement for posting was modified by John per ESD Board’s instructions, with guidance from Rodney and Marvin. A copy has been emailed out to the remaining board members for review. This item is scheduled to be finalized for posting at this meeting.

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

Removed this item from future agendas at the April 2021 meeting.

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

This agenda item was tabled.

II. EXECUTIVE SESSION – CLOSED MEETING:

Rodney 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*), 551.074 (*Personnel Matters*), and 551.087 (*Economic Development*) Texas Government Code.

His motion was seconded by Michael. Motion carried with a 3-0 vote. The Board went into executive session at 8:00pm.

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, Internal District Structures, Staffing, and personnel matters.

CLOSED EXECUTIVE SESSION:

Rodney moved to close the executive session. Michael seconded his motion which was approved with a 3-0 vote. The closed executive session concluded at 8:27pm.

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 8:29pm, and established a quorum with Board members Terry Beck, Michael Fisher, and Rodney Hitzfelder present. Board Member Pam Mathis was absent. Administrative Coordinator Polly Edlund, Assistant Chief of Administration John Banning, Administrative Assistant of Finance Lori Stein, Ronda McNew, Castroville VFD representative Melanie Godwin, and Mico VFD representative Ian Zabel were in attendance.

2. DISCUSSION and POSSIBLE ACTIONS FOLLOWING EXECUTIVE SESSION:

Michael moved to approve the content and the format of the Fire Chief’s job description and authorize Staff to proceed as discussed in Executive session. Terry seconded his motion which was approved with a 3-0 vote.

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

None.

4. NEW BUSINESS - INTRODUCTION OF ANY NEW BUSINESS:


4 - A. SET NEXT MONTH'S MEETING(s) – June 9th:

The next proposed regular meeting of MCESD#1 will be at 7:00pm on Wednesday, June 9, 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.

5. ADJOURN (MOTION):

Rodney moved to adjourn the meeting. Terry seconded his motion which was approved with a 3-0 vote. President Marvin Dziuk adjourned the meeting at 8:30pm.

RESPECTFULLY SUBMITTED,


POLLY EDLUND

MCESD#1 PRESIDENT


MARVIN DZIUK