

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

**SPECIAL MEETING MINUTES**

THURSDAY, FEBRUARY 4, 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 Rodney Hitzfelder, Terry Beck, Michael Fisher, and Pam Mathis present. Administrative Coordinator Polly Edlund, Assistant Chief of Administration John Banning, Mico VFD Chief Jaime Esquivel, Mico VFD Assistant Chief Ian Zabel, and Ronda McNew were also in attendance.

**2. 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.

**3. CONCERNED CITIZEN COMMENTS:**

None.

**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 4-0 vote. The Board went into executive session at 7:02pm. 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. Terry seconded her motion which was approved with a 4-0 vote. The closed executive session concluded at 9:17pm.

*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 9:18pm, 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, Mico VFD Chief Jaime Esquivel, Mico VFD Assistant Chief Ian Zabel, and Ronda McNew 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:**

B. Terry moved to continue the progress involving MCESD#1 staff, internal district structures, and personnel matters as deliberated in Executive Session. Pam seconded his motion which was approved with a 4-0 vote.

A. Terry moved to continue the progress on the Real Property (Texas Government Code Section 551.072) as deliberated in Executive Session. Michael seconded his motion which was approved with a 4-0 vote.



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

**3 – A. STATION CONSTRUCTION IN PROGRESS – UPDATES:**

On February 4<sup>th</sup> late afternoon, Polly received a phone call from Bartlett Cocke General Contractors Project Manager Matthew Lutz asking that an item to be added to the next meeting agenda regarding change orders for data cabling, station alerting system, and access control at the Rio Medina Station #15. The reason for his urgency was that Bartlett Cocke needed to order hardware by Friday, February 5, 2021. Mr. Lutz of Bartlett Cocke sent information to John detailing vendors' proposals for these add-ons. Copies of the vendors (Big State Electric, BryComm, and Digicom) proposals were distributed to members of the Board in the meeting with a comparative spreadsheet drafted by John. John noted the door locks was the only item that was not reflected with three vendors' bids, it was the hardware for access control. These Bartlett Cocke secured items were estimated at \$4,667. Presently, the total of Value Engineering Credits is \$42,234 and Request for Change Orders totals \$59,082, with \$4,667 to be added to the difference and increasing the \$16,848 amount. The Board discussed change orders/add-ons amounts and how these amounts effected the project budget. Rodney moved to allow Bartlett Cocke to order hardware/door locks as a change order. After discussion and at John's request, Rodney amended his motion to approve up to \$5,000, as a change order, to allow Bartlett Cocke order hardware/door locks. Pam seconded his motion which was approved with a 4-0 vote.

Secondly, Bartlett Cocke submitted two bid proposals (Big State Electric, LTD. and BryComm, LLC) for IT/Security Systems Installation services per the District's RFP project requirements: 1. Data cabling, 2. Data hardware, WAP and device installation and setup, 3. Phone system, 4. Security camera system, and 5. Door lock system. An additional bid proposal was received from Digicom Voice and Data Services, LLC. The Digicom Voice and Data Service, LLC proposal needs to be given to Bartlett Cocke for their study/opinions and then trust Bartlett Cocke to direct the District decision with their recommendations. President Dziuk tabled this discussion until John can meet with Bartlett Cocke about the Digicom proposal and the proposals from Big State Electric and BryComm. President Dziuk requested that John try to have this information by Tuesday, February 9<sup>th</sup>, the date of the next meeting.

Lastly, Mr. Lutz of Bartlett Cocke asked if there was a District-selected internet provider for the station, a selection that needs to be made by March. Polly was informed in the same conversation, that there was AT&T fiber cable across the road, and it was the understanding that only AT&T and Spectrum were the only fiber internet providers that currently service the area. The Board agreed that more research is needed on the providers of this service to the District and directed the staff to do this research.

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

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

**3 – A – 2 – a. Construction Updates, Budgetary Needs – Phase II Budgetary Status:**

Rodney moved to tabled agenda items 3-A-1, 3-A-2, and 3-A-3; however, there was no second.

**3 – A – 3. Station #12 – Mico Station Projects – Committee Updates, Funding, and Timelines:**

**3 – A – 3 – a: Concrete Project and Well Project – Updates:**

Well Project – The sediment-problem at Mico VFD was investigated by D'Spain Sales and Service, Inc of Bandera and are in the process of correcting the problem. After the tanks were cleaned of over three inches of sediment that collected over a nine-year period, President Dziuk reported that the sediment was caused by the well not the tanks. D'Spain Sales and Service collected a water sample to be tested to determine what kind of second filter is needed. The water analysis should be completed within two weeks. President Dziuk asked Mico VFD Chief Esquivel if the second sand filter has been installed; it had not. Neither MCESD#1 nor Mico VFD has any communication from D'Spain Sales and Service since a water sample was tested to determine what kind of second filter is needed. President Dziuk asked John to contact D'Spain to find out the status of the water sample test, the determination/installation schedule of the second filter, and to report his findings to the Board by next meeting on Tuesday, February 9<sup>th</sup>.

Concrete Project – President Dziuk told the Board and Mico VFD representatives in attendance that the concrete project needed to be revisited and to change the bid specifications by investigating concrete, asphalt, and chip seal paving combination as well as just concrete. By investigating two different options to the Mico VFD project, MCESD#1 will be able to be more informed to select the better option. John will prepare the specification to send out a second RFP.

The motion made by Rodney to table agenda items 3-A-1, 3-A-2, and 3-A-3 was amended to agenda items 3-A-1 and 3-A-2. Terry seconded his motion which was approved with a 4-0 vote.

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



**4 – 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 continue the process on the Real Property (Texas Government Code Section 551.072) as deliberated in Executive Session. Michael seconded his motion which was approved with a 4-0 vote as noted above in the minutes,

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

Terry moved to continue the process involving MCESD#1 staff, internal district structures, and personnel matters as deliberated in Executive Session. Pam seconded his motion which was approved with a 4-0 vote as noted above in the minutes.

**4 – C. Proposed New Station – FM 1283 Area:**

Rodney reported the developer has moved the location of donated land to opposite side of the proposed subdivision making the entrance to the site off FM1283 at the intersection of FM1283 and CR 371 (Red Wing Road). Because of the curves in the roadway, Rodney foresees that TX DoT will have to put in a controlled intersection. Although Rodney has not physically been on the land, he feels that the donated site will work.

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

**5 - A. SET NEXT MONTH’S MEETING(s) – February 9<sup>th</sup>:**

The next proposed regular meeting of MCESD#1 will be at 7:00pm on Tuesday, February 9, 2021, at the Braden Keller Center, 1410 Amelia Street, Castroville. Exact date and time will be confirmed when the agenda is posted.

The TTA Team has been encouraged to attend this meeting to gain additional insight for their meeting objectives from Long-Range Master Plan Project Manager/Consultant Rich Buchanan.

Prior to adjournment, Terry listed assigned tasks that need to be completed prior to the next Board meeting scheduled on Tuesday, February 9, 2021.

John:

- Notify Bartlett Cocke of approval of \$5,000 hardware purchase/selection.
- Digicom information to Bartlett Cocke and their recommendation(s) for the IT/Security Services subcontractor
- Filter for Mico well status

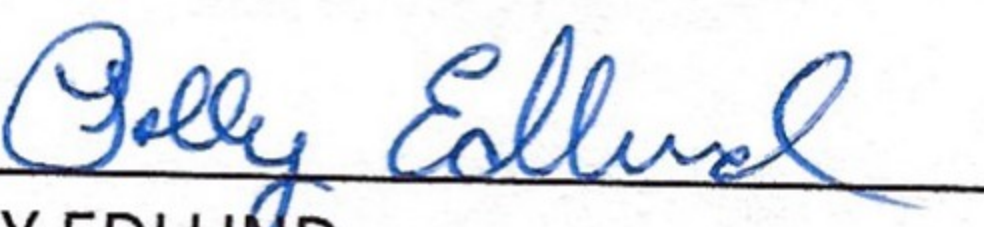
Staff:

- Phone/Internet service provider information

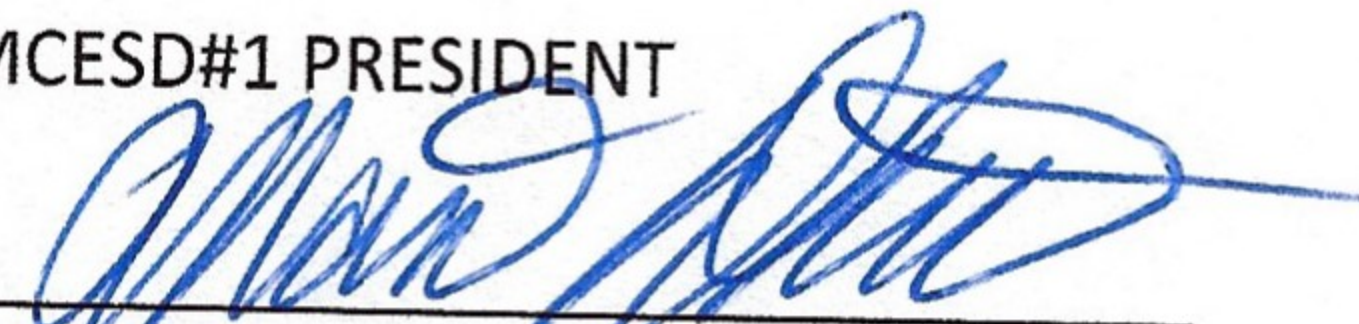
**6. ADJOURN (MOTION):**

Pam moved to adjourn the meeting. Terry seconded her motion which was approved with a 4-0 vote. President Marvin Dziuk adjourned the meeting at 9:51pm.

RESPECTFULLY SUBMITTED,

  
POLLY EDLUND

MCESD#1 PRESIDENT

  
MARVIN DZIUK