

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

**MINUTES**

WEDNESDAY, DECEMBER 8, 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 Vice President Rodney Hitzfelder, Board Secretary Tom Page, Board Assistant Treasurer Pam Mathis, and Board Treasurer Terry Beck present. Fire Chief Clint Cooke, MCESD1 Administrative Coordinator Polly Edlund, Administrative Assistant Lori Stein, and Ronda McNew were also in attendance. Additional attendees were Mico VFD Chief Jamie Esquivel, Mico VFD Assistant Chief Ian Zabel, Mico VFD Captain Susan Tinsley, Castroville VFD Fire Chief Rick Lair, Castroville VFD Assistant Chief Dan Thornley, Castroville VFD Lieutenant I Melanie Godwin, Castroville VFD Lieutenant II Billy-Jim Perez, and candidates of San Antonio Fire School graduation Christopher Rios, Lucas Lopez, and Gabriel Tellon Martinez.

**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:**

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

**3 - A - 2. Treasurer's Report - ACCEPT FINANCIAL REPORTS and APPROVAL FOR PAYING BILLS and APPROPRIATE FUND TRANSFERS:**

**3 - A - 3. SALES TAX REPORTS (November/YTD):**

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

Commissioner Hitzfelder moved to accept, adopt, and approve all reports as presented and to appropriate fund transfers within Consent Agenda Items 3-A-1, 3-A-2, 3-A-3, and 3-A-4. His motion was seconded by Commissioner Page and the motion approved with a 4-0 vote.

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

None.

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

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

President Dziuk called on Fire Chief Cooke to address the Board on the below listed agenda items, some were detailed in the November Chief's Report.

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

**4 – A – 1 – a. Construction Updates and Final Change Orders:**

**4 – A – 1 – b. Final Draw Request:**

Chief Cooke noticed the board of the final change order for \$5,000, which had been received just minutes prior to tonight's meeting. There were some concerns regarding completion of final punch list items. Commissioner Page moved to accept and approve the final draw request to Bartlett Cocke for \$5,000. Commissioner Mathis seconded his motion and motion approved with a 4-0 vote. President Dziuk noted that prior to payment of the final draw, that the landscape sprinkler heads need to be checked to assure proper installation and the second water meter, used for construction, needs to be capped.

**4 – A – 1 – c. Construction Add-Ons: Wiring, Communications, Alerting, PA, Data, Security – Status to Completion:**

**4 – A – 1 – d. Apparatus Acquisition – Status to Completion Timeline:**

Chief Cooke stated that Tender 8115 and Brush Truck 8115 were in the production stage per the manufactures' website with no ETA of delivery. The agenda item was tabled.



4 – A – 1 – e. Apparatus Equipment, Specifications, Purchases, Funding Timelines – Status to Completion Timeline: Tabled.

4 – A – 1 – f. FF&E, Specifications, Purchasing, Funding Timelines – Status to Completion Timeline: Tabled.

4 – A – 1 – g. Phone and Internet Services RFQ – Status Update and Timeline to Completion: This project was in process, there was no Board action required at this time. The item was tabled.

## 5. FIRE CHIEF'S REPORTS – DISCUSSIONS and POSSIBLE ACTIONS ON THE FOLLOWING:

### Administration:

- Chief Cooke continued to establish a common operating network placing all MCESD District computers on a unified network for data storage, data sharing, and enhanced security. This ongoing process involves taking the existing Microsoft 365 accounts and networking them together with email for a District account with a new domain name, [www.medinacountyesc1.org](http://www.medinacountyesc1.org). The new domain name clarifies our identification and moves MCESD from a commercial domain of .com to an organizational domain of .org.
- Chief Cooke continued to work with the website contractor to institute an updated modern site with current compliance documents for MCESD1.
- Chief Cooke continued working with Texas County and District Retirement System and presented a suitable retirement plan to the Finance committee with a recommendation for implementation.
- Chief Cooke requested quotes for District health insurance coverage and continued collaborating with vendors to present their proposals. No action needed from the Board at this time.

### EMS Contract:

Chief Cooke anticipates recommending an extension with Allegiance EMS based on verbal conversation with Allegiance Mobile Health about expectations and services. Fire Administration continues to collaborate with Allegiance Mobile Health on contract details prior to presentation to the MCESD1 Board for approval with an anticipated February 1, 2022, renewal date. No action needed from the Board at this time.

### Status of District Assets:

- Chief Cooke reported the delivery of the new engine 8115 to Station 15 and he worked with Castroville VFD Assistant Chief Dan Thornley to layout and install the equipment on the apparatus. Prior to beginning District training on the apparatus, Pierce-required service training must take place.
- Chief Cooke reported that Brush 8115 and Tender 8115 are not yet in the San Antonio market with no defined status update.
- Chief Cooke reported that facilities are operational to their capacity with Station 15 clearing the final punch lists. Castroville VFD personnel continue to operate apparatuses from the station as needed.
- Chief Cooke noted that Mico is unable to program new codes to their access control system at Station 12. A locksmith evaluated the system and discovered the system was incomplete and required an update. This is the same system in place at Station 15. The proposed update-quote was received on November 29<sup>th</sup> and under evaluation since the quote was higher than expected.
- LaCoste VFD had an older, non-serviceable military truck that was picked up and returned to the Texas Forestry Service.
- Due to elevator-related delays, MCESD1 Administrative Coordinator Polly Edlund and Administrative Assistant Lori Stein did not relocate to their new offices until December 6<sup>th</sup>.

### Temporary Transitional Team (TTA):

- Chief Cooke invited each member of the Team to submit their suggestions for the new ORG chart and is in process of reviewing these suggestions to develop a future Organizational Chart.
- The Team finalized the new District patch, attached.





- The Team agreed to schedule monthly meetings when appropriate and will have a working group continue establishing Standard Operating Guidelines (SOGs) for the District.

Insurance Services Office (ISO):

Initially ISO was a topic Chief Cooke felt MCESD1 was not able to address; however, over the last month Fire Administration received multiple requests for ISO information from District residents and insurance companies. These requests triggered an interest from the ISO who contacted MCESD1 Administration on behalf of one resident.

Chief Cooke elaborated about the ISO and the ISO status of the respective communities. Chief Cooke contends that any organized fire department should be at least an ISO Class 4 for all properties within 5-miles of a fire station. Without distracting from direct emergency response, Fire Administration will begin working on this matter where appropriate and overlap actions with other priorities.

Chief Cooke spoke with ISO on November 23<sup>rd</sup> and received the following information:

Castroville's last evaluation was in 1995 and currently in an ISO Class 7. ISO personnel were not able to provide Chief Cooke with a map of the encompassed area; however, anything more than 5-miles from a fire station is not considered a part of the response area and is always an ISO Class 10, 'effectively indicating no fire protection'. Mico is listed as ISO Class 9, with current information from 2018. There was no map of the encompassed area and all areas more than 5-miles from the fire station was ISO Class 10. LaCoste is listed as ISO Class 5, no map of the encompassed area and all area more than 5-miles from the fire station was ISO Class 10.

Chief Cooke asked the ISO Representative to allow several months' time and MCESD1 would seek to begin updating information. Chief Cooke is familiar with ISO classifications and believes without seeking drastic changes in the District and available water supply, any organized fire department can be an ISO Class 3 or 4 for all properties within 5-miles of a fire station. Without distracting from direct emergency response, Fire Administration will begin working on this matter where appropriate and overlap actions with other priorities.

Policies and Guidelines:

Chief Cooke continued to develop necessary policies to meet TCFP compliance.

Additional Activities:

- Met with Texas Commission on Fire Protection (TCFP) to establish a District Fire Department; preparing all required compliance documents required to complete the process. Continued creating a Fire Department with the State Fire Marshall's Office for incident reporting.
- Purchased a new Fire Chief vehicle and investigated sources/proposals for turn-key buildouts that included emergency lighting, sirens, radio installation, camper shell, pull-out tray for the bed to mount equipment for easy access, and similar striping and graphics to the new engine and brush truck.
- Responded to major incidents, including two building fires, multi-vehicle collision with cardiac arrest, and a vehicle fire. Worked with Allegiance Mobile Health to be placed on a roster to have clearance to assist at the paramedic level as a responder.
- Daily activity updates/discussions with MCESD1 staff, multiple communications with the VFD Chiefs, met with the District's Finance committee regarding the updated budget, met with Allegiance Mobile Health about the proposed new contract which is at the attorney for his review, and continued work on the District's policies.
- Met with VFIS Insurance representative to evaluate District's liability insurance coverage and with two insurance brokers to review their proposed healthcare plans. Chief Cooke awaits the final proposals for healthcare.
- Attended LaCoste VFD association meeting and met the LaCoste VFD Board members.

**5 – A. CONSIDERATION and APPROVAL PROPOSAL FOR COMPLETION OF FIRE CHIEF'S VEHICLE:**

Recap: At the November 2021 meeting, the Board approved the purchase of a truck from North Park Chevrolet Castroville using the Reserve Fund. Commissioner Beck asked Chief Cooke what other equipment/improvements would be required on the 'raw' truck and Chief Cooke stated that a bed cover for security and weather protection, striping, and an emergency lighting package would need to be purchased. Chief Cooke estimated the approximate cost for the extra items to be \$7,000, plus the cost of installation.

Since the purchased staff vehicle used by the Fire Chief needed to be outfitted/prepared for emergency response, Chief Cooke directly solicited four vendors to provide completion of the vehicle. Of the four vendors, only two provided quotes for the project without the cost of the striping package; details were included in staff vehicle build out documentation in Board



meeting folders. After discussion, Commissioner Hitzfelder moved to use Ultimate Lighting Solutions (12414 Montebello Manor Lane, Tomball, TX) and approve the amount not to exceed \$19,000 which included the striping package. Commissioner Beck seconded his motion, and the motion was approved with a 4-0 vote. Chief Cooke noted that Ultimate Lighting Solutions offered a \$400 credit if MCESD1 would allow the truck to be displayed at the SAFE-D Conference in February. Chief Cooke feels that allowing Ultimate Lighting Solutions to display the truck would encourage the vendor to give priority to the project.

#### **5 – B. TEMPORARY TRANSITIONAL ADVISORY TEAM REPORT – MEETING FOLLOW-UP:**

Chief Cooke reported that the TTA Team has not met since the last meeting of the MCESD1 Board Meeting. Chief Cooke requested TTA Team input to the organizational chart but has not received any suggestions. The members of the TTA Team continue their work on the SOG's – guidelines that relate to operational response – with their next workshop scheduled on January 5, 2022, at Station 10.

#### **5 – C. CONSIDER and APPROVE PROPOSAL TO BUILD ENCLOSURE AROUND WATER FILTRATION SYSTEM MICO STATION 12:**

Well Project Recap: – In August 2021, MCESD1 Staff reported the completion of the filter installation on the Mico water well. President Dziuk asked Mico VFD Chief Jamie Esquivel how the well operation and water quality; 'the sand filter is working.' Chief Esquivel noted that the filter unit (similar in looks to a water softener) will need a structure around it for security. Following with discussion between Chief Esquivel and the Board, it was determined that a steel tubing structure, resembling the original building, with a secure door for service access was needed. President Dziuk directed former Asst. Chief of Administration to draft a RFQ for the filter housing after determination of need.

#### Chief Cooke Communications – Mico Water Filter Cover:

Chief Cooke noted that he also had concerns about the long-term sustainability of the current unprotected installation of the filtration system and the LED control panels. MCESD1 Staff solicited contractors to provide estimates for an enclosed covering for the filtration system. The results of the contractor search were detailed in the Fire Chief's Mico Water Filter Cover Documentation in the Board's meeting folder. After discussion regarding construction, options, and associated costs, Commissioner Page moved to approve contracting NC Construction to do the project utilizing CMU walls to match the existing building, replumbing existing plumbing to get as much inside as possible, installing an electrical outlet and pull string light, and roofing with R-Panel material for \$5,380. Commissioner Mathis seconded the motion, and the motion was approved with a 4-0 vote.

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

##### **6 – A. PLANNING, LAND ACQUISITION(S), FUTURE STATIONS, DONATIONS, DEMOGRAPHIC REPORTS, ECONOMIC DEVELOPMENT and OTHER FINANCIAL MASTER PLANNING RELATED ISSUES – Any Updates:**

Commissioner Hitzfelder requested the filing status of the deed to the property in the Canyon Creek Preserve located at Park Road 37 and State Highway 16. MCESD1 Administrative Coordinator Polly Edlund thought it had been filed at the court house by the owner; she will verify the filing status with the County Clerk's Office and acquire an official filed copy.

Commissioner Hitzfelder noted he met with Chief Cooke on master planning and future station planning needs of the district. He spoke on several he felt were areas of concern: The Castroville Paris Street Station #10 Annex and status of that building, Castroville Airport property and the location, deed/verbal commitment for future property in the area of County Road 371 and Farm-to-Market 1283, and the master plan document pointed out a possible need for a station on the Farm-to-Market 1343 area, and the LaCoste North Station. Commissioner Hitzfelder noted that \$40,000 for A&E for LaCoste North was budgeted in prior budgets without any action. Chief Cooke noted that the Castroville Paris Street station is vital but currently used as unorganized storage; its use is undetermined/undefined. There have been two or three distinctive design plans for the building but currently there is no plan in process.

Following Board discussions related to the use of other Architectural firms, and different designs, Commissioner Beck moved to begin the Phase I A&E process for site development for the future LaCoste north fire station using Debra J. Dockery's architectural firm for the phase I site planning/civil portion of the project. Commissioner Page seconded his motion, and the motion was approved with a 4-0 vote.

##### **6 – B. CONSIDER and APPROVE BUDGET AMENDMENT TO NEW STRUCTURE and DESIGN AS PRESENTED IN MEETING:**

Chief Cooke presented an amended revised budget format and new budget numbers to the finance committee, and asked for it to be adopted. Copies had been sent to the board with meeting materials for review. Commissioner Mathis noted that the new format was easier to read for the public; however, does not provide details. She along with the finance committee had previously received the details to support the budget numbers, and she wanted to continue to receive those details. The Board had several questions. Treasurer Beck asked Administrative Coordinator Edlund what the difference was in her September budget compared to this new version. She explained the largest change was in the amount of sales tax used in

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

**8 - A. SET NEXT ONTH'S MEETING(s) – January Meeting:-**

The next proposed regular meeting of MCESD1 was planned to be on Wednesday, January 12, 2022, 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.

**8 - B. Auditor Fraud Document Needed:**

MCESD1 Administrative Coordinator Edlund noted that all members of the Board received fraud reporting documents in their meeting folder for the 2020-2021 audit, and requested that all members complete the fraud forms and return them to her after the meeting. These forms were a part of the audit process.

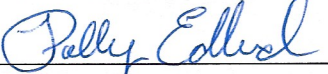
**8 - C. San Antonio Fire School Volunteers:**

Chief Cooke introduced candidates for the San Antonio Fire School graduation: Christopher Rios, Lucas Lopez, and Gabriel Tellon Martinez to the Board and meeting attendees. These candidates for graduation have been volunteering their time and service at Castroville and Mico VFD and they and their efforts are genuinely appreciated.

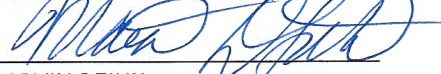
**9. ADJOURN (MOTION):**

Commissioner Page moved to adjourn the meeting. Commissioner Mathis seconded his motion, and the motion passed with a 4-0 vote. President Marvin Dziuk adjourned the meeting at 8:47pm.

RESPECTFULLY SUBMITTED,

  
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POLLY EDLUND

MCESD1 PRESIDENT

  
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MARVIN DZIUK