

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

MINUTES

WEDNESDAY, JANUARY 13, 2022, 6:30PM

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 6:39pm, 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, District Administrator Polly Edlund, Administrative Assistant Lori Stein, and District Analyst Ronda McNew were also in attendance. Additional attendees were Medina County Precinct 2 Justice of the Peace Judge Wm. T. Tschirhart, Texas County and District Retirement System Business Development Director Kristina Fox, Chief Operating Officer, Bluebird Medical Enterprises LLC, D/B/A Allegiance Mobile Health Daniel Gillespie, Allegiance Mobile Health Regional Vice President Amanda Baum, Allegiance Mobile Health District Chief Medina-Frio Area Patrick Bourcier, Allegiance Mobile Health District Manager/San Antonio Operations Jorge de la Cerda, Allegiance Mobile Health Castroville EMT Krysten Sanderson, Allegiance Mobile Health Paramedic Edwin Feaster, Mico VFD Assistant Chief Ian Zabel, Mico VFD Captain Susan Tinsley, Castroville VFD Lieutenant I Melanie Godwin, Castroville VFD Lieutenant II Billy-Jim Perez, LaCoste VFD Lieutenant Jarrett Ferris and Mico resident Joe Suszczyński.

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. COMMISSIONER STATUS – DISCUSSIONS and RESOLUTIONS ON THE FOLLOWING:

2 – A. COMMISSIONER STATUS and OATH OF OFFICE/APPOINTED COMMISSIONERS SWORN IN:

Medina County Precinct 2 Justice of the Peace Judge Wm. T. Tschirhart administered the oath of office for reappointment of Marvin Dziuk, Rodney Hitzfelder, and Terry Beck swearing them into two-years of service, January 2022 – December 2023, as Commissioners on the Medina County Emergency Services District 1 Board. Judge Tschirhart congratulated the reappointed Commissioners and thanked the entire Board for their service and President Dziuk thanked Judge Tschirhart for his time to perform this duty. Medina County Precinct 2 Justice of the Peace Judge Wm. T. Tschirhart exited the meeting after administering the oath of office and swearing in the Medina County ESD1 Commissioners to the Board.

2 – B. BOARD OFFICER POSITIONS ESTABLISHED and APPROVED BY NEW COMMISSIONERS:

Following the reappointment of Marvin Dziuk, Rodney Hitzfelder, and Terry Beck to the Board, the Board established the position each will hold while in office. Commissioner Hitzfelder moved that all positions remain the same. Commissioner Beck seconded his motion, and the motion was approved with a 4-0 vote.

President – Marvin Dziuk

Vice President – Rodney Hitzfelder

Secretary – Tom Page

Treasurer – Terry Beck

Assistant Treasurer – Pam Mathis

At this point in the meeting with board approval, President Dziuk moved to Agenda item 4. Agenda item 3 was presented after Agenda item 6.

3. TCDRS – TEXAS COUNTY and DISTRICT RETIREMENT SYSTEM:

3 – A. TCDRS PRESENTATION OF RETIREMENT PROGRAM:

At the request of Chief Cooke, Texas County and District Retirement System Business Development Director Kristina Fox presented a retirement plan for consideration and adoption by the Board. Chief Cooke presented a comparative chart of other local agencies' employee contributions and employer matching percentages. Ms. Fox detailed the retirement system, vesting, and group term life insurance.

3 – B. DISCUSSION and APPROVAL OF MCESD1 RETIREMENT PROGRAM OPTIONS:

Following Ms. Fox's thorough explanation, Commissioner Beck moved to adopt the TCDRS plan as presented. Commissioner Page seconded his motion. Following the motion on the plan's presentation, the Board called for additional discussion. They discussed and evaluated the various levels of contributions. Although the employee contributions could range from 4% to 7%, and the employer match could vary up to 250%, Chief Cooke recommended that MCESD1 select a 6% 2-1 match to mirror Medina County's plan placing the District in a competitive position in the mid-range of benefits of the region's agencies. A monetary service credit for long term existing personnel was discussed. The initial proposal included a 25% prior monetary service credit; however, the employee involved declined the percentage and suggested a 10% prior monetary service credit stating that the District's personnel are unpaid volunteers and taking more than 10% did not seem fair. Following lengthy discussions, a vote on the motion was taken to adopt the TCDRS 6% employee contribution with a 200% (2-1) employer match as the District's retirement plan and provide a 10% monetary prior service credit to an employee who had been with the District for 22 years, and the plan to start February 1st. The motion passed with a 3-0 vote and one abstention (Commissioner Mathis).

Texas County and District Retirement System Business Development Director Kristina Fox exited the meeting after her presentation of the retirement plan for the District. The Board thanked Ms. Fox for time and the detailed presentation.

4. CONCERNED CITIZEN COMMENTS:

None.

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

5 - A - 1. MINUTES, RESOLUTION OF ACCEPTANCE – (December):

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

5 - A - 3. SALES TAX REPORTS (December/YTD):

5 - A - 4. DISTRICT-WIDE FIRE and EMS RUN REPORTING & QUARTERLY FINANCIAL and OPERATIONAL REPORT REQUIREMENTS:

Commissioner Hitzfelder moved to accept, adopt, and approve all reports as presented within Consent Agenda Items 5-A-1, 5-A-3, and 5-A-4, and to move Item 5-A-2 to B, pulling the Treasurer's Report out for additional Discussion. His motion was seconded by Commissioner Page and the motion approved with a 4-0 vote.

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

Consent Agenda Item 5-A-2, Treasurer's Report, was pulled for discussion. District Administrator Polly Edlund reviewed an application for an end of year budget amendment presented by Castroville VFD. The end of year fund balance in the Castroville VFD ESD account was \$54,482.27. Castroville VFD requested to use \$7,865.80 to make lighting and siren repairs/upgrades on Engine 8110. The remainder of the excess funds, approx. \$46,617.07, will be returned to the ESD. Commissioner Mathis moved to pass the budget amendment as presented for Engine 8110 repairs/upgrades with the remaining end of year funds being returned to the ESD. Commissioner Page seconded her motion, the motion was approved with a 4-0 vote.

Commissioner Mathis moved to accept the Treasurer's Report as presented to the Board to pay all necessary bills and make all the appropriate fund transfers as needed. Commissioner Beck seconded her motion, and the motion was approved with a 4-0 vote.

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

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

Chief Cooke addressed most of these items in his Chiefs Report. The Board also requested the removal of items 6-A-1-a, 6-A-1-b, 6-A-1-e, and 6-A-1-f from future agendas.

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

6 – A – 1 – a. Construction Updates and Final Draw Request:

District Administrator Edlund updated the Board regarding the final draw request of \$5,000 which concludes the construction updates on Station 15. Following her detailed explanation, Commissioner Page moved to pay the final draw request of \$5,000. Commissioner Mathis seconded his motion, the motion was approved with a 4-0 vote

6 – A – 1 – b. Construction Add-Ons: Wiring, Communications, Alerting, PA, Data, Security – Status to Completion:

No Action needed or taken.

6 – A – 1 – c. Apparatus Acquisition – Status to Completion Timeline:

Chief Cooke stated that Brush Truck 8115 was scheduled to be picked up from the assembly facility in Hillsboro, TX, mid-January. Tender 8115 was still in production. Chief Cooke stated that if the ESD allowed the tender to be displayed at the SAFE-D conference, it might be seen by all at the February Conference. The item was tabled.

6 – A – 1 – d. Apparatus Equipment, Specifications, Purchases, Funding Timelines – Status to Completion:

6 – A – 1 – e. FF&E, Specifications, Purchasing, Funding Timelines – Status to Completion Timeline:

6 – A – 1 – f. Phone and Internet Services RFQ – Status Update and Timeline to Completion: Tabled.

At this point President Dziuk moved the meeting back up to agenda item 3. TCDRS – TEXAS COUNTY and DISTRICT RETIREMENT SYSTEM; which was followed by agenda item 7.

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

7 – A. FIRE CHIEF'S REPORT – PROJECT UPDATES:

Administration:

- Chief Cooke reported the new email system is operational with the new domain name www.medinacountyeshd1.org and that he is working on website updates.
- Chief Cooke noted that FEMA opened the application process for the SAFER Grant. This grant will fund a full-time staff for a period of three years. MCESD1 plans to apply for the grant and Chief Cooke spoke with Congressman Gonzalez's office for support. Chief Cooke plans to submit the grant for four 24-hour personnel per day. If the grant is awarded, it would equate to approximately 3.4 million dollars.
- Chief Cooke reported that Medina County ESD1 Fire/EMS is now a recognized agency with the State Fire Marshall Office and the Texas Commission on Fire Protection.
- Chief Cooke reported that the District has a volunteer Chaplain, Dan Clark. Per the internet, Chaplain Clark recently moved to the area from Wyoming where he served as a volunteer law enforcement chaplain for nearly a decade. During this period, he set up chaplain programs for the Cheyenne Wyoming Police Department, the Laramie County Sheriff's Office, and the Wyoming Highway Patrol. His experience also includes service as the training officer for the Wyoming Law Enforcement Chaplains Association and support of agents in the Cheyenne office of the FBI. Chief Cooke stated at the TTA Team meeting, that Chaplain Clark is retired military, recently widowed, and resides in Blue Skies of Texas (Air Force Village).
- Chief Cooke noted that he continues his efforts to pursue a station site on SH 1283.

Operations:

- MCESD1 is preparing to open Station 15 in early February as a District-operated station, pending the finalization of the internet line into the station. Currently the other three stations are operating by existing contractors and functioning to capacity.
- The District received a generous donation from an individual to place a Fire/EMS ATV within the Mico response area. Mico personnel are working on specifications and getting quotes for the vehicle.
- Dispatch remains a concern and the District continues to work with Medina County to adjust where available.

EMS:

- ❖ Chief Cooke stated that a new contract scheduled for approval will extend Allegiance Mobile Health's service for two years, moving the peak truck from Station 10 and extending it to a 24-hour truck and housing it at Station 15 thereby reducing response times to Rio Medina and Red Bird Ranch areas.
- ❖ Chief Cooke reported that the MCESD1 First Responder program information was updated and renewed until 2024 with Dr. Hardt as the Medical Director. At present, there are eight medical responders in the District, six are at LaCoste's Station 11.

Status of District Assets:

- Chief Cooke reported the completion of the factory training on Engine 8115. Chief Thornley and he continue to work to get department personnel trained on the engine's proper operation before putting the apparatus into service.

- Chief Cooke reported that he is scheduled mid-January to pick up Brush 8115 from Hillsboro, TX. After Brush 8115 is in the District, equipment needs to be placed on the apparatus followed by training. Tender 8115 is still in production.
- Chief Cooke reported that facilities are operational to their capacity and that he is working with the EMS crews at Station 10 to ensure a more thorough cleaning of the facility on assigned days. This 'housekeeping' included the removal of spiderwebs from the bays and old EMS furniture.
- Chief Cooke noted that the internet for Station 15 has been ordered and awaiting construction.
- Chief Cooke reported the completion of punch list on door closers for Station 15. Chief Cooke spoke to Architect Debra Dockery and Ms. Dockery was not aware of any additional open items.
- Chief Cooke proposed for Board approval an updated access control to District control system, eliminating generic codes and replacing them with individual access codes.
- Chief Cooke reported that the contractor engaged to build an enclosure around the water filtration system at Mico Station 12 did not meet the approval of Chief Cooke and Chief Jamie Esquivel. A new contract and contractor are needed.

Insurance Services Office (ISO):

Chief Cooke reported, to get the optimum number of evaluation points, first the District is evaluated to determine if the required apparatus equipment is carried, secondly, the number of training hours for District's personnel is considered, and lastly, working with Dispatch for determined compliance.

One of the major items in ISO is what apparatus is available and responds to a structure fire. The ISO requires that a fire company send two fire engines and one ladder/service company. Currently, the District does not dictate the need for a ladder truck; however, Chief Cooke suggests that the District should add an ISO service truck to Station 15. This truck could be a medium duty rescue body that carries the service equipment, and a Cascade Refill station, and rehab supplies. Chief Cooke noted that he would like to begin to research options (See discussion under item 8).

Recruitment:

Chief Cooke noted that there were no organized District-wide recruitment events planned; however, active recruitment remains at individual station level. Presently Administrative Assistant Stein is fielding inquires for Station 15 and when Station 15 goes 'live', the District will begin to advertise for recruitment.

Policies and Guidelines:

Chief Cooke continues to develop and draft policies to meet TCFP compliance and needed administrative policies.

1. Credit Card
2. Purchasing
3. Accountability
4. Personal Protective Equipment
5. Incident Command
6. 2-in, 2-out
7. Wellness and Fitness
8. SCBA Care and Maintenance
9. Payroll
10. Records Request
11. Records Retention

The following have been drafted and e-mailed to the board for review in tonight's meeting under agenda item 7-E:

Purchasing Policy

Records Retention Policy

Credit Card/Charge Account Policy

Payroll Policy

Records Request Policy.

Additional Activities:

Chief Cooke had many discussions and meetings with individuals regarding the operation of the District. A listing of notable meetings includes the following:

- ✓ Architect Debra Dockery regarding Station 11 new site
- ✓ Medina County Judge Schuchart and Medina County Commissioner Sittre regarding development coming to the District
- ✓ Allegiance Mobile Health personnel regarding contract renewal
- ✓ Medina County Emergency Management Coordinator/Fire Marshall Keith Lutz regarding emergency response
- ✓ AT&T regarding internet for Station 15

Chief Cooke also attended the Fire Academy graduation for five of the District's volunteers.

7 – B. DISCUSSION and APPROVAL OF STATION SECURITY and ACCESS CONTROLS PROJECT:

In the approved 2021-2022 budget, the District allotted funds to update the access control of the District-owned facilities. Currently, each station utilizes generic codes with no assignment to a specific person except for Mico. Several years ago, Mico installed their own access control system utilizing Trilogy locks and when Station 15 was built, the Board requested the same style of locks be installed. However, there is no way to program/reprogram the locks since parts of the system were removed from Mico and Station 15 has generic codes. Chief Cooke contacted Trilogy and was directed to Alert Lock and Key (7340 Blanco Road, San Antonio, TX 78216, 210-342-6678) and was informed that Alert Lock and Key was the territorial vendor for the Air Access system and the only trained installer for the system.

To utilize the existing district-owned locks, if controlled by Fire administration, the cost estimates given were:

Station 10 Castroville: \$14,480.35

Station 10 Annex: \$3,188.95

Station 11 LaCoste not included due to planned rebuild (\$6,000 estimate)

Station 12 Mico: \$8,068.00

Station 15 Rio Medina: \$9,411.75 (includes adding access control to the front door and side doors)

Total Cost: \$35,149.05

Since the cost of this project was more than previously approved by the Board in December 2021, Commissioner Hitzfelder moved to approve the quote from Alert Lock and Key to update the District to a single system controlled by the District. Commissioner Page seconded his motion. Following discussion about the type of access, card and PIN, and the cost of adding a lock to the LaCoste station, the Board voted 4-0 to allocate funds for the total amount of the system plus approximate \$3,000 for one door at LaCoste.

7 – C. HEALTHCARE PRESENTATION and APPROVAL OF MCESD1 HEALTHCARE BENEFITS PROGRAM:

Chief's report noted much research of available medical plans, there were two existing vendors selected to function as a broker for the major medical companies. After submitting the District's census to both brokers, one declined to offer coverage. The other, VFIS, found that Blue Cross Blue Shield offered the best plans to meet the needs of the District, with varying degrees of deductibles. VFIS suggests that the District offer three options for plans, two being PPOs and the other an HMO. This diversity of plans will offer options suitable for different life situations and finances. Although the cost remains high since the District operates in the small group profile; however, when the District has over 50-paid employees the cost will moderate. Chief Cooke recommends that the District engage VFIS to broker the healthcare with BCBS for the 2022 calendar year with a start date of February 1, 2022, on the presented plans. Commissioner Mathis moved to provide the option of three coverage plans of healthcare coverage. Rodney seconded her motion. Following much discussion, including employee self-purchasing options, her motion was approved with a 4-0 vote.

7 – D. DISCUSSION and APPROVE EMS CONTRACT:

Medina County ESD1 has been operating on a month-to-month contract with Allegiance Mobile Health since the current contract expired March 2021. It is the consensus of the administration that Allegiance has been a reputable provider and there are no major concerns that would result in a provider change. Chief Cooke met with Daniel Gillespie, Chief Operating Officer, Bluebird Medical Enterprises LLC, D/B/A Allegiance Mobile Health and agreed to extend the contract for 24-months with automatic 12-month extension, if needed, convert the 12-hour peak truck to a 24-hour truck, and moving the crew to Station 15 to reduce response times to that area. The updated contract cost is \$780,000 per year, all other contract expectations remain the same including FRO support. Soon the EMS crews will be wearing a more professional looking uniform and the ambulances will be wrapped in the District's new striping pattern and colors like the apparatus colors at Station 15. The new contract's effective date will be February 1, 2022. Commissioner Hitzfelder moved to approve the Allegiance Mobile Healthcare EMS contract as presented. Commissioner Beck seconded his motion, the motion was approved with a 4-0 vote.

7 – E. DISCUSS, CONSIDER and APPROVE NEW and/or AMENDED POLICIES:

Chief Cooke presented five different MCESD1 policies for the Board to review and consider adopting. These policies were emailed to the Board on January 6th. The email contained a copy of the Records Retention Policy, Purchasing Policy, Credit Card/Charge Account Policy, Payroll Policy, and Records Request Policy. Commissioner Page move to accept all policies as presented. Commissioner Hitzfelder seconded his motion.

Commissioner Mathis inquired about the verbiage on the Purchasing Policy Section III. Purchasing Requisitions, Item D. Purchase requests with an estimated value of \$2,000.00 to \$49,000.00, Subsection a. The purchase request and all supporting documentation be presented to the Fire Chief for approval within the authorized limits of the approved annual budget. Commissioner Mathis requested amending Subsection a. to 'The purchase requisition and all supporting documentations be presented to the *Fire Chief and the District Administrator* for approval within the authorized limits of the approved annual budget.'

Secondly Commissioner Mathis questioned the listing of individuals that shall have access to records in the Records Retention Policy, Section IV. Procedure, Item C. The following positions shall have access to records, and must complete records management, retention, and security training as provided by the Texas State Library and Archives Commission.

- a) Fire Chief
- b) District Administrator
- c) Administrative Assistant

Commissioner Mathis would like to include a member of the Medina County ESD1 to this listing. A copy of the Records Retention Policy was not included in the Board's meeting therefore any action on this policy was tabled.

Commissioner Page amended his motion to accept the Credit Card/Charge Account Policy, Payroll Policy, and the Records Request Policy as presented and accept the Purchasing Policy as amended as discussed, III – D. – a. 'The purchase requisition and all supporting documentations be presented to the *Fire Chief and the District Administrator* for approval within the authorized limits of the approved annual budget.' Commissioner Hitzfelder withdrew his second. Commissioner Beck seconded the amended motion, and the policies were approved as presented and amended with a 3-1 vote, Commissioner Hitzfelder opposed.

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

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

Commissioner Hitzfelder and Chief Cooke spoke on several areas of concern: Castroville Airport property which included site plan, location, and obtaining that deed; Developer/County deed/verbal commitment for a property in the County Road 371 and Farm-to-Market 1283 area since the area has been platted, Architect Debra Dockery initiating geo-tech borings and a survey for the LaCoste North Station and Ms. Dockery is investigating previous architect plans to see if any of them could be viable for the site. Commissioner Hitzfelder requested that Chief Cooke include him on any master planning discussions/activities.

Chief Cooke stated that the ESD's fleet needed to be updated – the three current engines are more than twelve years old – and the current lead time on the construction is eighteen to twenty-two months. He stated that the engines operated out of Castroville and Mico get the most use. Chief Cooke requested permission to begin a dialog with Siddons-Martin about new vehicles. The Board stated it was okay to look but to take your time looking.

Commissioner Hitzfelder reported that District Administrator Edlund confirmed the filing status of the deed to property in the Canyon Creek Preserve located at Park Road 37 and State Highway 16.

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

9 - A. FIREFIGHTER APPRECIATION EVENT – January 15:

Castroville VFD Lieutenant II Billy-Jim Perez updated the Board on the semi-formal/formal award ceremony and dinner to honor ESD1 Volunteer Firefighters and to recognize their achievements and accomplishments in the fire service to be held at 5 o'clock on Saturday, January 15, 2022, at the Saint Louis Braden Keller Center, 1410 Amelia Street, Castroville. Lieutenant Perez reviewed the Firefighter Banquet with the Board detailing the invited speakers and award presenters.

The Board appreciates Lieutenant Perez' and the VFD's efforts and sincerely thanks them for their selfless time and service. Their efforts are genuinely appreciated.

10. NEW BUSINESS – INTRODUCTION OF ANY NEW BUSINESS:

10 - A. SET NEXT ONTH'S MEETING(s) – February 9th Meeting:

The next proposed regular meeting of MCESD1 will be at 7:00pm on Wednesday, February 9, 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.


10 - B. TRAINING REQUIREMENTS/SAFE-D TRAINING DATES FEBRUARY 2022:

The SAFE-D 2022 Annual Conference is scheduled for February 17, 2022, 2:00pm until noon on February 19, 2022, at the Kalahari Convention Center in Round Rock. District Administrator Edlund will get with the board on final travel arrangements.

11. ADJOURN (MOTION):

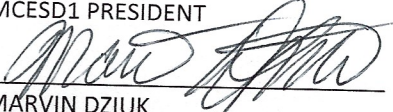
Commissioner Page moved to adjourn the meeting. Commissioner Mathis seconded his motion, and the motion passed with a 4-0 vote. President Marvin Dziuk adjourned the meeting at 8:53pm.

RESPECTFULLY SUBMITTED,



POLLY EDLUND

MCESD1 PRESIDENT



MARVIN DZIUK