

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

**MINUTES**

WEDNESDAY, AUGUST 10, 2022, 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 7:02pm, and established a quorum with Board Vice President Rodney Hitzfelder, Board Treasurer Terry Beck, Board Assistant Treasurer Jenny Ferren, and Board Secretary Tom Page present. Fire Chief Clinton Cooke, District Administrator Polly Edlund, Administrative Assistant Lori Stein, and District Analyst Ronda McNew were also in attendance. Additional attendees were Deputy Chief of Operations Jamie Esquivel, Battalion Chief Joe Wells, Station 15 Lieutenant Ian Zabel, Station 12 Captain Susan Tinsley, Station 12 Captain Felipe Garcia, MCESD1 firefighter Lucas Lopez, and

**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 – (July)**

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

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

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

Commissioner Hitzfelder moved to accept, adopt, and approve all reports and actions as presented within the Consent Agenda items 3-A-1, 3-A-2, 3-A-3, and 3-A-4. Commissioner Page seconded his motion. Commissioner Hitzfelder asked for discussion regarding the Sales Tax Report before the vote. District Administrator Edlund stated that the July 2022 Sales Tax Report had been e-mailed to the Board in mid-July and the August 2022 report, which was normally part of the September meeting packet, had been provided to the Board early to support budget discussions. There was one deposit left for this fiscal year 2021-2022, and the September deposit could be expected approximately September 10-12th. The report summary provided was the 'net deposits' report with year-to-date totals and month to month comparisons, after state commissions had been taken out. After Commissioner Hitzfelder reviewed the report, he requested that President Dziuk call the motion to question. President Dziuk called for a vote on Commissioner Hitzfelder's motion which was 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:**

**4 – A – 1. MCESD1 LaCoste North Station – A&E Site Planning Project Updates:**

*At the previous meeting, Chief Cooke noted that he had recently received a forty-seven-page proposal from Debra Dockery's architectural firm; he shared the drawings of the building and site with the Board. Commissioner Hitzfelder reported that the major outstanding issues are the water line and the sewer; estimates for water, sewer, and site work range from \$1.2-\$1.9 million (utilities, sitework & contingencies without the building). The building, as currently drawn, is 9,995 square feet with a brick façade on the side that faces Our Lady of Grace Catholic Church and a metal façade on the remaining sides. Estimated cost of the building is \$5.8 million for construction; \$6,735,500 million total project cost including contingency, architectural fees, and other standard costs. The stations had 6 Firefighter dorms, 2 offices, 2 EMS dorms, included a generator for emergency power, and there was space for an extra bay if needed for future expansion. The entire project, site work to finished building, should be completed in approximately two years. The project timeline was approximately 5 months out from a bid process. Commissioner Beck asked if any new additional apparatuses would be needed for this station. Chief Cooke stated that if the apparatus package to be presented later in the meeting was approved, that nothing new would be needed. LaCoste's existing apparatus would be utilized at the new station, except one new brush truck was in the rotation plan as a replacement project. Commissioner Page*

wanted to be on record that he disagreed with the layout/angle of the station on the lot, involving the driveway to save concrete. President Dziuk noted that cost of this station was approximately \$670 per square foot based on the architectural contingency. The Committee discussed the architect's inflation rate of 8% built into the cost estimates. The Committee would like to move forward with getting the sewer and water; the concrete options could be evaluated and reviewed for \$ savings. Commissioner Beck stated that he was in favor of moving forward with the sewer and other utilities for the station project.

Commissioner Hitzfelder stated that he had just received a letter from Debra J. Dockery, Architect, P.C.; Chief Cooke forwarded the letter and A&E fee schedule to the Board in the meeting. Commissioner Hitzfelder summarized the Dockery architectural firm's A&E proposal noting that the fee was about the same as Station #15 and encouraged the Board to move forward with the development of the design of the project. The fee was a flat fee this time, not a percentage-based fee. She was trying to help keep costs down. The overall proposal was \$291,000, a flat fee. Commissioner Hitzfelder stated that the building location on the site needed to remain the same stating that west facing sun was not favorable, ingress and regress, and other design concerns supported the reasons. President Dziuk tabled this agenda item until the next meeting allowing the Board time to review and consider the proposal.

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

Chief Cooke discussed the Chief's Report. Below are items from the report and communiques addressed during the MCESD1 meeting.

#### **6 – A. FIRE CHIEF'S REPORT – PROJECT UPDATES:**

##### *Administration:*

- Chief Cooke reported continued collaboration with Attorney Ken Campbell and President Dziuk regarding the reorganization of the 501c3s.
- Chief Cooke updated the draft budget for the 2022-2023 fiscal year after Commissioner feedback, a new draft copy was in the Commissioners documents for their information and review.
- Chief Cooke noted that the Administration team is finalizing the loan close out for Station 15 and issued purchase orders for the apparatus approved at the July 2022 MCESD1 meeting.

##### *Operations:*

- Chief Cooke presented a Fire Programs generated Incident Report by Incident Type – Summary (59-total incidents – 19-incident types) and the Department Response Time by District and individual stations – turnout time and travel time noted in minutes.
- Chief Cooke continues to work on District-wide response guidelines.
- Chief Cooke reported a reduction of response time to under 11-minutes for July. Chief Cooke noted that this is the lowest ever response time for the District that started at over 20-minutes at the beginning of the transition.
- Chief Cooke stated that the District now has up to forty-nine firefighters actively responding to incidents across the District with the average of over four personnel per incident.
- Chief Cooke noted that several of the District's firefighters attended Texas A&M TEEX for a week-long summer fire school.

##### *Insurance Services Office (ISO):*

- Chief Cooke has requested an audit from ISO; however, currently no date had been assigned/scheduled.
- Chief Cooke reported that a display of water shuttle capabilities for the ISO audit scheduled for July was postponed due to illness. The assessment will be rescheduled.  
Chief Cooke stated that all hydrants and alternative water sources are mapped and he working to get system data from water providers.

##### *EMS:*

- Chief Cooke reported that there were no significant updates for EMS.

##### *Status of District Assets:*

- Chief Cooke noted that all stations and apparatuses are operational to their capacity.
- Chief Cooke stated that Brush 8110 is out of service indefinitely and the District is awaiting insurance company claim process to determine the future of the apparatus. Chief Cooke further noted that the insurance appraisal/assessment of the apparatus and the cause of the fire, had not been completed.

##### *Recruitment: .*

- Chief Cooke finalized a structured recruitment academy that will train new recruits and existing volunteers to a recognized minimum standard. The recruitment academy is scheduled to begin October 1, 2022, and since the posting of the recruitment academy, seven new volunteers have signed up.

**Additional Activities:**

Chief Cooke had many discussions and meetings with station chief officers and other individuals regarding the operation of the District. A listing of notable activities included:

- Attended bi-weekly County Commissioner Court meetings.
- Multiple discussions with chief officers from the District's stations.
- Responded to several emergency incidents.
- Updated the 2022-2023 fiscal year annual budget draft. Currently the Board has copies of Draft 3.
- Approved payroll for three pay cycles.
- Multiple discussions with project management of a large construction project in the District on FM 471.
- Continuously touring the District to be informed of developments and their progress.
- Took Commissioner Page on a tour of the District to highlight the ongoing developments.

**Public Education and Outreach:**

- Chief Cooke stated that ESD1 currently had no defined program for public education or outreach. This area will be established in the future with reported statistical data. Chief Cooke noted that there is a designated fire prevention week in October.
- Chief Cooke continues to maintain an active social media presence (Facebook – Medina County ESD1 FIRE/EMS) and seeks other options for public outreach.
- Chief Wells was working on Fire Prevention week activities with the Schools.

**5 – B. CONSIDER and APPROVE NEW and/or AMENDED POLICIES:**

The policies had been uploaded to Teams. This agenda item was tabled.

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

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

Chief Cooke directed this agenda item to Commissioner Hitzfelder. There were no new land acquisitions to discuss.

However, the board re-directed back to agenda item 4-A for a continuation on the A&E discussion. Commissioner Hitzfelder read a proposal letter from the Debra J. Dockery Architectural firm. In summary, the Dockery teams submitted a proposal for professional services or the development of design, preparation of construction documents, construction contact procurement, and construction observation of the new Fire and EMS station in LaCoste. The facility is programmed to be 9,980 square feet constructed on an undeveloped approximate 2-acre parcel and will house a fire department and an emergency medical service team. The proposal includes architectural, civil, structural, geothermal, mechanical, electrical, and plumbing services; however, landscape architectural services, telecommunications design, and security design services are not included. The Dockery firm would coordinate with these specialty services and include them in the contract if requested. The fee proposal includes allowances for the direct expenses of printing costs for the bidding and construction documents, and the registration, review, and inspection fees for Texas Accessibility Standards compliance. Construction materials testing and special inspections were not included in the proposal.

The proposal is a fixed fee based on the described scope:

|                             |                                    |
|-----------------------------|------------------------------------|
| Phases:                     | Consultant: Dockery - Architecture |
| Design Development          | \$24,400                           |
| Construction Documents      | \$45,900                           |
| Bidding Assistance          | \$4,600                            |
| Construction Observation    | \$39,800                           |
| <b>TOTAL BASIC SERVICES</b> | <b>\$114,700</b>                   |

|                             |   |
|-----------------------------|---|
| Phases:                     | Alpha Consulting Engineers - Structural |
| Design Development          | \$7,260                                 |
| Construction Documents      | \$13,310                                |
| Bidding Assistance          | \$1,210                                 |
| Construction Observation    | \$2,400                                 |
| <b>TOTAL BASIC SERVICES</b> | <b>\$24,400</b>                         |

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|-----------------------------|-----------------------------|
| Phases:                     | Anderson & Associates - MEP |
| Design Development          | \$15,925                    |
| Construction Documents      | \$18,200                    |
| Bidding Assistance          | \$2,275                     |
| Construction Observation    | \$9,100                     |
| <b>TOTAL BASIC SERVICES</b> | <b>\$45,500</b>             |

|                             |                 |
|-----------------------------|-----------------|
| Phases:                     | Respec - Civil  |
| Design Development          | \$19,250        |
| Construction Documents      | \$22,000        |
| Bidding Assistance          | \$2,750         |
| Construction Observation    | \$11,000        |
| <b>TOTAL BASIC SERVICES</b> | <b>\$55,000</b> |

|                             |                           |   |                 |
|-----------------------------|---------------------------|---|-----------------|
| Phases:                     | Respec Project Specific** |   |                 |
| Design Development          | \$23,000                  | <i>Storm water detention analysis and design</i>  | \$15,000        |
| Construction Documents      | \$20,000                  | <i>storm water management plan</i>                | \$10,000        |
| Bidding Assistance          |                           | <i>offsite water main extension</i>               | \$10,000        |
| Construction Observation    |                           | <i>platting of site including boundary survey</i> | \$5,000         |
| <b>TOTAL BASIC SERVICES</b> | <b>\$43,000</b>           | <i>SWPPP report</i>                               | <b>\$3,000</b>  |
|                             |                           | <b>TOTAL</b>                                      | <b>\$43,000</b> |

|                             |                         |
|-----------------------------|-------------------------|
| Phases:                     | Terracon - Geotechnical |
| Design Development          | \$5,400                 |
| Construction Documents      |                         |
| Bidding Assistance          |                         |
| Construction Observation    |                         |
| <b>TOTAL BASIC SERVICES</b> | <b>\$5,400</b>          |

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|-----------------------------|-------------------------------|
| Phases:                     | Reimbursables, printing, TDLR |
| Design Development          | \$200                         |
| Construction Documents      | \$2,700                       |
| Bidding Assistance          | \$300                         |
| Construction Observation    |                               |
| <b>TOTAL BASIC SERVICES</b> | <b>\$3,200</b>                |

|                             |                       |
|-----------------------------|-----------------------|
| Phases:                     | <b>TOTAL PROPOSAL</b> |
| Design Development          | <b>\$95,435</b>       |
| Construction Documents      | <b>\$122,110</b>      |
| Bidding Assistance          | <b>\$11,135</b>       |
| Construction Observation    | <b>\$62,320</b>       |
| <b>TOTAL BASIC SERVICES</b> | <b>\$291,000</b>      |

After discussions, Commissioner Hitzfelder moved to spend \$95,435 this fiscal budget year for the design development phase to begin the project. Commissioner Page seconded the motion, and the motion passed with a 4-0 vote. President Dziuk stated that he would like to see any future communication regarding fees and/or construction printed on a piece of paper.

#### **7. MCESD1 BOARD FINAL DISCUSSIONS ON PROPOSED BUDGET and TAX RATE FOR 2022-2023:**

After Board Discussion regarding property tax revenues, sales tax revenues, and other budget requests; Commissioner Page moved to accept the 'proposed' budget as currently presented realizing that suggestions could still be taken. Commissioners are to contact Chief Cooke with any questions and concerns. Commissioner Hitzfelder seconded the motion, and the motion passed with a 4-0 vote, President Dziuk concurred.

**8. APPROVAL of MCESD1 2022-2023 PROPOSED BUDGET and PROPOSED TAX RATE:**

District Administrator Polly Edlund noted the tax rate worksheet and new rates had been e-mailed out to the board for review. The tax rates were:

No-new revenue rate 0.0777 / \$100 valuation

Voter Approval rate 0.0812 / \$100 valuation

De minimis rate 0.1000 / \$100 valuation

Chief Cooke discussed the various tax rates and property tax revenues at each rate. He stated that the De minimis rate that could be considered was \$0.10/\$100 valuation. The maximum rate the district could adopt by state statute was .10 / \$100 valuation. The average home in MCESD1 is valued at approximately \$320,000 and the tax rate of \$0.10/\$100 equates to about \$30 per month in taxes. Following much discussion about the various tax rates, property tax revenue generated at the different rates, certified valuations, and the increase in revenue needed to provide a quality level of service by the District; Commissioner Hitzfelder moved to approve the 'proposed' tax rate of \$0.0900/\$100 valuation as the proposed M&O tax rate. Commissioner Beck seconded the motion, and the motion passed with a 4-0 vote.

The proposed rate was .0004 higher than last year's tax rate of .0896 and would generate an increase in tax revenues of approximately \$358,459 over last year's revenues based on the certified valuations plus those guaranteed but still under ARB review. The proposed rate of .0900 was higher than the voter approval rate, but still below the De minimis rate.

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

**9 – A. CONSIDER and TAKE ACTION ON EXPENSE REIMBURSEMENT FOR VOLUNTEERS:**

The Board acted on this agenda item in July. Administrator Edlund was directed to remove it from future agendas.

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

**10 - A. SET NEXT MONTH'S MEETING(s) – September 14, 2022:**

The next proposed regular meeting of MCESD1 will be on Wednesday, September 14, 2022, in the Courtroom of the Medina County Sub Courthouse at Precinct 2, 8366 FM 471 S, Castroville, TX.

Administrator Edlund was directed to get all public notices in the newspaper as required by law, including the required public hearing on the tax rate. Exact date and time will be confirmed when the agenda is posted.

**10 - B. Meeting with the VFD Boards Regarding the 501c3:**

The Board discussed the need to hold a transition meeting with the Commissioners, the attorney, and the VFD Boards. The meeting will be on Tuesday, August 23, 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.

**11. ADJOURN (MOTION):**

Commissioner Beck moved to adjourn the meeting. Commissioner Page seconded his motion, and the motion passed with a 4-0 vote. President Marvin Dziuk adjourned the meeting at 8:29pm.

RESPECTFULLY SUBMITTED,

  
\_\_\_\_\_  
POLLY EDLUND

MCESD1 PRESIDENT

  
\_\_\_\_\_  
MARVIN DZIUK