

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

MINUTES

TUESDAY, FEBRUARY 8, 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 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 Emergency Services District 1 Communication Officer Stanley Stanukinos, Castroville VFD Chief Rick Lair, Castroville VFD Assistant Chief Dan Thornley, and LaCoste VFD Chief Joe Wells.

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.

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

4 – A – 1. MINUTES, RESOLUTION OF ACCEPTANCE – (January):

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

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

4 – A – 4. DISTRICT-WIDE FIRE and EMS RUN REPORTING and QUARTERLY FINANCIAL and OPERATIONAL REPORTS REQUIREMENTS:
Commissioner Mathis moved to accept, adopt, and approve all reports as presented within Consent Agenda Items 4-A-1 and 4-A-3, and to move items 4-A-2 and 4-A-4 to agenda item 4-B for additional discussion. Her motion was seconded by Commissioner Page and the motion approved with a 4-0 vote.

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

Consent Agenda Item 4-A-2, Treasurer's Report:

District Administrator Polly Edlund noted the financials for January were presented to the Board in several new formats, the Treasurer's Report which gives a snapshot of the District's bank account balances, year to date property tax collections, and sales tax collections as in the past. A new QuickBooks Budget vs. Actual Report giving a year-to-date October 2021 through January 2022 (fiscal year) overview of the current budget vs. actual status, and a new monthly Transaction List by Date for the month report, showing all transactions for January 2022.

Consent Agenda Item 4-A-4, District-Wide Fire and EMS Run Reporting and Quarterly Financial and Operational Reports:
Ms. Edlund continued with the status of quarterly reports due by January 15th.

LaCoste VFD January through December 2021 Profit and Loss by Class Report and a copy of the Balance Sheet as of December 31, 2021, was included in the Board's meeting folders. LaCoste's M&O ESD Fund showed a balance in the excess of \$46,750. Ms. Edlund noted that Administrative Assistant Lori Stein had taken over the books for LaCoste VFD and doing an excellent job. The financials for Castroville VFD and Mico VFD were at the CPA's for internal reviews and would be e-mailed out as soon as complete.

Commissioner Mathis moved to accept the Treasurer's Report and LaCoste's Financial 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.

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

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

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

Chief Cooke reported the internet service to Station 15 was originally planned for installation on March 25, 2022; however, he was working diligently with the company to get the construction/installation hopefully finalized by mid-February. Medina County Emergency Management Coordinator/Fire Marshall Keith Lutz also contacted AT&T on MCESD1's behalf. Commissioner Hitzfelder questioned the type of installation and Chief Cooke responded that it would be a dedicated fiber line.

5 – A – 1 – a. Apparatus Acquisition – Status to Completion Timeline:

Chief Cooke reported the delivery of Brush 8115; however, it was painted the wrong color of blue. BT 8115 was picked up by Skeeter on a flatbed to be repainted and should be redelivered within the next two weeks.

Chief Cooke reported that Tender 8115 is complete; however, unable to be delivered due to the nationwide microchip shortage. Chief Cooke noted that Tender 8115 would not be shown at the SAFE-D conference on February 17-19, in Round Rock due to the delay.

Chief Cooke reported that Allegiance Mobile Health's third medic truck (added with the new Feb. 2022 contractual agreement) is now on duty 24 hours a day. They are currently working out of Station 10 until the internet is finalized at Station 15.

5 – A – 1 – b. Apparatus Equipment, Specifications, Purchases, Funding Timelines – Status to Completion:

Chief Cooke reported that updated dispatch protocols were needed for Station 15 and the District.

5 – A – 2. MCESD1 LaCoste North Station – A&E Site Planning Project Updates:

Chief Cooke reported that he sent Commissioner Hitzfelder's conceptual drawings for the LaCoste North Station to Architect Debra Dockery's firm. Commissioner Hitzfelder reported that phase 1 A&E, site and civil, was in process. Commissioner Beck requested additional discussion as to what was encompassed under phase 1. Commissioner Hitzfelder explained the Architect Dockery's firm obtains soil core samples needed to correctly evaluate construction of the 'fill' required on the site, for the project. Chief Cooke reported that there is a meeting scheduled mid-February with the City of LaCoste regarding utilities and other city requirements.

The board also covered 3-A at this point in the meeting. See 3-A below for discussion.

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

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

The monthly Chief's Report and other official related documentation were included in meeting packets. Below are items from the report and communiqués addressed during the MCESD1 meeting:

Administration:

- Chief Cooke has begun placing all District files into Microsoft 365 for secure shared service for real-time access by Commissioners on their new District-provided electronic device.
- Chief Cooke has finalized the Org Chart for presentation and approval under 6-C at this evening's ESD meeting.
- Chief Cooke reported the District needed to determine what type of electronic devices the ESD would like to use. The funds for the devices, i-Pad or Microsoft Surface Pro, are budgeted and the District would like to order this month.

Insurance Services Office (ISO):

- Chief Cooke reported the evaluation process continues on the District's apparatuses to determine if the required apparatus carried the proper equipment to obtain the optimum number of points, for ISO scoring.
- Chief Cooke restated this ISO concern from January. 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 suggested 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, a Cascade refill station, and rehab supplies. Chief Cooke noted that this service truck could be a used or demo truck that the District could utilize, as ordering a new truck could be almost two-years in the

future. The Commissioners asked Chief Cooke if some of the current apparatuses could be repurposed to become an ISO service truck; however, in all scenarios, the response was negative.

- Chief Cooke reported that he continues to receive multiple daily phone calls from concerned citizens and insurance agents regarding fire protection and homeowners' insurance issues.
- Chief Cooke spoke with ISO and at this time ISO will not recognize Station 15 unless the ESD can show it is staffed or is operational for 18 months for a response history or allows a complete District audit. Chief Cooke continues to work on this matter; however, the District may want to consider an ISO consultant to facilitate these discussions in the future.

EMS:

- Chief Cooke reported that Allegiance Mobile Health's third medic truck is now on duty 24-hours a day. They are currently working out of Station 10 until the internet is finalized at Station 15.

Status of District Assets:

- Chief Cooke noted that the update to District access control has begun.
- Chief Cooke stated that Station 15 internet was ordered and awaiting installation. Projected install date has not been confirmed.

Additional Activities:

Chief Cooke had many discussions and meetings with individuals regarding the operation of the District. A listing of notable meetings included the following mentioned in the ESD meeting:

- Met with architect regarding A&E, site and civil for the new LaCoste Station.

6 – A – 1. AUTO COMPRESSION DEVICES/LUCAS DEVICES – CAPITAL ITEM IN BUDGET STATUS:

Chief Cooke stated that prior to his arrival, at the September 8th meeting, the District budgeted to purchase three Lucas CPR machines to be placed on the in-service medic units. With the Board's approval, the District would establish an agreement with Allegiance to provide these devices and with Allegiance responsible for any maintenance and repairs of any damage/malfunctions to the machines. If the District discontinued the contract with Allegiance, the District would retain the equipment for the community. Utilizing Allegiance's purchasing power, Chief Cooke noted, Stryker Medical, the sole source, had a device with the required battery charger and spare battery, the cost per unit is \$16,362 equating to \$49,086 for three units. The District budgeted \$50,000 for these devices and Chief Cooke recommended that the Board move forward with this purchase. Chief Cooke requested that the Board consider an additional unit for \$14,571 (with no charger or spare battery) to be kept in the Fire Chief's command vehicle as an extra unit, and to use if all medic units were out on calls.

Commissioner Hitzfelder moved to purchase the additional CPR Assistance Device for \$14,571 out of the surplus/reserve funds to be kept in the Chief's vehicle, and to move forward with the previously approved purchases. Commissioner Page seconded his motion, and the motion passed with a 4-0 vote following discussion. Castroville VFD Assistant Chief Dan Thornley spoke and stated that he totally endorsed the purchase of the devices and used one prior to moving to this area of Texas.

6 – A – 2. ATV PURCHASE – ATV OVERVIEW AND PURCHASING CONSIDERATION WITH DONATED FUNDING:

Chief Cooke reported on the January 13th Chiefs Report, that the District received a generous donation from an individual to place a Fire/EMS ATV within the Mico-response area. Chief Cooke collaborated with Mico personnel on specifications and quotes for the vehicle. Chief Cooke presented his research and price quotes. Three different vendors were solicited, and Chief Cooke recommended the Board to act on the Polaris Government Build for \$35,402.75. This build would be engineered by Polaris meeting all safety and weight requirements and carry a 95-gallon water tank. The period from order to completion would take approximately 8 months.

Description & Extended Price of approved quote

Pro XD Full Size Diesel: \$17,169.45
Crew 1000's / Pro XD 4000 Rock Guard w/Step: \$342.86
Full Size 6000 lb. Winch with Synthetic Rope: \$710.82
ROPS Mounted Sideview Mirrors: \$146.34
1000's / Pro XD General Purpose Poly Windshield: \$363.77
1000's Poly Front Half Doors: \$1,363.12
1000 / XP1000 Poly Sport Roof: \$309.41
Pro XD Fire / Rescue Skid w/6 HP manual start engine: \$12,746.98
SUBTOTAL: \$33,152.75
INSTALL*: \$750.00
FREIGHT: \$1,500.00
TAX: \$0.00

TOTAL: \$35,402.75

*Installation Pricing is Open Market. Vehicle model year and color are subject to change dependent upon delivery date.

Following Chief Cooke's presentation, Commissioner Hitzfelder moved to proceed with the Polaris purchase and to provide the additional needed funding, \$5,402.75, out of the reserve fund. Commissioner Mathis seconded his motion, and the motion passed with a 4-0 vote. The Board also noted that perhaps Mico VFD could purchase the needed trailer for the ATV out of VFD surplus funds, since the unit would be garaged in Mico.

6 – B. CONSIDER AND APPROVE INTERLOCAL AGREEMENT WITH TEE X A&M TASK FORCE 1:

Chief Cooke noted that during his recruitment and hiring, he discussed and reached an agreement with the District, that the District would enter a MOU with TEE X Texas A&M Task Force 1 for his continual involvement at the State and National Level for Urban Search and Rescue Activities. As previously discussed, Chief Cooke will not allow any deployment to negatively impact his District responsibilities and noted that all his pay and benefits are reimbursed by the State plus an administrative fee. A copy of the MOU was presented to the Board for their signature approval.

Following Chief Cooke's presentation and explanation, Commissioner Hitzfelder moved to sign the MOU with TEE X Texas A&M Task Force 1. Commissioner Page seconded his motion which was approved with a 3-0 vote, 1-abstention. Commissioner Mathis abstained stating that she had not received a copy of the Memorandum of Understanding between the Texas A&M Engineering Extension Service, the Sponsoring Agency of Texas Task Force 1, for review prior to the meeting.

6 – C. DISCUSS, CONSIDER, AND APPROVE NEW MCESD1 ORGANIZATIONAL CHART:

Chief Cooke presented his finalized Organizational Chart to the Board for their approval. Two of the positions on the Org Chart had been filled by volunteers for the position. These included Chaplain Dan Clark and Communications Officer Stanley Stanukinos. 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 included 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 that Chaplain Clark is retired military, recently widowed, and resides in Blue Skies of Texas (former Air Force Village). Communications Officer Stanley Stanukinos comes to the District highly recommended with a background as a project manager for AT&T. Mr. Stanukinos lives in Hondo, has connections in Yancey, and is a colleague/friend of Castroville VFD Captain Marquez Fuentes.

Chief Cooke stated that he appreciated the dialogue with the Board and made several revisions to the Org Chart prior to his presentation to the Board. Commissioner Mathis followed with an introduction to her preferred layout and handed the Board her draft of the Org Chart for discussion. The Board discussed in length to whom the Chaplain should report to, reaching an agreement that the Chaplain should report directly to the Fire Chief. After much discussion, Commissioner Hitzfelder moved that the Board accept the modified Org Chart with the District Administrator reporting to the Board. The chart would reflect the following enhancements: a direct, solid line from District Administrator to the Board, a dotted line connecting District Administrator to the Fire Chief, and a solid line from the Chaplain to the Fire Chief. The solid line from Fire Chief to the Board would remain the same. Commissioner Beck seconded his motion, and the motion was approved with a 4-0 vote.

II. EXECUTIVE SESSION – CLOSED MEETING:

The MCESD1 Board of Commissioners will meet in closed executive session as authorized by Texas Government Code Chapter 551 under one or more of the following sections of Chapter 551, Texas Government Code: §§ Section 551.071 (*Consultation with Attorney*), Section 551.074 (*Personnel Matters*), and 551.087 (*Economic Development*).

A. Discussions and Deliberations related to 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, land acquisitions, internal District structures, staffing, and personnel matters.

Commissioner Mathis moved to meet in closed executive session as authorized by Texas Government Code Chapter 551 under the following sections: Chapter 551, Texas Government Code Section 551.071 (*Consultation with Attorney*), 551.074 (*Personnel Matters*) and 551.087 (*Economic Development*), to discuss item A above. Commissioner Page seconded her motion, and the motion was approved with a 4-0 vote. The MCESD1 Board of Commissioners and Chief Cooke went into executive session at 8:09pm. District Administrator Polly Edlund was asked to join the executive session at 8:37pm.

CLOSED EXECUTIVE SESSION:

Commissioner Page moved to close the executive session. Commissioner Hitzfelder seconded his motion, and the motion was approved with a 4-0 vote. The closed executive session concluded at 8:44pm.

The Board took a short 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 8:45pm, 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 Emergency Services District 1 Communication Officer Stanley Stanukinos, Castroville VFD Chief Rick Lair, Castroville VFD- Assistant Chief Dan Thornley, and LaCoste VFD Chief Joe Wells.

2. DISCUSSION and POSSIBLE ACTIONS FOLLOWING EXECUTIVE SESSION:

Following the closed meeting, Commissioner Mathis moved to accept and proceed as deliberated in the Executive Session. Commissioner Beck seconded her motion, and the motion was approved with a 4-0 vote.

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

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

Chief Cooke noted that he continues to pursue a station site on FM 1283.

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

None.

5. NEW BUSINESS – INTRODUCTION OF ANY NEW BUSINESS:

5 - A. SET NEXT MONTH'S MEETING(S)

Possible Quorum agenda for Safe-d Conference, Feb. 17th – 19th, 2022.

President Dziuk asked Mrs. Edlund if the Possible Quorum Agenda had been posted for the SAFE-D Conference in Round Rock, Texas. President Dziuk noted that a possible quorum agenda would be required prior to attending the SAFE-D annual conference because more than three commissioners were attending the training. Mrs. Edlund informed him it had already been posted.

March 16, 2022, regular monthly meeting:

The next proposed regular meeting of MCESD1 will be at 7:00pm on the second Wednesday of the month, 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.

At this point in the meeting, District Administrator Polly Edlund asked the Commissioners if they could return to agenda item 4-B to discuss a purchase that had been overlooked under the Treasurer's report earlier in the meeting. President Dziuk directed the meeting to 4-B.

4 – B. Consent Agenda Item discussion under Treasurer's Report (Cont.):

4 – B – 2. MCESD1 Office Closets:

Ms. Edlund presented a quote from Seth Sherrill (1001 Florence Street, Castroville, TX 78009, mcsherr@yahoo.com). Commissioner Page informed the Board he had recently visited the offices and noticed shelving in all office closets was needed. Mr. Sherrill was contacted for an estimate of costs to add wooden shelving to three office closets and the records room. Mr. Sherrill's recommendation, to keep costs down, was installation of metal racks in the record room, installation of wooden shelves with steel brackets over the file cabinets and in top space of office closets, along with the metal closet racks previously purchased by the District. All material will be provided except 3-metal closet racks, previously purchased by the MCESD#1. Bid does not include paint or stain. Estimated Cost without the metal shelving was \$2,060

He provided an option to delete one shelf in the records room and he would purchase and add 13'x2'x6' adjustable metal shelving for an additional \$500. Staff recommended the option with the metal shelving for a total of \$2,560.

After reviewing the bid for the three office closets, Commissioner Page moved to approve spending \$2,560 to install the required shelving for the records room, and three closets in the MCESD1 Office (Fire Chief Office, District Administrator Office, and extra Executive Office). Discussion followed regarding which fund to use for this non-budget item. Commissioner Page

amended his motion to fund this purchase out of the reserve fund. Commissioner Beck seconded his amended motion, and the motion passed with a 4-0 vote.

4 – B - 3. Email Installed on Personal Phones:

Commissioner Beck inquired if each Commissioner was required to personally meet with Chief Cooke to get the new email system set up on personal devices. Discussion continued about the safety of using District Devices. Chief Cooke noted it might be easier to meet with them individually.

4 – B - 4. Preferred Type of Electronic Device:

Following Commissioner Beck's inquiry, Chief Cooke stated that the ESD needed to determine the preferred type of electronic device, i-Pad or Microsoft Surface Pro, that each Commissioner desired. Following the February Board meeting, Chief Cooke expects the Board to no longer use paper and everything to be preloaded and digitally presented. Using these devices, the Board will have real-time access to all District documents, via Microsoft Teams on the device selected for purchasing. Chief Cooke polled the Board as to their specific preference. Commissioner Page requested the screen to be big enough to see and Commissioner Mathis would like to have the devices at least two weeks prior to the meeting in which they will be used, to acquaint herself. The ESD will shop for these electronic devices and preload the appropriate and needed software and files.

At this point in the meeting Commissioner Beck asked President Dziuk if the Board could move back to agenda item 6 – A. FIRE CHIEF'S REPORT – PROJECT UPDATES. The board concurred and President Dziuk moved to agenda item 6-A.

6 - A. FIRE CHIEF'S REPORT – PROJECT UPDATES.

Commissioner Beck inquired about the status of several projects previously discussed in prior monthly meetings.

• **Records Retention Policy**

Recap: At the January 13th Board meeting, 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. The Records Retention Policy was tabled.

Chief Cooke noted that Record Retention Training was required. The training was available online. Staff would be taking the training. No action was taken.

• **MCESD1 District Access Controls:**

Commissioner Beck inquired about the status of the update/installation of the District's access control systems. Chief Cooke stated that the station at Mico and Station 15 are complete. Currently, Station 10 (800 Madrid) is in process and then LaCoste. Chief Cooke further explained that he will be able to grant access from his phone and the Commissioners would be assigned a PIN for access.

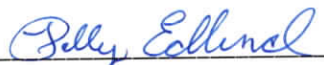
III. RECONVENE IN OPEN SESSION (Cont.)

President Dziuk directed the meeting back to the last item on the agenda.

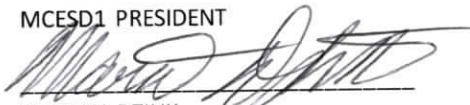
6. ADJOURN (MOTION):

Commissioner Page moved to adjourn the meeting. Commissioner Beck seconded his motion, and the motion passed with a 4-0 vote. President Marvin Dziuk adjourned the meeting at 8:55pm.

RESPECTFULLY SUBMITTED,


POLLY EDLUND

MCESD1 PRESIDENT


MARVIN DZIUK