

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

MINUTES

WEDNESDAY, APRIL 13, 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, and Board Treasurer Terry Beck present. Board Assistant Treasurer Pam Mathis was absent. Fire Chief Clint Cooke, District Administrator Polly Edlund, Administrative Assistant Lori Stein, and District Analyst Ronda McNew were also in attendance. Additional attendees were volunteer firefighters Dan Thornley, Billy-Jim Perez, Melanie Godwin, Ian Zabel, Rolando Garcia, and Christopher Rios. LaCoste VFD Chief Joe Wells, Mico VFD Chief Jamie Esquivel, and Mico VFD Captain Susan Tinsley.

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 - (March):

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

4 - A - 3. SALES TAX REPORTS (March/YTD):

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

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

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

None.

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 stated that Station 15's internet is operational; although, some punch list items on the IT infrastructure installation need attention. Chief Cooke reported that the wrong water heater installed at Station 15 in the EMS bay that supplied hot water to the gear washer and bay shower has been replaced and is functioning properly.

Chief Cooke presented a rendering from Architect Dockery for lettering on Rio Medina Station 15 that can be viewed from Potranco Road; however, he was still working on the pricing for the exterior signage. The illustration included in the Board member's meeting folders, showed a large MCESD1 patch with Rio Medina Fire Station #15 on the north side of the building on the ambulance bay wall. There was some board discussion regarding the exterior light fixture, and how it might be renovated to effectively add lighting to the new signage on the station.

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

Chief Cooke reported that the final inspection was performed on Tender 8115 and be delivered to Texas within the next three weeks. Once the apparatus is in Texas, at the Kirby facility, it will require another couple of weeks before it is ready to be delivered to Station 15. Chief Cooke stated that the administrative command vehicle was picked up, outfitted, complete, and ready for service. Chief Cooke reported that both LaCoste Station #11 heavy brush trucks are out of service due to mechanical problems and repair parts have been ordered; however, Chief Cooke noted that a replacement/additional small brush truck for Station 11 needs to be considered. Chief Cooke will be presenting an apparatus replacement ten-year plan to the Board

soon. Chief Cooke stated that the re-painted BT 8115 arrived at Station 15 in a timely manner and was used immediately on numerous grass fires in the District.

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

In preparation for the ISO regrade, Chief Cooke reported the District had all their fire hose evaluated during the past week and noted the hoses passed testing except for a few sections which failed under pressure. Chief Cooke remarked that hose testing is annual activity, a compliance of industry standards. The next test scheduled will be pump testing.

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

Chief Cooke reported that he met with Commissioner Hitzfelder, Architect Debra Dockery, and DJD Architect Edgar Sanchez on April 13th. Chief Cooke presented several views of a proposed design for the site plan of the new LaCoste fire station including exterior views of elevations, building layout with streets, and interior proposed floor plans. Commissioner Hitzfelder noted that the primary focus at this time is the orientation of the streets, egress and ingress of apparatuses, parking lot, security fencing, and public entrance to the station. The fire station is on a diagonal design on the lot which is more efficient and effective. Commissioner Hitzfelder noted that this station would be the second fire station in LaCoste giving fire/emergency service to both sides of the railroad tracks. Administrator Edlund thanked the board for the new stations, and remarked how nice it was during the recent fires to work out of Station #15, which had access to additional storage for rehab supplies, ice chests, and an ice machine. She asked if the new LaCoste station would include storage areas for these items. Chief Cooke assured District Administrator Edlund that an ice machine would be a part of the station's FF&E.

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

The monthly Chief's Report and other official related documentation were included in meeting packets. 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 that administration continues to work on updating the website for a fresher, more modern look. He requested headshot photos of all Commissioners and an optional short bio.
- Chief Cooke noted that administration is looking to move MCESD1's Intuit software (QuickBooks) to an online platform to allow for multiusers.

Operations:

- Chief Cooke stated that Dispatch remained a concern and he continues to work with Medina County to adjust availability. He noted that Station 15 is now being dispatched to its territory for Fire and EMS; although, currently still using Station 10 tones.
- Chief Cooke continues to work on District-wide response guidelines (SOGs).
- Chief Cooke noted that crews operated for eight days on a large brush/wildfire near Medina Lake. Chief Cooke commented that all levels of personnel involved with the fire did an outstanding job. The board noted there was another fire, Medina Duo the weekend after.

Insurance Services Office (ISO):

- Chief Cooke reported the continued evaluation of the District's apparatuses, to determine if the required equipment was carried on each apparatus to obtain the optimum number of points. (For scoring process for ISO audit).
- Chief Cooke noted that he met with the City of Castroville for specifics within their city resulting in the City of Castroville planning to hire a company to perform hydrant testing for the city. Chief Cooke noted that the City of Castroville is graded separately from the District.
- Chief Cooke stated that he is compiling training records for existing contractors from 2021 for the audit.
- Chief Cooke scheduled hose and ladder testing for the District. The hose testing was completed, past. Only a few sections needed replacement. Ladder testing was next.

EMS:

- Chief Cooke reported that the Lucas CPR devices were received, training on the units completed, and the devices were playing a role in patient care. Chief Cooke noted, that since receiving the Lucas CPR devices, the devices had already been used on two cardiac arrest patients.

Status of District Assets:

- Chief Cooke reported that both LaCoste station #11 heavy brush trucks were out of service due to mechanical problems and repair parts had been ordered. Chief Cooke noted that a new replacement/additional small brush truck for Station 11 (LaCoste) should be considered.

- Chief Cooke stated that Station 15's internet is operational; although, some punch list items on the IT infrastructure installation need attention.
- Chief Cooke reported that the wrong water heater installed at Station 15 in the EMS bay that supplied hot water to the gear washer and bay shower had been replaced and is functioning properly.
- Chief Cooke reported that the Fire Chief's command vehicle equipment installation was completed. Chief Cooke noted that he delivered and picked up the Command vehicle. The vehicle was parked in front of the bldg. for Commissioners to view following the meeting.
- Chief Cooke reported that the final inspection for 8115 Tender was performed on April 11th.

Recruitment:

- Chief Cooke noted that MCESD1 has opened the application process for volunteer members of the ESD Fire Department.
- Chief Cooke stated that he is also accepting applications for the seven full-time positions and anticipates beginning interviews the end of April. There were sixteen interested, rostered volunteers submitting applications for these positions.

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:

- Commanded the Das Goat fire.
- Organized the Countywide Chief's meeting and stated that another meeting is scheduled for the week of April 18th. The plan is to continue these meetings monthly.
- Met with Medina County OEM, Sherriff's Dispatch, and Medina County Judge on mutually beneficial dispatch software, which included a proposal for standard questions to be asked by Dispatchers as calls are received.
- Conducted a presentation for the City of Castroville on ISO and MCESD1's growth.
- Met with the ISO consultant on site. (National Fire Services Office (Harold 'Skip' Starling)

Public Education and Outreach:

- Chief Cooke remarked that ESD1 currently has no defined program for public education or outreach. This will be established in the future and included with statistical data in this report. The District continues to maintain an active social media presence (Facebook – Medina County ESD1 FIRE/EMS) and seeks other options for public outreach.

Commissioner Beck questioned Chief Cooke if the ISO Consultant was getting all the needed information from the contracted agencies. Chief Cooke assured him that all agencies were complying; however, remarked that 'water' continues to be the challenge. Commissioner Beck stated that a former BMA (Bexar-Medina-Atascosa Water Control and Improvement District No. 1) manager informed him of an operational water conduit link on CR 2615, just at the canal bridge near the Medina River (formerly a brass pipe and fittings, changed to PVC when someone stole the brass conduit material). Chief Cooke et al, will investigate this information further.

President Dziuk remarked that the dispatch system needs help, sometimes you could not understand any of the information sent over the E-Dispatch process to the cell phones. Chief Cooke stated that the County is working on programs to take 'humans' out of the dispatch stating a 'computer voice' dispatch was much better and easier to understand. Vocabulary needs standardization – terminology currently used varied: house fire, structure fire, or a building fire. Commissioner Hitzfelder expanded on the computer dispatching processes used and changed for the better, when he was with San Antonio Fire Dept., and spoke highly of and agreed with the computer voice dispatch approach.

District Administrator Edlund (a board member on the Medina County 911 Board) confirmed to President Dziuk that she had sent garbled dispatched messages to the MCSO official overseeing dispatch for investigation.

Administrator Edlund continued by complimenting Chief Cooke on his relationship building with Medina County officials. The County is receptive to Chief Cooke's ideas and suggestions resulting in improvements and better relationships between Medina County Sheriff Department Officials and the District. She noted, the discussions started in prior years by the subcommittee (Commissioner Hitzfelder, Commissioner Dziuk, and herself) had recently taken off with Fire Chief Cooke's relationship building efforts with Medina County officials, and great strides were being made to work together toward a common goal to fix the dispatch problems of the past.

6 – A – 1. ATV PURCHASE – Project Follow-up:

The ATV is on order and currently there is nothing else to report. Should be delivered in November.

6 – A – 2. NATIONAL FIRE SERVICES OFFICE ISO AUDIT – FOLLOW-UP:

The ISO regrade/audit is in process as noted in the Chief Report; currently nothing additional to add at this time.

6 – A – 3. PERSONNEL FOR DAYTIME STAFFING AT STATION 10 and STATION 15 – FOLLOW-UP:

Chief Cooke stated in the Chief's discussion above, he is accepting applications for the seven full-time positions and anticipates beginning interviews the last week of April. There were sixteen interested, rostered volunteers submitting applications for these positions. President Dziuk remarked that once Chief Cooke has selected the personnel for seven full-time positions, that photos and press releases need to be publicized in the local papers.

6 – B. CONSIDER and TAKE ACTION ON EXPENSE REIMBURSEMENT FOR VOLUNTEERS:

Chief Cooke proposed, that with the rising cost of fuel and increased demand placed on our volunteers, a stipend to offset the fuel cost for volunteers be considered. Chief Cooke proposed a \$5.00 per call fuel reimbursement based on averages retroactive to February 1, 2022. To achieve this number, Chief Cooke used 8.5-miles average travel distance at the Federal rate of \$0.585 per mile. Chief Cooke noted that the District is not paying for time of the volunteer; rather, a strict fuel stipend to respond to and from stations for emergency calls. Any type of time payment to volunteers would go against FLSA rules. Chief Cooke contacted Attorney Ken Campbell regarding this topic, and he is comfortable with the application; however, will need to review any final program that the District establishes for the future. The Commissioners were not against the suggested proposal; however, wanted to review the attorney's opinion. Following Chief Cooke's presentation of this agenda item, Commissioner Hitzfelder moved to table this agenda item. Commissioner Page seconded his motion. The motion was approved with a 3-0 vote.

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

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

Chief Cooke referred this agenda item to Commissioner Hitzfelder. Commissioner Hitzfelder stated that he spoke with the responsible parties involved in the FM 1283/CR 371 development and at this time, there is nothing new to report.

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

8 – A. Records Request Policy (POLICY: P-010):

This agenda item was tabled.

8 – B. Records Retention Policy (POLICY: P-011):

This agenda item was tabled.

8 – C. Departmental Budgeting (POLICY: P-013):

This agenda item was tabled.

President Dziuk directed Administrator Edlund to make sure these policies make it on the May agenda.

9. NEW BUSINESS – INTRODUCTION OF ANY NEW BUSINESS:

9 – A. SET NEXT MONTH'S MEETING(s) – May 11, 2022:

The next proposed regular meeting of MCESD1 will be at 7:00pm on Wednesday, May 11, 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.

Save the Date! SAFE-D's 2023 Annual Conference, Kalahari Resort and Convention Center, Round Rock, Thursday, February 2 – Saturday, February 4, 2023.

9 – B. Express Thanks and Accolades:

Commissioner Hitzfelder and Commissioner Beck praised and thanked the Chief and the volunteer fire fighters, Medina County officials-County Judge Schuchart, Commissioners Sittre and Neuman, and Medina County Emergency Management Coordinator Lutz, MCESD Board members and the Administrative team, the community, and everyone that donated food and provisions/supplies. Commissioner Hitzfelder noted that he heard all good reports and everyone did a wonderful job. Commissioner Beck stated that he was proud to be a part of Medina County ESD1 Fire Department and overwhelmed by the extreme professionalism and skills demonstrated by both State and Local agencies to contain and extinguish the huge fire. Chief Cooke noted that he is preparing a detailed after-action report addressing all aspects of the fire.

Mico VFD Chief Jamie Esquivel praised the staff, especially Commissioner Beck, Ms. Edlund and Ms. Stein, for their professional demeanor and tireless assistance for the Das Goat Fire and to Ms. Edlund and Commissioner Page for their assistance at the second fire that occurred the following weekend.

District Administrator Edlund suggested that the ESD should consider obtaining an enclosed utility trailer to be outfitted and supplied for quicker rehab relief to fire scenes when requested. The utility trailer could be outfitted with ice chests, warming devices for food, supplies, etc. to increase rehab response.


Commissioner Hitzfelder moved to put an advertisement in the local papers thanking the community for their overwhelming and generous support. Commissioner Beck seconded the motion, and the motion was approved with a 3-0 vote.

Chief Cooke is having Certificates of Appreciation prepared by his administrative staff to give to businesses, along with a challenge coin and MCESD1 patch, to present to businesses that went over and above in their service and donations.

10. ADJOURN (MOTION):

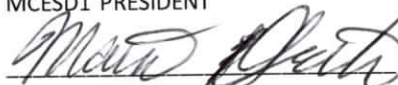
Commissioner Hitzfelder moved to adjourn the meeting. Commissioner Page seconded his motion, and the motion passed with a 3-0 vote. President Marvin Dziuk adjourned the meeting at 8:06pm.

RESPECTFULLY SUBMITTED,



POLLY EDLUND

MCESD1 PRESIDENT



MARVIN DZIUK