

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

**MINUTES**

WEDNESDAY, MAY 11, 2022, 7:00PM

Meeting Location: Courtroom of the Medina County Sub Courthouse at Precinct 2, 8366 FM 471 S, Castroville, TX

**1. OPEN MEETING:**

**1. CALL TO ORDER and ROLL CALL:**

President Marvin Dziuk called the meeting to order at 7:06pm, and established a quorum with Board Vice President Rodney Hitzfelder, Board Assistant Treasurer Pam Mathis, and Board Treasurer Terry Beck present. Board Secretary Tom Page was absent due to the death of his father. Fire Chief Clint Cooke, District Administrator Polly Edlund, Administrative Assistant Lori Stein, and District Analyst Ronda McNew were also in attendance. Additional attendees were MCESD1 Firefighters Billy-Jim Perez, Ian Zabel, Susan Tinsley, Jamie Esquivel, Christopher Rios, Mike Nolen, Joe Wells, Mico VFD Board Treasurer Jenny Ferren, interested Mico citizen Joe Suszczynski, and Devine News reporter Anton Riecher.

**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.

**2 – A. Moment of Silence:**

President Dziuk expressed the MCESD1's condolences to Commissioner Tom Page and his family upon the death of Commissioner Page's father and requested a respectful moment of silence.

**3. CONCERNED CITIZEN COMMENTS:**

MCESD1 Firefighter Billy-Jim Perez addressed the Board and requested that the 2022-2023 Firefighter Banquet be placed on the June 2022 meeting agenda.

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

**4 – A – 1. MINUTES, RESOLUTION OF ACCEPTANCE – (March and April)**

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

The monthly financial report had been placed in the new TEAMS folder with a new Cover page and QuickBooks format for board's review and comment. The new report included Balance Sheet, a year-to-date budget vs. actual report, and a transaction list by date.

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

District Administrator Polly Edlund reported the Sales Tax Report had been emailed out to Commissioners for review and comment prior to the meeting. The year-to-date sales tax revenues reflected an increase for the month of May at 58.83% over May 2021 revenues, and an overall year to date increase at 32.9% over last year's revenues for this same 8-month time period. Chief Cooke pointed out that the district's funds from sales tax reached a new monthly high this month. He also reported inquiries had been made regarding this sales tax revenue from the data storage facilities located on the Bexar and Medina County line, per a prior month's request from Commission Hitzfelder. Due to the confidential nature of the individual payer information, the responses from HDL Consultants would be e-mailed to the Commissioners.

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

Run report had been e-mailed out in excel format for review and comment. Contracted Service provider financial reports had all been sent to the CPA for completion of internal reviews processes.

Commissioner Mathis moved to accept, adopt, and approve all reports and actions as presented within the Consent Agenda. Her motion was seconded by Commissioner Beck 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):**

Nothing new to report under item 5-A-1. The item was tabled.

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

Chief Cooke reported the delivery of Tender 8115 on May 10<sup>th</sup> and that driver training to be scheduled. Chief Cooke reported that LaCoste Fire's heavy brush truck was repaired and returned to service on May 11<sup>th</sup>.

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

Nothing new to report under item 5-A-1-b. The item was left on the agenda until inventory was completed on the new Tender.

**5 – A – 1 – c. Consider and Approve Signage for Station 15:**

*Recap: At the April 2022 Board meeting, Chief Cooke presented a rendering from Architect Dockery for lettering on Rio Medina Station 15 that would be viewed from Potranco Road; however, he did not have pricing on the exterior signage at that time. The illustration, included in the Board's members meeting folder, showed a large MCESD1 patch with Rio Medina Fire Station #15 on the north side of the building on the ambulance bay wall.*

Chief Cooke presented two estimates from FASTSIGNS for the Board's consideration, one acrylic lettering and the second with aluminum letters. Both estimates had been available for Commissioner's review prior to the meeting. Commissioner Hitzfelder moved to proceed with the signage project using quote option #2 (\$5,326.96) with aluminum lettering and to add Medina County ESD 1 to the Rio Medina Fire Station 15 nomenclature. Commissioner Beck seconded his motion, and the motion was approved with a 3-0 vote.

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

Chief Cooke reported that he met with Architect Debra Dockery et al. to discuss some edits on the preliminary design. Commissioner Hitzfelder reported that Architect Debra Dockery et al. were currently working on initial cost analysis.

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

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

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

*Administration:*

- Chief Cooke reported that administration reviewing options to move the accounting software to an online platform which allows multiuser access. In the process of working on the accounting software movement, it was determined that by outsourcing payroll would better serve the District. More details would be discussed under item 6-C.
- Chief Cooke reported moving all Incident Reporting and Inventory Control to a single Fire Program database giving a true statistic, a more realistic run report eliminating duplicate calls on the current fire run reports. He further explained that when 2 departments responded to the same incident, it had been entered by both department's individual fire programs software; thus, causing the total District wide run count to be inflated. One database would prevent the inflation of usable data.
- Chief Cooke stated that interviews were conducted for fulltime staff.

*Operations:*

- Chief Cooke continues to work on District-wide response guidelines.
- Chief Cooke noted that 7 job offers were given and accepted with these personnel in their conditional offer phase, awaiting background checks, physicals and drug testing to be completed.
- Chief Cooke remarked that there were no other updates for operations.

*Insurance Services Office (ISO):*

- Chief Cooke reported that the City of Castroville hired a company to perform the city's hydrant testing and, in the process, located an additional 103-more hydrants within the city. Chief Cooke noted that he continues to work with other water providers for additional information for the ISO regrade. The more water/hydrant data we can show would help us now vs. tender shuttles. Chief Cooke also noted that following the Das Goat fire and in recent Commissioners Court meetings, discussions with new developers included hydrants in all new developments. Had held discussions with Mr. Alexander of East Medina water system, and they need more hydrants. They currently have some but not all areas have hydrants.
- Chief Cooke stated that he has compiled training and fire responses necessary for the regrade; additionally, all the District's hoses and ladders were tested and compliance-evaluated. Past the testing. Chief Cooke scheduled the District's pump-testing.

*EMS:*

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

*Status of District Assets:*

- Chief Cooke noted that all stations and apparatus are operational to their capacity.
- LaCoste's HB (Heavy Brush) truck had a radiator repaired and was back in service.
- Chief Cooke reported the delivery of Tender 8115 on May 10<sup>th</sup>, and that driver training would be scheduled.

*Recruitment:*

- Chief Cooke noted that MCESD1 had no specific events scheduled.

*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.
- Chief Cooke continues to maintain an active social media presence (Facebook – Medina County ESD1 FIRE/EMS) and seeks other options for public outreach.

*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 County Commissioner Court meetings.
- Met with various personnel & Dockery to discuss design edits of the LaCoste North Station.
- Conducted an After Action of the Das Goat Fire with Department Chiefs.
- Conducted fulltime firefighter interviews with Chief Lair and Chief Esquivel, then presented job offers.
- Conducted Medina County Chiefs meeting.
- Worked with Fire Programs on a quote on an auto-download system of incidents into Fire Programs from the Medina County CAD. This report topic prompted Board discussion about the clarity of the dispatch notices. Several Commissioners expressed concern and displeasure in the e-dispatch recordings sent out to firefighters. Commissioner Hitzfelder explained his past experiences with computerized dispatch read-out of the data to reduce human error. Chief Cooke stated that the County is aware of the problems/concerns and working to improve the situation. Administrator Edlund confirmed she was also forwarding problem notifications to MCSO administrators working on the issue. The Commissioners also discussed the cost factors involved and understood the more advanced systems come with a price tag.
- Chief Cooke had programmed and updated Fire Programs Software for a unified incident reporting system.
- Discussions with the ISO consultant regarding the regrade. (National Fire Services, Harold 'Skip' Starling, Director)
- Discussions with Attorney Ken Campbell regarding proper transition steps.
- Although the Temporary Transitional Team (TTA Team) did not meet during the month, Chief Cooke met and discussed with the Fire Chiefs of the current contractors/service providers about the implementation of the new organizational structure to be discussed tonight under item 6-E.
- Began creating the 2022-2023 proposed annual budget.

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

*Recap:* At the April 2022 Board meeting, 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. Chief Cooke suggested 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. 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.

This agenda item was tabled at Chief Cooke's request to allow for more research and communication with Attorney Ken Campbell.

**6 – C. CONSIDER and TAKE ACTION ON PAYROLL PROCESSING:**

Chief Cooke summarized the current payroll processing system and detailed the costs to continue using QuickBooks for bookkeeping and payroll services. Currently the process only involves four personnel who have set hours and the set up is not labor intensive; however, as the District brings on the next seven personnel plus plans for additional growth, there will be fluctuating hours, personnel onboarding and offboarding, and various payment-related factors to consider. Chief Cooke noted that there were several outsourcing payroll companies to be considered, and he had previous knowledge with several. Of these companies, Chief Cooke considered Paycom the best overall option. Paycom's corporate headquarters are in

Oklahoma City and houses their primary processing and production facilities, as well as research and development. The Texas operations center located in Grapevine houses similar facilities. Upon contacting Paycom, Chief Cooke received a proposal that provides full human resource tracking services, payroll, federal tax reporting, and timecards with an online portal for all employees to view their profile. The cost for this service with the planned eleven employees would be \$110.97 per pay cycle which includes all services outlined in the presentation document given to the Board members. Given the low cost of this proposal compared to our current practice, Intuit annual fees, and previous experience with Paycom, Chief Cooke recommended to engage Paycom for the District's payroll and human resources services as proposed in the presentation. Following Chief Cooke's presentation, Commissioner Mathis moved to proceed with using Paycom for the District's payroll and human resources service. Commissioner Beck seconded her motion, and the motion was approved with a 3-0 vote.

**6 – D. CONSIDER and APPROVE NEW and/or AMENDED POLICIES:**

**6 – D - 1. Records Request Policy (POLICY: P-010):**

The purpose of this policy to provide direction for the staff when there is a request for departmental/district records and applies to all who may request records from Medina County ESD 1.

**6 – D - 2. Records Retention Policy (POLICY: P-011):**

The purpose of this policy is to define the records retention and records security procedures for use by the district, in maintaining all records for the district and applies to all Medina County ESD1 personnel.

**6 – D - 3. Departmental Budgeting (POLICY: P-013):**

The purpose of this policy is to provide direction on completing the departmental budget and applies to all members of the Medina County ESD1 Fire Department.

Following Chief Cooke's presentation on the above policies, Commissioner Hitzfelder moved to consider and adopt all three policies together (agenda items 6-D 1-3). Commissioner Beck seconded his motion. Discussion followed. Commissioner Mathis moved to amend the wording in Policy P-011, Records Retention Policy, section IV Procedure, Item A to read 'The District Administrator shall be designated as the Records Management Officer (RMO) for all local government records created by the district' replacing the verbiage 'Administrative Assistant' with 'District Administrator'. Commissioner Beck seconded her motion on the amendment of the wording within the policy P-011, and the motion was approved with a 3-0 vote. President Dziuk called for a vote on Commissioner Hitzfelder original motion which was seconded by Commissioner Beck to consider and adopt all three policies - Records Request Policy, Amended Records Retention Policy, and Departmental Budgeting Policy. The motion was approved with a 3-0 vote.

**6 – E. CONSIDER and APPROVE NOTICE OF OPERATIONAL CHANGES TO CURRENT SERVICE PROVIDERS:**

Chief Cooke explained; since the Organizational Chart was approved by the Board at the February 2022 meeting, this agenda item serves as an official request and notice to the current contracted service providers to update their current organizational structure/bylaws to match the District's approved organizational chart with the highest-ranking officer being a captain. This action was already within the current contracted service provider's contractual agreements. There was no vote required on this agenda item. The Board directed Chief Cooke to send the notices to all contracted service providers for compliance.

**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. Commissioner Hitzfelder noted that it would be approximately eight months before the area was ready/cleared for a fire station. The Board agreed to remove the FM1283/CR371 station discussion to the Fire Chief for progress updates. Chief Cooke will update the Board in his Chiefs Report; putting it back on the MCESD1 meeting agenda when it becomes an action item.

**7 – B. MCESD1 COMMISSIONER'S BUDGET ITEMS FOR DISCUSSION – SUBMISSION DEADLINE JUNE 1<sup>ST</sup>:**

Administrator Edlund sent out an e-mail to the Board regarding this agenda item, and to bring any Capital requests for consideration to Chief Cooke on or before June 1<sup>st</sup>. Chief Cooke noted that he will begin the budget process soon; compiling suggestions, ideas, and items to be considered. Chief Cooke posed a question to the Board, 'What is the expectation of the level of service to be provided?' He would like the board's direction as to their expectations. Did they want to follow NFPA 1720 or other? Discussion followed. He plans to prepare several service levels within budget proposals for the Board's consideration. Commissioner Mathis asked, "at what point does the Finance Committee meet?" Chief Cooke noted that after he gets guidance from the board as to the level of services, and completes a proposed draft, he planned to review the proposed budget in detail with the Finance Committee. No further action was taken.

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

**8 – A. Two Water Meters at Station 15:**

Commissioner Beck questioned the situation of having two water meters at Station 15. Ms. Edlund stated that there are two water meters, one being used for the landscaping and the other for the building, at the Station 15. It was her understanding the landscaping meter was left for the MCESD#1 after the construction office was removed. She will research the usage, costs, etcetera.

**8 – B. Paris Street Station:**

Chief Cooke inquired on the direction the Board wanted to take on the Paris Street Station #10 Annex in Castroville and suggested that an engineer and/or architect to produce ideas to help the Board move forward on the project. President Dziuk and Commission Hitzfelder both stated that this process had already taken place, TWICE. Chief Cooke stated that he could decide, and President Dziuk requested that he be involved in the decision discussions.

**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 would be at 7:00pm on the second Wednesday in June at 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. (A schedule conflict was reported to Administration following the meeting).

**9 - B. SAFE-D 2023 ANNUAL CONFERENCE:**

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


**9 - C. 2022-2023 Firefighter Banquet:**

This agenda item was requested during the Concerned Citizen Comments section above by MCESD1 Firefighter Billy-Jim Perez; however, under new business the topic was discussed by the Board, following new policies adopted during agenda item 6-D of this meeting. It was unanimously agreed this item was now a new budget request item, and should be submitted to Chief Cooke on the new adopted budget request form, to be considered within the District's 2022-2023 proposed budget. Lt. Billy Jim was directed to submit the request to Chief Cooke.

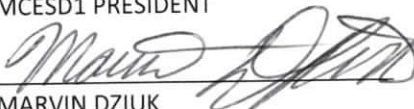
**10. ADJOURN (MOTION):**

Commissioner Mathis moved to adjourn the meeting. Commissioner Beck seconded her motion, and the motion passed with a 3-0 vote. President Marvin Dziuk adjourned the meeting at 8:02pm.

RESPECTFULLY SUBMITTED,

  
POLLY EDLUND

MCESD1 PRESIDENT

  
MARVIN DZIUK