

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

MINUTES

WEDNESDAY, JUNE 15, 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, New Commissioner Jenny Ferren, and Board Secretary Tom Page present. Board Treasurer Terry Beck 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 Medina County Precinct 2 Justice of the Peace Judge Wm. T. Tschirhart, MCESD1 Volunteer Firefighters Dan Thornley, Felipe Garcia, Jarrett Ferris, Joe Wells, Rolando Garcia, Lucas Lopez were in attendance as well as newly appointed Deputy Chief of Operations Jamie Esquivel, Lieutenant Billy-Jim Perez, Lieutenant Ian Zabel. Also present were Mico VFD Board President Destiny Phelps, and interested Mico citizens Alyse Henning, and Sarah and Norman Schaefer.

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 – A. COMMISSIONER STATUS and OATH OF OFFICE/NEW APPOINTED COMMISSIONER SWEARING IN:

Medina County Precinct 2 Justice of the Peace Judge Wm. T. Tschirhart administered the oath of office for appointment of Jenny Ferren swearing her into the remainder of Commissioner Pam Mathis' term of service that ends on December 31, 2022, as a Commissioner on the Medina County Emergency Services District 1 Board. Commissioner Mathis resigned her position effective June 1st to relocate and live closer to family in North Texas. Judge Tschirhart congratulated Commissioner Ferren by giving her a 'high-five' and thanked the entire Board for their service. President Dziuk thanked Judge Tschirhart for his time to perform this duty and welcomed Commissioner Ferren.

Medina County Precinct 2 Justice of the Peace Judge Wm. T. Tschirhart exited the meeting after administering the oath of office and swearing in Medina County ESD1 Commissioner Ferren to the Board.

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

Following the appointment of Jenny Ferren to the Board, the Board established the position each will hold while in office. Following discussion, Commissioner Hitzfelder moved that all positions remain the same replacing Commissioner Mathis' position (office of Asst. Treasurer) with Commissioner Ferren. Commissioner Page seconded his motion, and the motion was approved with a 3-0 vote.

President – Marvin Dziuk

Vice President – Rodney Hitzfelder

Secretary – Tom Page

Treasurer – Terry Beck

Assistant Treasurer – Jenny Ferren

2 – C. MCESD1 COMMITTEE ASSIGNMENTS, TRAINING REQUIREMENTS, and SAFE-D CONFERENCE DATES 2023:

District Administrator Polly Edlund reviewed the MCESD1 Commissioner's committees and assignments were discussed. Commissioner Hitzfelder moved to accept the committee assignments as discussed and selected. Commissioner Page seconded his motion, and the motion was approved with a 3-0 vote. The approved committee assignments are:

EMS Committee – Chief Cooke

First Responder Program – Chief Cooke

Facilities and Maintenance Committee – Chief Cooke, Commissioner Hitzfelder, and Commissioner Page.

Station Construction and Oversight Committee – Chief Cooke, Commissioner Hitzfelder, Commissioner Page.

President Dziuk noted to Chief Cooke to please keep him and other Commissioners in the loop on construction discussions.

ISO Committee – Chief Cooke

Finance Committee - District Administrator Edlund, Chief Cooke, Commissioner Beck, Commissioner Ferren.

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

3. CONCERNED CITIZEN COMMENTS:

None.

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

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

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

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

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

Chief Cooke noted the District-wide fire run reports are now generated in an easier to understand/interpret presentation format by Fire Programs eliminating overlapping VFD calls giving a more accurate picture of the District fire call activity.

Commissioner Page moved to accept, adopt, and approve all reports and actions as presented within the Consent Agenda. His motion was seconded by Commissioner Hitzfelder 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. MCESD1 Rio Medina Station #15 – Project Updates, Budgetary Needs and Legal Agreement(s):

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

Chief Cooke noted that there were several punch-list items and warranty issues that need to be addressed. Nothing new to report.

5 – A – 1 – b. Signage for Station 15 – update:

The Board approved the signage project using aluminum lettering at the May meeting and requested the addition of Medina County ESD 1 to the Rio Medina Fire Station 15 nomenclature. Chief Cooke stated that the signage on Station 15 was scheduled for installation on June 16th.

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

Chief Cooke directed this agenda item to Commissioner Hitzfelder. Commissioner Hitzfelder reported that he met with Commissioner Page, Chief Cooke, City of LaCoste representatives, and Architect Debra Dockery et al. and discussed utilities such as sewer line extension needs, a water main loop and sprinkler system, and several other issues to be discussed with City of LaCoste including building codes. The ESD's property is not incorporated into the City of LaCoste; however, it is within the City's ETJ. The committee is currently doing cost analysis to lower the cost of construction. Commissioner Hitzfelder remarked that recent inflation has prices up, and he is working to lower the costs more before bringing any information to the Board.

6. 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 that the payroll processing company is engaged and operational. Administrator Edlund is working with Paycom to learn new onboarding processes.
- Chief Cooke stated that he has prepared a draft of the District's 2022-2023 District's budget and plans to schedule a meeting with the finance committee to discuss his first draft.
- Chief Cooke sent an email to the Board regarding a proposed Homestead exemption plan. This item will be discussed later in the meeting.
- Chief Cooke noted that he moved all stations to a single department in e-dispatch allowing visibility to all members for incident response.

Operations:

- Chief Cooke continues to work on District-wide response guidelines.
- Chief Cooke noted that two Lieutenants are already on-duty, Lieutenant Zabel and Lieutenant Perez. Five additional paid firefighters started their duty on June 13th.
- Chief Cooke stated that effective June 13th, all operational control is now under the direction of the ESD with the new Command Structure implemented. Chief Jamie Esquivel had been selected as the Deputy Chief of Operations and Chief Frank Arocha as the Deputy Chief of Training. Other positions were being finalized, and he was currently working to approve all other officer positions.
- Chief Cooke noted that currently there are no other operational updates.
- Chief Cooke noted that Medina County has approved to purchase an interface with MCESD1's reporting software to assist in accuracy of incident reporting with hopeful implementation in 60-90 days. This ties the incident details to Fire Programs.
- Chief Cooke stated the paid crews are working to map all hydrants within the response district.

Insurance Services Office (ISO):

- Chief Cooke has requested an audit from ISO; however, currently no date has been officially set. He will be meeting next week with the ISO consultant to schedule pre-audit timelines.

EMS:

- Chief Cooke reported that there were no significant updates for EMS.
- Chief Cooke noted that EMS has new MCESD#1 uniform shirts, purchased by Allegiance, presenting a more professional appearance to the public.

Status of District Assets:

- Chief Cooke noted that all stations and apparatuses are operational to their capacity; however, there is a brush truck station #11 and an engine currently in the repair facilities.
- Chief Cooke reported that driver training has begun on Tender 8115.
- Chief Cooke stated that several of the District's apparatuses have tires that are over the seven-year NFPA Standard for fire apparatuses and he is working to get replacement tires this year. He is working to create and monitor a standard for tire replacement. During his inspections one District apparatus had 14 year old tires on it.

Recruitment:

- Chief Cooke noted that MCESD1 no specific events scheduled.

Public Education and Outreach:

- Chief Cooke continued to maintain an active social media presence with the Facebook page – Medina County ESD1 FIRE/EMS and continues to look for other options for public outreach.

Temporary Transitional Team (TTA):

- The district has moved to a single operational structure and no additional TTA meetings were planned. Chief Cooke complemented the group on an outstanding job of guiding the direction of the district prior to his arrival and commended them all for their actions.
The MCESD#1 board interjected to the audience at this point in the meeting and expressed they also wanted to commend those that participated. Their efforts were instrumental in getting the district to where it was today, and their efforts were very much appreciated. The board did not see the need for any more TTA Team meetings under the new structure.

Additional Activities:

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

- Attended County Commissioner Court meetings.
- Met with facilities committee members and architect to discuss design edits of LaCoste North Station.
- Responded and served as the Medical Branch Supervisor for the Uvalde Elementary School shooting.
- Monitored all incident reporting and working to have a standard incident reporting system with statistical data.
- Held Discussions with the ISO consultant regarding the regrade. (National Fire Services, Skip Starling, Director)
- Held Discussions with Attorney Ken Campbell regarding proper transition steps toward the future.
- Began creating the 2022-2023 annual budget.

- Worked with Siddons-Martin on apparatus purchase proposal.
- Evaluated upcoming ad-valorem tax processes and made proposal for District direction.

President Dziuk remarked that dispatch calls are clearer and more understandable. Chief Cooke stated that the calls are now coming out of a new dispatch center. Chief Cooke, a dispatch supervisor, a dispatch sergeant, and Medina County Emergency Management Coordinator Lutz went to Bastrop County to observe the dispatch center in action. There is software available to expedite and assist any 911 calls. Chief Cooke noted that he is aggressively seeking software, the county officials 'bought in' to the package, and there is a grant available through Medina County 911 District to help with the software's cost. As a side note, Chief Cooke stated that the new Medina County 911 dispatch center has four open positions. There is discussion of putting in a dedicated fire/EMS console.

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

None.

7. MCESD1's TRUTH and TAXATION CALENDAR and 2022-2023 BUDGET PROCESS:

District Administrator Edlund discussed the Truth and Taxation timeline and listed meeting dates of importance for Commissioners to block on their calendars; dates required to complete the District's budget/tax rate process. The tax rates should be here by end of July, and budget details would be presented at future meetings. The meeting dates to reserve were Wednesdays, July 13th, August 10th, and September 14th.

8. CONSIDER and TAKE ACTION ON POTENTIAL HOMESTEAD EXEMPTION FOR THE MCESD1:

Chief Cooke sent an email to the Board on May 18th detailing a proposed \$35,000 homestead exemption in trade for raising the property tax rate as close as possible to the legally allowed maximum rate of \$0.10 per/\$100 valuation. The maximum rate without causing an automatic election as stated in rules of Senate Bill 2. Chief Cooke stated that he proposed the exemption to protect the District's homeowners; however, the protection would be at the expense of the District's commercial businesses. The homestead exemption would only apply to residential. Commissioner Hitzfelder moved to consider the \$35,000 homestead exemption. Commissioner Page seconded his motion. After much board discussion, many questions and answers, and multiple numerical scenarios to help explain how the proposal could affect the ESD's overall property tax revenues, and future district limitations as they relate to the property tax rates due to Senate Bill 2 and a 10 cent tax cap, President Dziuk called a vote, and the vote was 3-0 opposed to the motion.

9. CONSIDER and TAKE ACTION ON CAPITAL PURCHASE OF APPARATUS:

Chief Cooke stated that he does not yet have a pricing proposal for the District's capital purchase of equipment from Siddons-Martin. Chief Cooke reminded the Board that orders placed now will be delivered in 20-24 months. A copy of an Apparatus Maintenance and Replacement Plan had been made available to the Commissioners. Currently Chief Cooke wants to replace an engine, two brush trucks, and replace a pumper with a quint. This agenda item was tabled.

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

10 – 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 property for a station is needed near the intersection of SH 211 and FM 471N and along the proposed SH 211/FM 471N west corridor. He would be reviewing future needs for the Board's review.

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

11 – A. 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 with Attorney Ken Campbell.

12. NEW BUSINESS – INTRODUCTION OF ANY NEW BUSINESS:

12 - A. SET NEXT MONTH'S MEETING(s) – July 13 , 2022:

The next proposed regular meeting of MCESD1 will be at 7:00pm on Wednesday, July 13, 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. Future scheduled meeting dates of Wednesdays, August 10th and September 14th were also marked on the calendar to comply with Truth and Taxation deadlines.

12 - B. Thank You for Concerns:

Commissioner Page thanked the Board for their thoughts, prayers, and sincere concerns extended to him and his family upon the passing of his father and condolences sent.

13. ADJOURN (MOTION):

Commissioner Page moved to adjourn the meeting. Commissioner Hitzfelder seconded his motion, and the motion passed with a 3-0 vote. President Marvin Dziuk adjourned the meeting at 8:17pm.

RESPECTFULLY SUBMITTED,



POLLY EDLUND

MCESD1 PRESIDENT



MARVIN DZIUK