

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

MINUTES

WEDNESDAY, JULY 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 7:00pm, 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 and Rio Medina Station 15 Lieutenant Ian Zabel.

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 – (June)

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

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

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

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

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:

Chief Cooke noted that he had received a forty-seven-page proposal from Debra Dockery's architectural firm; he did not have copies at the meeting, but he shared drawings of the building and site with the Board. Chief Cook then directed this agenda item to Commissioner Hitzfelder. 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.

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.

5 – A. FIRE CHIEF'S REPORT – PROJECT UPDATES

Administration:

- Chief Cooke reported that he collaborated with Attorney Ken Campbell and President Dziuk regarding the reorganization of the 501c3s. A legal document was sent to the commissioners for review.
- Chief Cooke prepared the draft budget for the 2022-2023 fiscal year and presented the budget to the finance committee.

Operations:

- Chief Cooke presented a Fire Programs Incident Report by Incident Type – Summary (43 total incidents – 16 incident types) and the Department Response Time by District and individual stations – turnout time and travel time noted in minutes. Board discussion took place with Q&A.
- Chief Cooke continued to work on District-wide response guidelines.
- Chief Cooke reported a reduction of 5 – 6-minutes in total response time; the average was now 13-minutes from the time of dispatch.
- Chief Cooke stated that the District now has up to forty-six volunteer firefighters actively responding to incidents across the District with the average of over four personnel per incident. The above number of personnel does not include the ten new personnel currently being trained to a responder level. Ten were added at training, up from the 5 in the initial Chief's report. Chief Cooke remarked that MCESD1 is not doing any advertising/recruiting; the new personnel are coming to MCESD1 by 'word of mouth'. News was out within the industry, MCESD1 was the next up and growing District.
- Chief Cooke noted that several of the District's firefighters are preparing to attend Texas A&M TEEK for a week-long fire school. He was working with all station captains to get their teams up to standard with certifications. There were pathways to help them get their past training recognized and he is currently working with our organizations to help them get this accomplished.

Insurance Services Office (ISO):

- Chief Cooke has requested an audit from ISO; however, currently no date has been assigned/scheduled.
- Chief Cooke reported that a display of water shuttle capabilities for the ISO audit was scheduled for July 23rd. This event will be videoed and sent to ISO for their evaluation. Trainings were taking place to get prepared for this event.
- Chief Cooke stated that all hydrants are now mapped, and he was working to get additional system data from water providers. Chief Cooke emailed the Board a map showing the hydrants and the five-mile coverage zones.

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; however, two brush trucks are out of service. One brush truck (HB8110 - Military big red) is being repaired, possible hydraulic leak, and the second brush truck (BT8110 – the 2016 F550 4x4 grant truck with deck gun) caught on fire and could be totaled by insurance. Chief Cooke had made inquiries on replacements with surrounding dealers. He would work with insurance company and dealers to find a replacement.
- Chief Cooke stated that, following training by Pierce, Saturday July 9th, the new Tender 8115 was in service.
- Chief Cooke reported the installation of new signage on the Rio Medina Station 15 was completed.

Recruitment:

- Chief Cooke noted that MCESD1 is preparing to advertise and offer a structured recruitment academy training new recruits to a minimum standard and with a training schedule in place.

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.
- Conducted the first District-wide officers meeting.
- Responded to several emergency incidents.
- Prepared the 2022-2023 annual budget and presented it to the finance committee.
- Completed hiring of firefighters for daytime staffing and approved payroll for two pay cycles.

- Collaborated with ISO and the ISO consultant in preparation for the upcoming audit. (National Fire Services Office)
- Prepared the 2022-2023 annual budget and presented it to the finance committee.
- Met with City of Castroville leadership on multiple occasions.
- Participated in multiple discussions with Medina County Emergency Management and Medina County Sheriff's office.
- Arranged a tour for Dispatch personnel to another dispatch center in Bastrop to evaluate software upgrades. Bastrop had the same type of CAD system that Medina County currently uses, and they went to view the system. Tyler Technologies has scheduled a visit to Medina County around September.
- Chief Cooke also reported he had been out of the District on vacation for one week.

Public Education and Outreach:

- Chief Cooke stated that ESD1 currently has no defined program for public education or outreach.
- Chief Cooke reported that MCESD1 supported and participated in the annual Castroville July 4th parade and celebration. This participation and support will be established in the future with reported 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.

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

None.

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 551.074 (*Personnel Matters*) and 551.087 (*Economic Development*).

- A. Discussions and Deliberations related to District's Master Planning; to include future station planning, internal District structures, District hiring/staffing, and personnel matters.**

Commissioner Hitzfelder moved to meet in closed executive session as authorized by Texas Government Code Chapter 551 under the following sections of Chapter 551, Texas Government Code: §§Section 551.074 (*Personnel Matters*) and 551.087 (*Economic Development*). Commissioner Page seconded his motion, and the motion was approved with a 4-0 vote. The MCESD1 Board of Commissioners, Chief Cooke, and District Administrator Edlund went into executive session at 7:56pm.

CLOSED EXECUTIVE SESSION:

Commissioner Beck 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 8:45pm.

The Board took a 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 8:47pm, 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 Clint 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 and Station 15 Lieutenant Ian Zabel.

2. DISCUSSION and POSSIBLE ACTIONS FOLLOWING EXECUTIVE SESSION:

None.

3. PRELIMINARY BUDGET INFORMATION:

Chief Cooke remarked that he had met with the finance committee and revised a portion of the preliminary budget; noting that he increased the amount for apparatus maintenance and adjusted the fuel as discussed during the finance committee meeting. A copy of the full draft budget will be sent to the Board.

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

Chief Cooke stated that preparing for the future involved a multi-facet approach. This approach involved/addressed many administrative and operational procedures and capital improvements that require more detailed planning due to extended

time of implementation. Since the operational leadership of fire response is now being provided by MCESD1, the district should begin preparing for the operational control of the medical response. The medical response involves an initial capital investment for vehicles/ambulances and equipment for EMS while the fire response requires the replacement of several apparatuses. Chief Cooke requested the Board's approval of Siddons-Martin Emergency Group's proposal for the purchase of five medic units, two brush trucks, one engine, and one quint under the HGAC cooperative purchasing agreement. Currently MCESD1 has three medic units operating under an ems service contract; however, the procurement of the five medic units needed in the future will provide four on-duty apparatuses and the fifth as a ready reserve that will be rotated within the fleet to keep all units near similar usage. These units will be garaged at all four current facilities, with the Mico and LaCoste unit personnel being dual-certified providing both fire and EMS coverage depending on which call comes in first. The delivery time for the medic units is twenty-four to twenty-seven months. Our current Allegiance EMS contract expires in less than two years; however, the provider was willing to move to month-to-month service while the district works to get our system in service. These medic units will have boxes that can be remounted in the future on a new chassis every five – eight years. The medic unit boxes have a fifteen – twenty-year life expectancy while the chassis has a five – eight years, both depending on mechanical sustainability.

One of the new brush trucks will replace the 1985 Chevrolet brush truck which will be subjected to disposal. The second will replace the twenty-year old unit in Mico or the unit that caught on fire. These units have a delivery estimate of twenty-seven to twenty-eight months.

The engine will provide a direct replacement of the Mico engine, and the quint will replace the Castroville engine, both replaced units will be utilized as reserves or placed in satellite stations for ISO as new subdivisions build out.

Chief Cooke recommended that the District take advantage of the prepay discount, a savings of approximately \$65,620, for the engine and the quint and then pay upon delivery for the brush and medic units. The vendor also added a multi truck discount on the fire apparatus purchase of approximately \$45,705). All purchases would utilize available capital/replacement reserve funds. The total prepayment for the Pierce Custom Enforcer aerial (quint, with a 107-foot ladder/stick) and engine (345 Pierce Custom Enforcer PUC) would be \$2,024,566, plus the HGAC fee. The paid-on-delivery price for the two brush trucks will be \$376,836. The five medic units were Wheeled Coach Ford F450 Type 1 units at \$390,606 per unit for a total of \$1,954,030 for all five medic units, which included the HGAC fee of \$1,000. The total purchase price for all nine apparatuses including the HGAC fees was \$4,357,432 for the total project. A copy of the Siddons-Martin Emergency Group, LLC proposal was included in meeting packet materials.

Following Chief Cooke's presentation, the Board had many questions and concerns. Chief Cooke was totally prepared and thoroughly addressed all presented concerns and questions. Commissioner Hitzfelder remarked that Ms. Edlund had been asking for a vehicle rotation/replacement plan for the past several years, and now Chief Cooke has it here before us. The apparatus purchases are 'a lot of money'; 'we can either spend it or give it back'. Chief Cooke stated that these purchases were a little complex and 'an interesting pill to swallow.' Commissioner Beck asked Chief Cooke to make sure he compared other vendor's quotes to make sure he was getting the best deal. There was also a large discussion about the timeline to start up the District's emergency medical services, initial ems staffing and upfront costs associated, and if the district was ready to take on EMS and Fire services along with billing for services. After much discussion, Commissioner Page moved to proceed with the purchase of nine apparatuses for \$4,355,432 plus HGAC fees (as detailed in the Siddons-Martin proposals \$4,357,432 with HGAC fees) utilizing the available reserve funds to pay for the apparatus. Commissioner Hitzfelder seconded his motion, and the motion passed with a 4-0 vote.

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

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

This agenda item was covered in the lengthy discussion under agenda item #4 above. The agenda item was tabled and carried for the next agenda.

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

6 – 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.

After collaborating with Attorney Ken Campbell on this agenda item over the past few months, Chief Cooke proposed implementing a \$75 quarterly fuel gift card if a volunteer responds to 25% of their stations responses and attends 50% of their stations training beginning July 1, 2022, with the first cards purchased and issued in October as a part of the new fiscal year budget. Attorney Campbell used this program at other agencies and suggested that MCESD1 work within this program instead of a per call basis. Chief Cooke stated that the fuel card program will have an annual maximum budget effect of \$15,000 if fifty volunteers were to meet all the programs' requirements.

Following Chief Cooke's presentation regarding fuel cost reimbursements for volunteers, Commissioner Beck moved to proceed with the \$75 quarterly fuel gift card for volunteers that meet the fire call response percentage and training session percentage as detailed by Chief Cooke. Commissioner Hitzfelder seconded the motion, the motion was approved with a 4-0 vote.

7. NEW BUSINESS – INTRODUCTION OF ANY NEW BUSINESS:

7 - A. SET NEXT MONTH'S MEETING(s) – August 10, 2022:

The next proposed regular meeting of MCESD1 will be at 7:00pm on Wednesday, August 10, 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. The board was also asked to mark a future scheduled meeting date of Wednesday, September 14th to vote on the budget and tax rate.

7 - B. Meeting with Attorney Ken Campbell and 501c3 Boards:

Commissioner Beck requested a meeting with Attorney Ken Campbell and all the 501c3 Boards, to address any questions and concerns regarding the legal avenues involved with the formation of the new Medina County ESD1 department and structure.

8. 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 9:53pm.

RESPECTFULLY SUBMITTED,



POLLY EDLUND

MCESD1 PRESIDENT



MARVIN DZIUK