

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

MINUTES

WEDNESDAY, SEPTEMBER 14, 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 Assistant Treasurer Jenny Ferren, and Board Secretary Tom Page present. Commissioners Terry Beck and Rodney Hitzfelder were absent. Fire Chief Clinton Cooke and District Administrator Polly Edlund were also in attendance. District Analyst Ronda McNew joined the meeting via telephone. Additional attendees were Deputy Chief of Operations Jamie Esquivel, Battalion Chief Joe Wells, Captain Jarrett Ferris, and 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 – (August)

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

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

3 - A - 4. DISTRICT-WIDE FIRE/EMS RUN REPORTING & QUARTERLY FINANCIAL/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-2, 3-A-3, and 3-A-4. Commissioner Ferren seconded his motion, and the motion was approved with a 3-0 vote, President Dziuk voting.

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 stated Geotech had been on the LaCoste North Station site and performed some soil borings. No action necessary until the report is received and reviewed. Another meeting would take place with Architect Debra Dockery to get the data. Chief Cooke also reported on a new suggested plan to change the use of the Castroville Station #10 Annex, to turn the facility into an administration building, potential dormitory, or reusable building. There are plans being discussed to change the façade and make the building one that would be representative of the city and the fire department. Station #10 may need to convert the conference room to dorms. Chief Cooke will gather input and meet with Commissioners on the suggested plans.

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 meeting with 501c3 contractors to provide options and directions for the future and working with Attorney Ken Campbell to establish a new- contract for the 501c3s. Attorney Ken Campbell was reviewing Chief Cooke's suggested wording for the revisions.
- The budget workshop was conducted, and the 2022-2023 fiscal year budget was adopted.
- The station #15 facility loan is being finalized and closed out for the Rio Medina Station 15 project.

- Chief Cooke reported that the MCESD#1 recruit academy will begin on October 1, 2022, with the expected participation of over thirty personnel to earn their elected Firefighter 1 and 2 certifications from SFFMA or TCFP. This number includes personnel already responding to incidents, nine to eleven new personnel.
- Chief Cooke noted that the first two awards of the SAFER Grant are complete; however, as of now, MCESD1's request was not awarded.

Operations:

- Chief Cooke presented a Fire Programs generated Incident Report by Incident Type – Summary (74-total incidents – 24-incident types) and the Department Response Time by District and individual stations – turnout time and travel time noted in minutes. Chief Cooke noted that the District's response times remain respectable compared to previous; however, the District continues to strive for response time deduction.
- Chief Cooke continues to work on District-wide response guidelines.
- Chief Cooke stated that the District now has up to forty-seven firefighters actively responding to incidents across the District with the average of over four personnel per incident.
- Chief Cooke reported that forty-one firefighters attended 233-hours of training during August. This does NOT include the bookwork completed as part of the online fire academy.
- Chief Cooke stated that the District provided an option for personnel to log their volunteer time at fire stations resulting in 711-hours of documented volunteer time in August.

Insurance Services Office (ISO):

- Chief Cooke has requested an audit from ISO; however, currently no date has been assigned/scheduled. When the ISO audit is performed, the City of Castroville, the City of LaCoste, and the incorporated areas would each receive independent grades. Official letters would follow the ISO audit to update the cities and rural areas. Commissioners asked how often the District could be re-graded with new growth. Chief Cooke noted re-grades could be requested as new stations go online.
- Chief Cooke reported that a display of water shuttle capabilities for the ISO audit was completed. Crews performed well, demonstrating the ability to dump water and refill a tender in under three minutes.
- Chief Cooke had an upcoming meeting with the ISO consultant to get an update on the rating expectations from the consultant.
- Chief Cooke stated that all hydrants and alternative water sources are now mapped on e-dispatch, and he was working to get additional system data from water providers.

EMS:

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

Status of District Assets:

- Chief Cooke noted that all stations are operational to their capacity.
- He conducted the final warranty walk-through at Station 15 with Bartlett-Cocke General Contractors addressing some outstanding issues.
- Chief Cooke stated that Brush 8110 is out of service indefinitely. The insurance company totaled the chassis and will cover the remount of the existing box, rear pump system; however, the District is awaiting estimates for this process. Siddons is seeking a F550 4x4 60-inch wheelbase chassis and currently there is no availability. It is estimated that the apparatus could be back in service in twelve months or more. Several Dealers across the state had been contacted to locate a new chassis (F550 4x4 w/60" wheelbase, shorter wheelbase), with none found to date. The Commissioners had some questions about the insurance and rebuild process. Chief Cooke explained how the insurance process may work to get the truck outfitted with a new chassis.
- Chief Cooke reported that Dan Huber and Brian Anderwald will be handling the maintenance of the District's vehicles and are establishing a preventive streamlined maintenance program. The initial concern is the age of the tires on the apparatuses. Currently, tires on the vehicles are twelve to thirteen years old and, per NFPA guidelines, tires should be replaced after seven years of use. Commissioners questioned the need if mileage was low? Chief Cooke concurred with the concern; but stated the liability side of the issue would use NFPA standards against the District if there were to be an accident.

Recruitment:

- Chief Cooke finalized a structured recruitment academy beginning October 1st that will train new recruits and existing volunteers to the minimum firefighter levels of the District, with several new volunteers enrolled. The training academy would reach completion approximately mid – to late April. Some cadets could respond sooner with the minimum training levels required.

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.
- Responded to several emergency incidents.
- Finalized the 2022-2023 fiscal year annual budget.
- Approved payroll for two pay cycles.
- Multiple discussions with project management of a large construction project in the District.
- Continuously touring the District to be informed of developments and their progress.
- Prepared job posting for the upcoming Lieutenant positions.
- Multiple discussions with County officials regarding a series of arson fires occurring within the District and surrounding region. Chief Cooke noted that no arrests had been made.
- Conversations with ESD Board members to address concerns and provide updates.

Public Education and Outreach:

- Chief Cooke stated that ESD1 currently has no defined program for public education or outreach. Station 11 in LaCoste conducted a public education event at the elementary school. Chief Cooke stated that he has an individual that may be interested in focusing on this program.
- Chief Cooke reported that the District's new website, MedinaCountyESD1.org, is operational with several updates in process. The site will cost the District less per month than the last website provider.
- 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:

Chief Cooke noted that the purposes of the departmental policies were to close gaps and give personnel something to refer to and will always be a work in progress. Chief Cooke further stated that policies were black and white while guidelines were grey. There will be a policy binder in each station for easy reference. Once policies are in place, Chief Cooke plans to have monthly policy quizzes to ascertain that policies are read and understood.

Following brief discussions, Commissioner Page moved to approve the policies P-014 – P-025. Chief Cooke asked that policy P-021 not be approved in tonight's meeting. Commissioner Page amended his motion to approve Policies P-014 thru P-020 and Policies P-022 to P-025. Commissioner Ferren seconded his motion, and the motion passed with a 3-0 vote, President Dziuk voting. President Dziuk directed Administrator Edlund to make sure the minutes reflect the names and numbers of each policy adopted.

Policy: P-014 – Department Discipline Policy

Policy: P-015 – Disciplinary Action Review Board Policy

Policy: P-016 – Drug and Alcohol Abuse Policy

Policy: P-017 – Criminal Charge or Conviction Policy

Policy: P-018 – Complaint Investigation Policy

Policy: P-019 – Sexual Harassment Policy

Policy: P-020 – Leave of Absence Policy

Policy: P-022 – Chain of Command Policy

Policy: P-023 – Flag Policy

Policy: P-024 – Fire and EMS Incident Report Policy

Policy: P-025 – Apparatus and Equipment Compliance Testing Policy

Policy: P-021 – Paid Benefit Time Policy is still in composition/Draft and would be brought back to the board at a later date.

6. CONSIDER AND TAKE ACTION ON OPERATION STAFF PAY SCALES:

Chief Cooke emailed to the commissioners a document detailing three levels of pay with corresponding hourly rates based on 56-hours per week. Chief Cooke required this approval to post for the Lieutenant positions. Commissioner Page moved to approve the operation staff pay scales as detailed in the document emailed to the Board. Commissioner Ferren seconded his motion, and the motion was approved with a 3-0 vote, President Dziuk voting.

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:

No current updates.

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 551.071 (*Consultation with Attorney*).

A. Discussions and Deliberations related to personnel matters.

Commissioner Page moved to meet in closed executive session as authorized by Texas Government Code Chapter 551 under Texas Government Code: §§Section 551.074 (*Personnel Matters*) and 551.071 (*Consultation with Attorney*). Commissioner Ferren seconded his motion, and the motion was approved with a 3-0 vote, President Dziuk voting. The MCESD1 Board of Commissioners and Chief Cooke went into executive session at 7:47pm.

CLOSED EXECUTIVE SESSION:

Commissioner Ferren moved to close the executive session. Commissioner Page seconded her motion, and the motion was approved with a 3-0 vote, President Dziuk voting. The closed executive session concluded at 8:12pm.

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 8:13pm and established a quorum with Board Assistant Treasurer Jenny Ferren, and Board Secretary Tom Page present. Commissioners Terry Beck and Rodney Hitzfelder were absent. Fire Chief Clinton Cooke and District Administrator Polly Edlund were also in attendance. District Analyst Ronda McNew was still attending via telephone. Additional attendees were Deputy Chief of Operations Jamie Esquivel, Battalion Chief Joe Wells, Captain Jarrett Ferris, and Lieutenant Ian Zabel.

2. DISCUSSION and POSSIBLE ACTIONS FOLLOWING EXECUTIVE SESSION:

Commissioner Page moved to proceed as deliberated in the executive session. Commissioner Ferren seconded his motion, the motion passed with a 3-0 vote, President Dziuk voting.

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

None.

4. NEW BUSINESS – INTRODUCTION OF ANY NEW BUSINESS:

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

The next proposed regular meeting of MCESD1 will be at 7:00pm on Wednesday, October 12, 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.

5. ADJOURN (MOTION):

Commissioner Ferren moved to adjourn the meeting. Commissioner Page seconded her motion, and the motion passed with a 3-0 vote, President Dziuk voting. President Marvin Dziuk adjourned the meeting at 8:14pm.

RESPECTFULLY SUBMITTED,


POLLY EDLUND

MCESD1 PRESIDENT


MARVIN DZIUK