

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

**MINUTES**

WEDNESDAY, OCTOBER 12, 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, and Board Assistant Treasurer Jenny Ferren present. Commissioner Tom Page was absent. 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, Battalion Chief Joe Wells, Captain Felipe Garcia, Lieutenant Ian Zabel, and Mico 501c3 Board Secretary Linda Garcia. Also, in attendance was MCESD1 citizen Doris Jungman.

**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 – (September)**

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

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

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

Commissioner Ferren 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 Beck and Commissioner Hitzfelder were absent from the September meeting and could not second the motion pertaining to the September minutes. President Dziuk seconded her motion, and the motion was approved with a 4-0 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 that all engineers are coordinating their work with Debra Dockery, Architect, with the expectation of a design development review from each engineer with a preliminary review and cost estimation from each engineer by their meeting scheduled mid-October. Commissioner Hitzfelder concurred that a meeting would be coordinated with the Architect, and then the final design with estimated costs would be sent out to the MCESD#1 Board for review.

**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 continued to work on policies and guidelines.
- Chief Cooke reported that Administration wrapped up the 2021/2022 fiscal year.
- Chief Cooke stated that the Lieutenant posting has been published with at least twenty-four applicants submitting applications; interviews to begin after October 15, 2022. Chief Cooke noted that currently there are two paid Lieutenants, and these new hires will increase the number to six. The salaried Lieutenants will be assigned to Station 10 and Station 15 making these stations full twenty-four-hour stations.

- Chief Cooke reported that the station scheduling platform is in place allowing Volunteers to sign up to work a twelve-hour shift at either Station 10 or Station 15.
- Chief Cooke installed new vehicle tracking software with the ability to track all units by the end of October. Currently the District was able to track five vehicles with the software's platform. The Medina County Dispatch was also able to track the units with the new system, and the long-term goal was to implement this program county wide for both Fire and EMS. The cost for the vehicle tracking software was approx. \$330/month/vehicle. Commissioners had additional questions to which Chief Cooke reported GPS locations were available, and both data and Cell plans were involved with the program. The County's CAD used Tyler Technology software. TriTech had been purchased by the company Central Square but was not associated with the Medina County system. The County's CAD was new, upgraded 2 years ago.

*Operations:*

- Chief Cooke presented a FirePrograms generated Incident Report by Incident Type – Summary (59-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 stated that the District now had up to thirty-four firefighters actively responding to incidents across the District with the average of over four personnel per incident.
- Chief Cooke reported that fifty-three firefighters participated in 236-hours of combined training during September. This did NOT include the bookwork completed as part of a fire academy.
- Chief Cooke noted that the District provided an option for personnel to log their volunteer time at fire stations resulting in 661-hours of documented volunteer time in September.

*Insurance Services Office (ISO):*

- Chief Cooke has requested an audit from ISO; however, currently no date had been assigned/scheduled.
- Chief Cooke stated that he had a scheduled meeting with the preplanning ISO consultant for October with the hope of receiving good projected grading scores at this meeting. The actual ISO audit date would be determined after that meeting,

*EMS:*

- Chief Cooke reported that there were no significant updates for EMS; however, there are plans to post the EMS Chief position the first part of 2023, and the medic units were in process/ordered.

*Status of District Assets:*

- Chief Cooke noted that all stations are operational to their capacity; however, there had been an air conditioning repair at Station 10 in Castroville, to replace one of the older units.
- Chief Cooke reported, that upon reviewing the Castroville Fire Station Annex, 807 Paris Street, that the building can be repurposed to Administrative Offices and a training room while doing a soft remodel on the current station adding more dorm rooms and freshening the interior. Chief Cooke noted that Station 10's training room could be repurposed into dormitories. Commissioner Hitzfelder stated that it would be hard to leave current ESD Sub-Courthouse offices. President Dziuk remarked that more discussion on this project was required.
- Chief Cooke reported an update on the new LaCoste North Station. All engineers are proceeding forward while coordinating their efforts with architectural. A preliminary design development review from each engineer with a preliminary cost estimate by mid-October with the final design development deadline scheduled soon thereafter.

*Recruitment:*

- Chief Cooke reported that forty-one (up from the original number of thirty-six) personnel started in the SFFMA Fire Academy; eighteen are currently not active responders in the District. Twenty-three were new to the District. He thanked President Dziuk for attending the opening ceremonies on Saturday. The academics for the Academy are on-line; however, the training activities must be performed in person. Chief Cooke stated that increased number of SFFMA Fire Academy attendees is a direct reflection of the enthusiasm and growth of MCESD1. Chief Cooke noted he had additional attendees contacting him; however, he was forced to shut-off enrollment. Commissioners had concerns about stopping the enrollment with all the new and exciting enthusiasm. Chief Cooke explained how an oversized class would exceed the current capabilities to perform the skills testing portion of the course. The Commissioners were excited about the training and suggested he review the need for additional classes in the future if needed. Chief Cooke noted that at the conclusion of these classes, all personnel will be at the nationally recognized FF1 and FF2 standard.

**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.
- Multiple discussions with chief officers from the District's stations.
- Attended and presented at the Castroville City Council monthly meeting.
- Multiple meeting and discussions with Dispatch working to improve the current system.
- Reviewed bi-weekly payroll.
- Continuously updated our website (MedinaCountyESD1.org) and social media (Facebook – Medina County ESD1 FIRE/EMS).
- Multiple discussions with a corporation regarding a large construction site on Potranco Road that is now active and an additional site on US Highway 90 to commence activity in early spring 2023.
- Invited to ESD6 meeting to provide input and answer questions on ESD1's direction.

**Public Education and Outreach:**

- Chief Cooke stated Fire Fighter Melissa Bailey volunteered to lead/organize the District's public relation activities.
- Chief Cooke reported that the District participated in several organized National Night Out events and several fire safety week presentations at local schools were planned.
- Chief Cooke continues to build public education and outreach program as an addition to the District's updated system.

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

Chief Cooke presented two new policies for Board approval. Commissioner Beck moved to approve the policies P-021 and P-026 as presented and/or amended. Commissioner Ferren seconded his motion, and the motion passed with a 3-0 vote.

P-021 – Paid Benefit Time Policy.

P-026 – Paid Sick Leave Policy.

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

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

Chief Cooke reported that MCESD1 will need to consider new land acquisitions as the Medina County Commissioner's Court approves new developments/subdivisions. Chief Cooke cited Cobblestone Ranch, Boehme Ranch, and quadraplexes at CR 382 and Potranco Road as recent examples discussed in County/City meetings.

**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*), 551.071 (*Consultation with Attorney*), 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 Beck moved to meet in closed executive session as authorized by Texas Government Code Chapter 551 under ~~one of more of the following sections of Chapter 551, Texas Government Code:~~ §§Section 551.074 (*Personnel Matters*), 551.071 (*Consultation with Attorney*), and 551.087 (*Economic Development*) to discuss item II-A. Commissioner Hitzfelder seconded his motion, and the motion was approved with a 3-0 vote. The MCESD1 Board of Commissioners and Chief Cooke went into executive session at 7:39pm. Commissioner Page and Attorney Ken Campbell joined the executive session via telephone and exited at the conclusion of the closed meeting. The Executive Session ended at 8:30pm.

*The Board took a 5-minute recess to allow everyone to re-enter the courtroom.*

**III. RECONVENE IN OPEN SESSION:**

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

President Marvin Dziuk called the meeting back to order at 8:35pm and established a quorum with Board Vice President Rodney Hitzfelder, Board Treasurer Terry Beck, and Board Assistant Treasurer Jenny Ferren present. Commissioner Tom Page was absent. 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,

Battalion Chief Joe Wells, Captain Felipe Garcia, Lieutenant Ian Zabel, and Mico 501c3 Board Secretary Linda Garcia. Also, in attendance was MCESD1 citizen Doris Jungman.

**2. DISCUSSION and POSSIBLE ACTIONS FOLLOWING EXECUTIVE SESSION:**

Commissioner Beck moved to authorize Chief Cooke and Attorney Ken Campbell to proceed as deliberated and discussed in the executive session. Commissioner Hitzfelder seconded his motion, the motion passed with a 3-0 vote.

**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) – November 9, 2022:**

The next proposed regular meeting of MCESD1 was planned for 7:00pm on Wednesday, November 9, 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.

**4 – B. Station #15 - Internet Follow-up Question:**

Commissioner Beck asked if the Internet had been completed and installed at station #15. Chief Cooke confirmed it was up and operational. Administrator Edlund noted the expense could be viewed on the Monthly Transaction Report under AT&T.

**5. ADJOURN (MOTION):**

Commissioner Beck moved to adjourn the meeting. Commissioner Hitzfelder seconded his motion, and the motion passed with a 4-0 vote, President Dziuk voting. President Dziuk adjourned the meeting at 8:37pm.

RESPECTFULLY SUBMITTED,

  
POLLY EDLUND

MCESD1 PRESIDENT

  
MARVIN DZIUK