

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

MINUTES

WEDNESDAY, NOVEMBER 9, 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 Secretary Tom Page, and Board Assistant Treasurer Jenny Ferren present. Fire Chief Clinton Cooke, District Administrator Polly Edlund, and District Analyst Ronda McNew were also in attendance. Additional attendees were Deputy Chief of Operations Jamie Esquivel, Station 12 Captain Felipe Garcia, Lieutenant Ian Zabel, Mico 501c3 Board Secretary Linda Garcia, and interested 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:

Commissioner Hitzfelder asked if the items under consent agenda could be addressed individually. The board unanimously agreed. President Dziuk moved all items out of Consent Agenda to be further discussed.

The Board further discussed the need for the Consent Agenda. President Dziuk explained his original intention was to help manage time back when past meetings were lasting 3 hours or longer. Now that the District's administrative staff had things running more smoothly, he agreed the Consent Agenda could be replaced with individual agenda items with a short synopsis on each item in the future to allow for clearer presentation of each element of the agenda.

3 – B. CONSENT AGENDA ITEMS PULLED OUT FOR DISCUSSION:

3 - A - 1. MINUTES, RESOLUTION OF ACCEPTANCE – (October)

Commissioner Hitzfelder moved to accept the October meeting minutes as presented. Commissioner Beck seconded his motion, and the motion was approved with a 4-0 vote.

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

Commissioner Hitzfelder moved to accept the October financial report as presented in the Board's digital meeting folder. Commissioner Beck seconded his motion. Administration Staff noticed the board that the new QuickBooks online software had been implemented. The financial reports looked different due to new software reporting options. Administration staff would be working to improve reporting as they get more acclimated with the new software. The motion was approved with a 4-0 vote.

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

Commissioner Hitzfelder requested that the Board notice the increases documented on the Sales Tax report, month to month, month to previous year month, and annual totals. Commissioner Hitzfelder ascertained that as the economy of the District grows the amount of sales tax collected also continues to increase at the same rate. Commissioner Hitzfelder moved to accept the October sales tax report as presented. Commissioner Beck seconded his motion, and the motion was approved with a 4-0 vote.

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

Commissioner Hitzfelder moved to accept the October District-wide fire and EMS run reports and the operational reports as presented. Commissioner Beck seconded his motion. Discussion followed as to the necessity of having this item on the agenda, and the contents covered within the agenda item, which included run reports and past VFD financial reports sent to

board members by e-mail. President Dziuk would discuss moving this agenda item under the Chief's report with administrative staff. The original motion was approved with a 4-0 vote.

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 reported attending meetings with the architectural group to review the design of each room and the preliminary design of the station. Nothing is 'set in stone' at this time remaining a design that is a work in progress. He had met with the LaCoste station responders regarding suggested needs for the new station. Commissioner Hitzfelder reported the committee was waiting to get more confirmation on estimated actuals from the Architect/engineers. Once this information comes in the Board would need to discuss the methods of bidding out the project. There were several different ways to conduct this process and he felt the board should discuss it in more detail. The agenda item was tabled.

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 the Lieutenant interviews had been completed and he made five conditional job offers. The prospective Lieutenants will bring to MCESD1 over one hundred years of experience combined. Two of the prospective Lieutenants are paramedics; all are EMTs.
- Chief Cooke installed the vehicle tracking software with the ability to track all units and the software is operational. All units are now being tracked. Chief Cooke noted that the tracking utilizes third-party software. Devine VFD and Community EMS are in the process of making similar purchases and installations. Commissioner discussion followed and Chief Cooke explained Law Enforcement doesn't use the same software. He also explained how the Responder 360 software would be updated in the future, pre-planning to reflect pre-arrival building details for arriving units to allow both fire response and dispatch to see what they are getting into at a specific location, prior to arrival. The Commissioners were enthusiastic about all the new safety improvements.
- Chief Cooke is working on the radio upgrade across the District. This item would be discussed tonight under 5-C.
- Chief Cooke reported that Mico VFD was awarded a grant for a brush truck from the Texas Forestry Service with a \$110,000 to \$130,000 value. Chief Cooke noted the difference in cost was determined by the compressor foam capabilities of the apparatus (CAFS). Chief Cooke also noted that once the vehicle is located the purchase price may be more than the amount of Texas Forestry Service grant funding; although, MCESD1 is currently searching for a demonstration unit. The Board further discussed LaCoste's grant application still pending on the TFS grant list.
- Chief Cooke announced that Castroville VFD was awarded a \$20,000 grant for PPE from the Texas Forestry Service.

Operations:

- Chief Cooke presented a FirePrograms generated Incident Report by Incident Type – Summary (60-total incidents – 23-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 has up to forty-one firefighters actively responding to incidents across the District with an average of over four personnel per incident.
- Chief Cooke reported that fifty-seven firefighters participated in 968 hours of combined training. This does NOT include the bookwork completed as part of a fire academy. The 'in house' training academy currently has thirty-eight students participating. These students complete weekly self-paced online bookwork, and each Tuesday evening Chief Cooke and his training team perform the hands-on training for those assignments.
- Chief Cooke stated, the other training to earn TCFP certification is being given by Fire In Texas and held in Sulphur Springs. This academy also has online self-paced bookwork with hands on training in Sulphur Springs, TX, and is separate from the in-house academy. There is a total of 7 enrolled, two of which have completed and 4 who are currently attending.
- Chief Cooke also noted to the Board, they may see an increase in fire calls, because once the Fire Fighters receive their EMT status, firefighters will respond to medical calls if the medic unit is out on another run. Going forward all compensated fire personnel will have EMT status.

Insurance Services Office (ISO):

- Chief Cooke has requested an audit from ISO.
- Chief Cooke stated that he met with our consultant on October 12 with no date assigned for the regrade. Chief Cooke was advised that the District's required fire flow is based on structures in our District.
- Chief Cooke is confident that there will be a positive increase across the District for any house within five miles of a fire station.

EMS:

- Chief Cooke reported that there were no significant updates for EMS. As noted above, all compensated staff will be EMTs going forward.

Status of District Assets:

- Chief Cooke noted that all stations and apparatuses are functioning to their capacity. The District, working with VFIS insurance to complete the claim, had received the initial quote for the replacement of the burned brush truck.

Recruitment:

- Chief Cooke reported the District stopped all active recruitment due to the overwhelming response; however, there are seven more potential recruits on the waiting list for training. Currently the District has thirty-eight volunteers being trained on Tuesdays to the level of the national standards of FF1 and FF2. The online class from Oklahoma State University costs \$50/person for the 'in house' class. Commissioners had concerns about slowing down the recruitment. Chief Cooke explained the situation with the 'in house' academy utilizing current officers for hands on training, and District wide capacities.

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.
- Presented at ESD6 Board meeting; however, he has not heard back from MCESD6 regarding his presentation.
- Conducted final interviews for Lieutenants.
- Deployed on 1.5-day severe weather event for Texas Task Force 1.
- Continued to work with Dispatch on upgrades and gap addressing to improve the current system.
- Presentation to Laurel Canyon Ranch Subdivision on ESD updates and fire response. The presentation was well received.
- Discussions on site with Microsoft construction on FM 1957.
- Attended meeting with City of Castroville and County leadership to discuss joint ventures across the city and county. The new City of Castroville Administrator is working hard to build team working relationships on new projects.

Public Education and Outreach:

- Chief Cooke stated Fire Fighter Melissa Bailey volunteered to lead/organize the District's public relation activities. October was Fire Safety month. Chief Cooke reported that the District participated in multiple community events; MV elementary schools, National Night Out, Halloween, etc...He continues to seek more tangible interaction documentation to reflect the number of citizens reached.

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

President Dziuk and Fire Chief Cooke noted there was no new to policies to report on for tonight's meeting. The agenda item was tabled.

5 – C. CONSIDER PROPOSAL FROM MOTOROLA FOR PURCHASE OF REPLACEMENT RADIOS:

Chief Cooke presented a communique regarding the purchase of Motorola replacement radios for the district. Presently, MCESD1 has a mix of multiple radio models that are all VHF-only portables, many are not public safety rated with no consistency from batteries to programming speaker mikes. Chief Cooke noted that one of the common failures at emergency scenes is bad radio communication. Bexar county borders MCESD1 on the eastern boundary and currently MCESD1 is unable to consistently communicate with Bexar County units building and improving a daily communication plan.

Chief Cooke presented a quote for forty portables public safety radios that are VHF/700/800 band radio that include batteries and speaker microphones along with bright green radio casing and three dash-mounted mobiles for Chiefs' vehicles. (Chief Cooke, Battalion Chief, and EMS Chief). There was also a need for additional batteries, and a multi battery charger to have them in all stations. These radios are expected to serve the District for ten years or longer since these radios are the newest model and have upgradeable software. Chief Cooke noted that the new apparatuses on order are already equipped with dual band radios.

Motorola public safety radios may be purchased from Motorola through regional sales representatives, using cooperative purchasing options, and this pricing limits the ability to competitively bid when buying new items. These radios will be programmed by the apparatus and not issued to individual firefighters with Chief Officers being the exception.

Administrative staff recommended that the District utilize the funds reimbursed from the Station 15 facility loan project to purchase these radios under the HGAC purchasing cooperative plan for a total price of \$404,277.27.

Following Chief Cooke's thorough presentation in which he addressed the Board's questions and concerns regarding Medina County wide operability, P25, and future MCSO upgrades / including future long range trunking options, Commissioner Ferren moved to purchase the Motorola radio package for \$404,277.27 as detailed in the quote presented to the Board in meeting material (Quote-1924705 APX8000(44) dated 11/01/2022 Advantagetx.com). Commissioner Beck seconded her motion, the motion was approved with a 4-0 vote.

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

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

Nothing new to report. The agenda item was tabled.

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 Ferren moved to meet in closed executive session as authorized by Texas Government Code Chapter 551 under sections: §§Section 551.087 (*Economic Development*), 551.071 (*Consultation with Attorney*), and Section 551.074 (*Personnel Matters*). Commissioner Beck seconded her motion, and the motion was approved with a 4-0 vote. The MCESD1 Board of Commissioners and Chief Cooke went into executive session at 7:57pm. Attorney Ken Campbell was contacted to join the executive session via telephone. The Executive Session Concluded at 8:12 pm

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 Vice President Rodney Hitzfelder, Board Treasurer Terry Beck, Board Secretary Tom Page, and Board Assistant Treasurer Jenny Ferren present. Fire Chief Clinton Cooke, District Administrator Polly Edlund, and District Analyst Ronda McNew were also in attendance. Additional attendees were Deputy Chief of Operations Jamie Esquivel, Station12 Captain Felipe Garcia, Lieutenant Ian Zabel, Mico 501c3 Board Secretary Linda Garcia, and interested MCESD1 citizen Doris Jungman.

2. DISCUSSION and POSSIBLE ACTIONS FOLLOWING EXECUTIVE SESSION:

None.

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) – December 14, 2022:

The next proposed regular meeting of MCESD1 will be at 7:00pm on Wednesday, December 14, 2022, in the Courtroom of the Medina County Sub Courthouse at Precinct 2, 8366 FM 471 S, Castroville, TX. The exact date and time will be confirmed when the agenda is posted.

4 – B. SAFE-D 2023 ANNUAL CONFERENCE:

District Administrator Edlund verified the dates for the SAFE-D's 2023 Annual Conference at the Kalahari Resort and Convention Center, Round Rock, Thursday, February 2 – Saturday, February 4, 2023. She confirmed hotel rooms had been reserved at the Kalahari Resort and Convention Center for Chief Cooke, Chief Esquivel, Commissioner Ferren, Commissioner Beck, Commissioner Hitzfelder, Commissioner Page, and District Administrator Edlund. She noted the hotel was getting strict with cancellation policies, charging fees for cancellations, and for everyone to please make sure their schedule was open on

the dates of the conference. She would take care of getting the conference registrations before the early registration deadline passed and urged everyone to make their final decisions as soon as possible.

5. ADJOURN (MOTION):

Commissioner Beck moved to adjourn the meeting. Commissioner Page seconded his motion, and the motion passed with a 4-0 vote. President Dziuk adjourned the meeting at 8:14pm.

RESPECTFULLY SUBMITTED,



POLLY EDLUND

MCESD1 PRESIDENT



MARVIN DZIUK