

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

MINUTES

WEDNESDAY, FEBRUARY 9, 2023, 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 7:04pm, 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, Administrative Assistant Lori Stein, and District Analyst Ronda McNew were also in attendance. Additional attendees were MCESD1 Chaplain Daniel Clark, MCESD1 Lieutenant Ian Zabel, and Lieutenant Brandon Doucet. Other attendees representing MCESD1 were Firefighters Natasha Hernandez, Damion DeLeon, and citizen Doris Jungman.

1 – A. PLEDGE OF ALLEGIANCE TO UNITED STATES AND TEXAS FLAG:

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.

1 – B. INVOCATION:

MCESD1 Chaplain Daniel Clark led the assembly in prayer with thanksgiving and supplications. Thanksgiving for the communities we live in, for the citizens we are honored to serve, the leadership and resources God provides for our work. Our supplications were for wisdom in our decision-making, for continued community support, and for His continued provided protection for our first responders who willingly go into harms' way to protect the citizens and communities that they serve.

1 – C. RECOGNITION OF SPECIAL GUEST(S) / RECOGNITION(S):

President Dziuk recognized and welcomed MCESD1 Chaplain Daniel Clark to the meeting, and for handling the invocation on tonight's agenda.

2. CITIZEN COMMENTS:

None.

3. ADMINISTRATION - DISCUSSIONS & RESOLUTIONS/ACTIONS ON THE FOLLOWING:

3 – A. MINUTES, RESOLUTION of ACCEPTANCE – (January)

Commissioner Page moved to accept the January Draft #2 meeting minutes as presented in the TEAMS folder. Commissioner Ferren seconded his motion, and the motion was approved with a 4-0 vote.

3 – B. TREASURER'S REPORT - FINANCIAL REPORTS, APPROVAL FOR PAYING BILLS, and APPROPRIATE TRANSFERS:

Chief Cooke reviewed the January 2023 finance report that was presented to members of the Board in their monthly meeting folder. The reports contained the monthly budget versus actuals through January 31, 2023, a list of January transactions, and a balance sheet with current bank balances in all bank accounts. Chief Cooke noted that the District was still tracking well under budget. He further reported a Finance Committee meeting had been held last week, and at the request of the committee, Chief Cooke had prepared and presented a sustainability assessment of current and future expenditures, and plans for the District. A copy of that assessment was given to all members of the Board for their review and follow-up commentary. The assessment allowed the District to openly document financial plans and strategic planning that is vital to the decision-making process of the District.

Upon reviewing financial information, Commissioner Ferren moved that the Finance Committee review the various bank accounts and make consolidation recommendations to the Board. Commissioner Beck moved to approve the financial reports as presented, give approval for paying bills and to make the appropriate transfers and to task Chief Cooke and the Finance Committee to review the various bank accounts and make consolidation recommendations to be presented to the Board for their approval. Commissioner Page seconded his motion. Commissioner Ferren withdrew her motion. There was discussion regarding the consolidation of funds, President Dziuk requested a way to show unencumbered funds and budgeted funds, in a clearer more concise manner. President Dziuk called for a vote on the motion which had been seconded. The motion was approved with a 4-0 vote.

District Administrator Edlund stated that each Commissioner received in their meeting folder a set of audit documents that are required for the 2021-2022 audit. She requested that they complete and sign the documents and return them to her at the conclusion of the meeting.

3 – C. SALES TAX REPORTS (January/YTD):

Chief Cooke noted that the year-to-date net sales tax deposit report for February had just been received and the total net sales tax deposits to date were \$981,635 and is tracking 10.3% over the 2022 sales tax totals. Chief Cooke stated that he will meet with the Potranco Road construction project personnel and present them with paperwork for MCESD1 to make sure the sales tax on construction purchases is coded correctly, since the materials purchased for their construction project are delivered to an MCESD1 end-location.

4. FIRE CHIEF'S REPORTS – DISCUSSIONS and ACTIONS ON THE FOLLOWING:

4 – A. FIRE CHIEF'S REPORT – PROJECT UPDATES:

Administration:

- Chief Cooke collaborated with the architect on finalizing the plans for the LaCoste Station rebuild and presented a request to the Board to approve the architect's proposal and move forward on the bidding and construction phases.
- Chief Cooke conducted a financial sustainability assessment of current and future expenditures for the Finance Committee and fellow Board members.
- Chief Cooke finalized an agreement with San Antonio College (Bexar County Regional Fire Academy) to utilize their facility located at 15775 Interstate 35 S, Atascosa, to conduct live burning training exercises for our firefighters.
- Chief Cooke stated that the Assistant Chief position has been posted. February 20th is the closing date for applicants. Chief Cooke announced that he had already received multiple applications for the open position, and there were three solid applicants as of today's date.
- As discussed in the December 2022 meeting, an order was placed for the 2023 Skeeter Ford F-550 demo Type 3 engine/brush truck. This unit will be partially funded by the 2604 grant that Mico received (estimate \$110,000) leaving a balance of approximately \$250,000 to be covered by the District. The District expects delivery in the next 60-90 days. The total apparatus purchase had already been accounted for in the financial assessment provided to the Board.

Operations:

- Chief Cooke presented the Fire Programs Incident Report by Incident Type – Summary (94-total incidents – 18-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 had fifty-one firefighters actively responding to incidents across the District.
- Chief Cooke reported that the District had 327-hours of combined total training, not including the book work, completed by 37- students in the in-house fire academy.
President Dziuk asked for clarification on turnout times reflected on the Fire Programs run report. Chief Cooke noted he was currently conducting training on data entry processes to eliminate the effected data errors showing up on run reports.

Insurance Services Office (ISO):

- Chief Cooke announced that February 23, 2023, is the scheduled date for the ISO regrade. Chief Cooke noted that the District is prepared and looks forward to getting the regrade completed. Chief Cooke noted that the District will be notified within 60-90 days with the audit's results.

EMS:

- Chief Cooke reported that MCESD1 fire department is now responding to multiple First Responder calls when the closest EMS unit is unavailable.

Status of District Assets:

- Chief Cooke noted that all current units and stations are operational to their capacity.
- Chief Cooke reported that the insurance company, VFIS, totaled the burned brush truck (BT8110) and took possession of it when it was determined that the remount cost surpassed the guaranteed replacement costs. Chief Cooke proposed a replacement apparatus that would be addressed later in the meeting.
- Chief Cooke noted that the District took delivery of the Polaris ATV this month and is preparing the necessary training prior to placing the apparatus into service. The utility all-terrain vehicle is garaged at Station 15 in Rio Medina. A decal stating that the apparatus was 'Donated by Broughton Investment Group' will be affixed on the Polaris ATV.

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 these activities included:

- Conducted multiple discussions with officers from stations.
- Remained in constant communication with county officials and new OEM Director, Mark Chadwick. Commissioner Hitzfelder commented on Mr. Chadwick's previous experience in a position with Bexar County Emergency Management. Chief Cooke added that he is highly active as the Medina County OEM and seems to be a good asset for the County.
- Had an exchange of ideas with Medina County 911 District and Medina County Sheriff's dispatch regarding updates to the CAD systems. Medina County 911 District will issue an RFP for an upgrade utilizing grant funding. Chief Cooke will be participating in the RFQ grading process with Medina County 911 District next week.
- Had conversations with ESD Board members.
- Had discussions with ISO and consultant regarding the impending audit.
- Responded to multiple emergency incidents.
- Conferred with Siddons-Martin on replacement brush truck proposals.

Public Education and Outreach:

- Chief Cooke reported no notable events.

4 – B. CONSIDER and APPROVE NEW AND/OR AMENDED POLICIES:

None.

4 – C. CONSIDER and APPROVE PURCHASE of REPLACEMENT BRUSH TRUCK:

Chief Cooke reported that the insurance company, VFIS, totaled the 2016 burned brush truck (BT8110) and took possession of it when it was determined that the remount cost surpassed the guaranteed replacement costs. Chief Cooke reported that the District was paid \$165,000 for the unit, the agreed assigned replacement value. Utilizing the HGAC contract, Chief Cooke requested a quote from Siddons-Martin Emergency Group for a lifted skeeter unit like the unit that burned and a match to MCESD1's fleet brush truck BT8115 at station #15. The District received a quote of \$231,716 for the Ford F550 Type 5, step side unit. Chief Cooke recommended that the Board approve the purchase of the Skeeter F550 step side apparatus utilizing the insurance reimbursement and funds in the capital replacement fund. Delivery would be 20-21 months from the order date. Commissioner Hitzfelder moved to purchase the lifted Ford F550 Step Side Brush Truck for \$231,716 using the insurance reimbursement and available funds in the capital replacement fund. Commissioner Page seconded the motion, the motion was approved with a 4-0 vote.

4 – D. CONSIDER and APPROVE BIDDING PHASE and CONSTRUCTION ADMINISTRATION CONTRACT with DEBRA J. DOCKERY ARCHITECTS:

Chief Cooke recommended that the District move forward with the bidding phase and the construction administration contract with Debra J. Dockery Architects. Following Chief Cooke's detailed explanation, Commissioner Hitzfelder moved to approve the AIA contract for the bidding phase and construction administration contract with Debra J. Dockery Architects. Commissioner Page seconded his motion. Discussion continued; President Dziuk questioned the size of the LaCoste North station. Chief Cooke explained that the station will be of a minimal size (10,000 sq. ft.) for all that will be required of it. The district's fourth medic unit, running both Fire and EMS, will be housed in the LaCoste North Station upon the building's completion. The vote was called, and the motion was approved with a 4-0 vote.

5. NEW or UPCOMING DISTRICT DEVELOPMENT(S) - DISCUSSIONS and ACTIONS ON THE FOLLOWING:

Chief Cooke noted that there is much growth and activity within the District. Notably, a 2,700-unit development off Highway 211 North.

6. UNFINISHED BUSINESS (FKA OLD BUSINESS)– DISCUSSION and POSSIBLE RESOLUTIONS ON THE FOLLOWING:

None.

7. NEW BUSINESS – INTRODUCTION OF ANY NEW BUSINESS:

7 - A. MONTHLY MEETING – MARCH 8, 2023,;

The next proposed regular meeting of MCESD1 will be at 7:00pm on Wednesday, March 8, 2023, 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.

7 - B. CHAMBER OF COMMERCE & GO MEDINA MEMBERSHIPS:

Chief Cooke and Commissioner Beck requested these membership items to be placed on the agenda for discussion. The annual memberships were between \$100 - \$150 per year for membership. The item met with favor from MCESD1 Board Commissioners; however, it was not an action item on tonight's agenda. President Dziuk directed District Administrator Edlund to place this item on the March 2023 agenda as an action item.

7 - C. SIGNAGE AT MICO AND CASTROVILLE STATIONS:

Commissioner Hitzfelder requested discussion on signage for the Mico and Castroville stations. The MCESD1 name was absent from those buildings, and the street view was very blank. Chief Cooke stated, he had considered signage for next year's budget; however, if the board would like to address it now, it was feasible. The Board directed Chief Cooke to begin investigating the signage and installation costs for these stations, and to bring totals back for Board approval at the March meeting. District Administrator Edlund mentioned station labels on Google Maps also needing to be updated for all the district's stations, showing both Fire and EMS service availability. She had previously tried to correct the labels on Google Maps; however, non-authorized individuals were continuously making unauthorized changes.

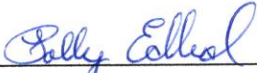
SAVE THE DATE - SAFE-D 2024 ANNUAL CONFERENCE:

The SAFE-D's 2024 Annual Conference, would be held at the Irving Convention Center, 500 Las Colinas Blvd W, Irving, Texas, 75039, Thursday, February 22 – Saturday, February 24, 2024.

8. ADJOURN (MOTION):

Commissioner Hitzfelder 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 7:49pm.

RESPECTFULLY SUBMITTED,



POLLY EDLUND

MCESD1 PRESIDENT



MARVIN DZIUK