

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

MINUTES

WEDNESDAY, JANUARY 11, 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 7:01pm, and established a quorum with Board Treasurer Terry Beck, Board Secretary Tom Page, and Board Assistant Treasurer Jenny Ferren present. Board Vice President Rodney Hitzfelder 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 MCESD#1 Deputy Chief of Operations Jamie Esquivel, Station 11 Captain Jarrett Ferris, Station 12 Captain Felipe Garcia, Station 15 Captain Dan Thornley, Lieutenant Ian Zabel, Lieutenant Brandon Doucet, Lieutenant AJ Castillo. Other attendees representing MCESD1 were Firefighters and medics: Dan Huber, Brian Anderwald, Gabriel Maldonado, Zane Maurer, Nicole Crenshaw, Bryan Crenshaw, Dwayne Starker, Melissa Bailey, Melanie Godwin, Kevin Cody, Lucas Lopez, Krysten Lane, Edwin Feaster, and Colt Strickland. Also in attendance were Mico 501c3 Board Secretary Linda Garcia, retired CVFD Fire Chief Rick Lair, his wife Deanne Lair, and citizens Doris Jungman, Joshua Bailey, and Billy-Jim Perez.

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:

Chief Cooke led the group in prayer asking for God to continue to keep the firefighters lifted up as they respond to fire scenes and that they may return to their families safely.

2. COMMISSIONER STATUS - DISCUSSIONS AND RESOLUTIONS ON THE FOLLOWING:

2 – A. MCESD1 Commissioner Status – Oath of Office/County Appointed ESD Commissioners Sworn In:

Medina County Precinct 2 Justice of the Peace Judge Wm. T. Tschirhart administered the oath of office for reappointment of Jenny Ferren and Thomas (Tom) Page swearing them into two-years of service, January 2023 – December 31, 2024, as Commissioners on the Medina County Emergency Services District 1 Board. They were appointed to be commissioners of MCESD1 at the December 15, 2022, meeting of the Medina County Commissioners Court. Judge Tschirhart congratulated the reappointed Commissioners and thanked the entire Board for their service and President Dziuk thanked Judge Tschirhart for his time to perform this duty. Medina County Precinct 2 Justice of the Peace Judge Wm. T. Tschirhart exited the meeting after administering the oath of office and swearing in the Medina County ESD1 Commissioners to the Board.

2 – B. MCESD1 Board Officer Positions Established and Approved by New MCESD1 Commissioners:

Following the reappointment of Jenny Ferren and Tom Page to the Board, the Board established the position each will hold while in office. Commissioner Page moved that all board positions remain the same as established in 2022. Commissioner Beck seconded his motion, and the motion was approved with a 3-0 vote.

President – Marvin Dziuk

Vice President – Rodney Hitzfelder

Secretary – Tom Page

Treasurer – Terry Beck

Assistant Treasurer – Jenny Ferren

2 – C. MCESD1 Committee Positions Established and Approved by New MCESD1 Commissioners:

Following the establishment and approval of the officer positions by the Commissioners, the MCESD#1's Board Committees were established and approved by the new commissioners. Commissioner Page moved that the committees established in 2022 remain the same in 2023. Commissioner Beck seconded his motion, and the motion was approved with a 3-0 vote.

Budget & Finance Committee: Fire Chief Cooke, District Administrator Edlund, Commissioner Beck, Commissioner Ferren.

Facilities & Maintenance Committee: Fire Chief Cooke, Commissioner Hitzfelder, Commissioner Page

2 – D. Board Members of 501c3s Appointed by MCESD1 Board:

Chief Cooke noted that the LaCoste Lions Volunteer Fire Department amended their bylaws and the 501c3 now had a three-member board appointed by the MCESD#1 Board. President Dziuk added that the Commissioners who have agreed to be on that 501c3 board were Commissioner Hitzfelder and himself, along with citizen and business owner David Mangold. All three having property or business interests in the LaCoste area. Commissioner Page moved to appoint David Mangold as the LaCoste community representative, and Commissioners Hitzfelder and Dziuk as the two ESD representatives to the LaCoste Lions 501c3. Commissioner Beck seconded his motion, and the motion was approved with a 3-0 vote. MCESD#1 Administration would take care of getting the new board names to the bank and other required institutions.

3. CITIZEN COMMENTS:

None.

4. RECOGNITION OF VOLUNTEER SERVICE OF RICK LAIR:

Chief Cooke honored Chief Rick Lair for his many years of service to the Castroville Volunteer Fire Department. With his leadership and contributions from 2010 until 2022, Chief Lair assiduously served his community. He will always be remembered as being an integral part of Castroville Volunteer Fire Department as well as the MCESD#1, and the growth and development processes of this Community. MCESD#1 President Dziuk thanked Chief Lair for his leadership and years of tireless service while contracted with the MCESD#1 as the Fire Chief of the Castroville Volunteer Fire Department. He presented Chief Lair a desk statue of a fireman to honor him inscribed with 'Medina County Emergency Service District #1, Rick Lair, Thank you for your dedicated service and leadership of the Castroville Volunteer Fire Department 2010 - 2022'. Many firemen in attendance honored Chief Lair and spoke words of accolades and appreciations to him. The CVFD also presented him with a wall plaque from the CVFD 501c3 honoring him and his years of service to the Castroville VFD and Medina Valley community. Commissioner Beck thanked Chief Lair for his loyal service to the community and for teaching him to work with facts rather than emotions during his prior tenure as the President of the Castroville Fire Department. MCESD#1 District Administrator Edlund praised him for past assistance to the MCESD#1 in writing grants for PPE, apparatus, training, and equipment. Stating that in those early years before the District's sales tax was voted in, when funds were limited, his contributions through grant awards was a vital part of the District's success. President Dziuk summed up the presentation with the statement 'A great tribute for a great individual.'

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

5 – A. MINUTES, RESOLUTION OF ACCEPTANCE – (December)

Commissioner Beck moved to accept the December meeting minutes as presented. Commissioner Page seconded his motion, and the motion was approved with a 3-0 vote.

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

Chief Cooke presented to members of the Board a copy of the budget verses actuals showing all the year-to-date transactions through January 9, 2023, and a financial overview summary. He explained that December was the end of the 1st quarter. Chief Cooke indicated that revenue was trending upward compared to the budget. Sales tax as of January was up 12% over 2022 January collections, and the overall sales tax revenue was up 12.7% over last year. Chief Cooke noted that the District is down in budget expenses approximately 6%. Some key notable percentages increases, and decreases were pointed out by Chief Cooke on his summary, and discussions with the board. Total bank account balances were included in the presentation. Commissioner Beck moved to accept the December financial reports as presented, gave approval for paying the bills, and making the appropriate transfers. Commissioner Ferren seconded his motion, and the motion was approved with a 3-0 vote.

The Finance Committee updated the Board on actions taken related to the Certificates of Deposits approved last month. Chief Cooke reminded everyone the Board approved the purchase of two Certificates of Deposits; however, the 6 month CD containing the funds for open POs for apparatus had not been acted on. Assistant Treasurer Ferren noted the long-term CD with SSFCU was completed at the higher interest rate, for \$250,000 for 15 months. The Board held a short discussion about the Depository agreement, and the option to hire a financial advisor to guide the district with investment opportunities for surplus reserve funds. A discussion regarding future investment opportunities would be addressed again following research gathered at the Safe-d conference in February.

5 – C. SALES TAX REPORTS (December/YTD):

Chief Cooke stated the January sales tax total deposits were up 12.% over the 2022 Sales Tax totals. The January deposit was for \$207,480.

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

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

Administration:

- Chief Cooke worked with the Architect on finalizing the plans for the LaCoste Station rebuild and sent out the final floor plan. Chief Cooke received a 72 page document from the architect Debra Dockery, and the design page was completed. Today, he received a fee schedule just prior to the meeting for the bid phase of the project. He felt this required action by the Board to move forward to the next phase of the project. Chief Cooke asked if a special meeting to approve the bidding phase and bid documents was needed. Chief Cooke noted that Architect Dockery was not charging a percentage-based fee.
- Chief Cooke reported that the billing platform with Fire Recovery USA is active and MCESD1 has begun submitting claims. Chief Cooke noted that \$15,000 in claims had been submitted.
- Chief Cooke continued to work to improve the dispatch system for Fire/EMS.
- Chief Cooke stated that he is working on an agreement with Lackland AFB to utilize their burn facility to conduct annual live burning training exercise for our firefighters.
- Chief Cooke stated that the new QuickBooks online software/system is up and running.

Operations:

- Chief Cooke presented the Fire Programs Incident Report by Incident Type – Summary (95-total incidents – 19-incident types) and the Department Response Time by District and individual stations – turnout time and travel time noted in minutes.
- Chief Cooke reported that on December 8, 2022, twenty-four-hour staffing began resulting in a continued reduction of response times across the district. He gave a few examples of incidents that had achieved great success for the homeowners, and quicker medical attention for patients, due to the quick response time directly related to twenty-four-hour staffing at the stations.
- Chief Cooke stated that the district had forty-one firefighters actively responding to incidents across the district with an average of over four personnel per incident.
- Chief Cooke reported that most volunteer training had been shut down during December for the holiday break, but Crews took part in additional public relation activities.

Insurance Services Office (ISO):

- Chief Cooke has requested an audit from ISO and stated that MCESD1 is 'on a list.' However, with paid staffing the rating grade can only get better.
- Chief Cooke is confident that there will be a positive effect on the rating, due to the quicker response times across the District, for any house within five miles of a fire station. A lower ISO rating should result in a better insurance score for the homeowners.

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 Tender 8112 is out of service due to a radiator failure. Until Tender 8112 is repaired, Tender 8111 has been moved to Station 12.
- Chief Cooke reported that the insurance company, VFIS, is paying the initial payment to the District on the burnt brush truck, BT8110 so that a chassis can be ordered this month and other supplements from Siddons.
- Chief Cooke stated that the District has been looking for a stock brush truck to purchase with the TFS vehicle grant and two units recently became available. The grant is a 90% grant with a match and pays up to \$110,000. One available unit is a Type 3 truck or wildland fire truck that can hold 500-gallons of water and is used to get close to the fire as possible. This apparatus will cost the District approximately \$250,000 in matching funds and could be painted to match other vehicles in the fleet, and was available through Siddons. The other vehicle available would cost the District approximately \$180,000; however, would only hold 300-gallons of water, and from another provider with no color match. The Board directed Chief Cooke to proceed with the grant as needed to secure the grant and expressed an interest more favorable for the type 3 apparatus.
- Chief Cooke noted that the District expects delivery of the Polaris ATV this month. Chief Cooke stated that the District will conduct training on the apparatus and have it logoed prior to putting it into service and a donated by decal affixed.

Recruitment:

- Chief Cooke reported the District stopped all active recruitment; however, are still accepting applications from trained personnel who want to volunteer.
- Chief Cooke stated that the District will post the position of Assistant Chief for the EMS program this month with the expectation of a March hire date.

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.
- Completed a three-day orientation for the District's new Lieutenants.
- Continued to work on identifying gaps in the District's policies and directives.
- Attended a three-day fire chief's training in San Antonio through the Texas Fire Chiefs Association.
- Worked with incoming Medina County Emergency Management Coordinator, Mark Chadwick, on gaps that need to be addressed within the county.
- Responded to several emergency incidents.
- Took four days of vacation out of the District.

Public Education and Outreach:

- Chief Cooke reported that the District's crew participated in multiple 'Santa Runs. Santa was on the firetruck and passed out candy canes to the various neighborhoods. The Board expressed receiving positive feedback on the Santa Run project. 'The Citizens really liked it'.

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

None.

6 – C. CONSIDER and APPROVE PURCHASE of TRAILER FOR ATV and LAWN EQUIPMENT MOBILITY:

Chief Cooke stated that last year MCESD1 received a donation of \$30,000 for the purchase of an ATV which was ordered from Polaris Government. Since there was an extended lead time for manufacturing the unit, the District did not pursue a trailer purchase at that time. Furthermore, now that the District has full-time personnel, a contracted lawn service is no longer necessary. These full-time personnel are available to do lawn maintenance with the District's own lawn equipment which includes a zero-turn radius mower; however, an utility trailer is necessary to transport lawn maintenance equipment and the Polaris ATV. Bids were solicited from three companies for a tandem axle 18-foot trailer with ramp and trailer brakes. Chief Cooke recommended purchasing the trailer from Magnum Trailers utilizing available funds from the 2022-2023 capital budget. Commissioner Page moved to purchase the trailer from Magnum Trailers for \$5,379.50. Commissioner Beck seconded his motion, and the motion was approved with a 3-0 vote.

6 – D. CONSIDER and APPROVE PURCHASE of VEHICLE for ASSISTANT CHIEF:

Chief Cooke stated that as a part of the District's fiscal year budget, there was a planned purchase of an additional staff vehicle for the planned Assistant Chief for the EMS program. Chief Cooke solicited quotes from three dealerships for a vehicle most like the one purchased last year. Chief Cooke's recommendation was to purchase the 2023 Chevrolet Trail Boss from North Park Chevrolet in Castroville utilizing funds from the 2022-2023 capital budget. This cost does not include equipment and upgrades that will be duplicated to the current vehicle. This build-out will be done by Ultimate Lighting Solutions, LLC for \$19,996. Commissioner Beck moved to spend up to \$75,000 to purchase the in stock 2023 Chevrolet Trail Boss from NorthPark Chevrolet in Castroville for \$53,999 and to have Ultimate Lighting Solutions, LLC build out the vehicle with the necessary equipment and upgrades. Commissioner Page seconded his motion, and the motion was approved with a 3-0 vote.

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

Chief Cooke mentioned that the District needs to start looking for real estate in the Potranco Road and Texas Highway 211 North area. The new section of Hwy. 211 is now open, and there is already a 2500 unit development going in on the West side. He recently spoke to county officials who indicated housing developments with units of \$500,000 plus was continuing to develop. The developments with \$250,000 – 300,000 units had slowed down.

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

Chief Cooke reported that radios had been ordered and received by the District and the programming is in process.

9. NEW BUSINESS – INTRODUCTION OF ANY NEW BUSINESS:

9 - A. SAFE-D 2023 ANNUAL CONFERENCE – FEBRUARY 2nd – 4th – Possible Quorum Agenda:

SAFE-D's 2023 Annual Conference, at the Kalahari Resort and Convention Center, 3001 Kalahari Blvd., Round Rock, will be held Thursday, February 2 – Saturday, February 4, 2023. District Administrator Edlund confirmed rooms at the Kalahari Resort and Convention Center for Commissioner Ferren, Commissioner Beck, Commissioner Page, Fire Chief Cooke, District Administrator Edlund, and Administrative Asst. Lori Stein, and requested approval to post possible quorum agenda since three commissioners will be in attendance. President Dziuk approved the posting of the possible quorum agenda with 'no action items' to be discussed. All final hotel confirmations and registrations would be e-mailed to the board.


9 - B. SET NEXT MONTH'S MEETING – FEBRUARY 8, 2023:

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

10. ADJOURN (MOTION):

Commissioner Beck moved to adjourn the meeting. Commissioner Ferren seconded his motion, and the motion passed with a 3-0 vote. President Dziuk adjourned the meeting at 8:15pm.

RESPECTFULLY SUBMITTED,



POLLY EDLUND

MCESD1 PRESIDENT



MARVIN DZIUK