

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

MINUTES

WEDNESDAY, APRIL 12, 2023, 7:00PM

Meeting Location: Courtroom of the Medina County Sub Courthouse at Precinct 2 Bldg., 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, Administrative Assistant Lori Stein, and District Analyst Ronda McNew were also in attendance. Additional attendees were MCESD1 Assistant Chief Sarah Windsor, MCESD1 Deputy Chief of Operations Jamie Esquivel, MCESD1 Chaplain Daniel Clark, MCESD1 Station 11 Captain Jarrett Ferris, MCESD1 Lieutenant Ian Zabel, MCESD1 Battalion Chief Joe Wells, and MCESD1 citizens Doris Jungman and Wallace Dyll.

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:

Chaplain Daniel Clark led the assembly in prayer thanking the Lord for the gathering of people who are devoted to His purpose and who are serving Him by leadership and everyday work in this country, community, and District; the resources provided, the training received, and their dedication to do the work He gave us to do. Chaplain Clark asked the Lord for special protection for the firefighters, first responders, and their families, for strength, perseverance, and safety as these responders perform the work that He gave them to do.

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

Chief Cooke recognized MCESD1 citizen Wallace Dyll and honored him with a plaque commemorating his CPR save on February 10, 2023. A plaque celebrating this event will also be placed at the ESD office. Mr. Dyll spoke and thanked the first responders for their prompt and knowledgeable attention to his medical situation and thanked the Board for providing the personnel, equipment, training, and necessary services.

Chief Cooke also introduced MCESD1 Assistant Chief Sarah Windsor to the Board and attendees. MCESD1 Assistant Chief Windsor was hired on March 30, 2023, and began her service to the District on April 10th. She was born in San Antonio, served in Bexar County, and currently resides in Medina County, within the MCESD#1 District. MCESD1 Assistant Chief Windsor is a member of the State's Emergency Medical Task Force #8, and similarly to Fire Chief Cooke, she goes on State deployments. She is an initiative-taking firefighter and Paramedic possessing the ability to multitask and delegate necessary tasks under high pressure situations, will be an asset to MCESD1 and an ambassador to the community.

2. CITIZEN COMMENTS:

None.

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

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

Commissioner Page moved to accept the March meeting minutes as presented in the TEAMS Folder. Commissioner Hitzfelder 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 March 2023 Finance Report that was presented to members of the Board in the TEAMS folder. The report detailed the budget versus actuals showing all the fiscal year-to-date transactions listed by chart of accounts categories, all transfers, deposits, and remittances, and a summary of all account balances. The bulk of the 2.3 million in open purchase orders was the new fire apparatus and medic units still on order with the manufacturers.

In February, the Board approved the establishment of an investment officer for the District. This individual oversees all the District's investments, serves as the District's investment officer providing investment strategies as appropriate, and provides a monthly report of the District's invested assets. The fee for this service is \$300/month.

The Finance Committee met via Teams during the past month with the investment officer and discussed initial and ongoing investment strategies for short term, long term, and future investments, and held a discussion regarding pooled funds. The investment officer addressed and answered the questions and concerns of the committee. The committee discussed the role of the investment officer, how investment accounts could be set up, and emergency access to the District's assets during volatile markets. Currently, the MCESD1 does the actual movement of funds per the Investment officer's recommendation. District Administrator Edlund prepared an updated listing of current CD rates for current bank depository contracts and unique special offers currently available at local financial institutions for the committee's information. The Board had an agenda item, 3-D on tonight's agenda, to discuss opening new investment accounts.

3 – C. SALES TAX REPORTS (March/YTD)

District Administrator Edlund noted that the regular March Report was in the Teams folder. The Comptroller's office had just dropped the April data today, and the April 2023 report was given to the board this evening for review. The net sales tax deposit total for March was \$181,139.94. April's net deposit was \$154,574 and total year to date sales tax income is tracking 9.9% over the 2022 sales tax totals for the same period.

Commissioner Beck moved to accept the March treasurer's report and the sales tax report as presented in the TEAMS Folder. Commissioner Hitzfelder seconded his motion, and the motion was approved with a 4-0 vote.

3 – D. CONSIDER and APPROVE the CREATION of a MEMBERSHIP ACCOUNT with TEXAS CLASS and OPENING of TWO INVESTMENT ACCOUNTS:

This agenda item is the result of the finance committee and the investment officer meeting. Mr. Parr recommended opening two investment accounts. One account would be a debt service fund to cover Station 15's loan and the other account would be used to invest the bulk of the current account balances or unencumbered funds noted in the financial report. There would be a local bank checking account to handle monthly transactions. Following board discussion Commissioner Ferren moved to approve the creation of a membership account with Texas Class (a government pool class) and opening two investment accounts. Commissioner Beck seconded her motion, and the motion was approved with a 4-0 vote.

3 – E. CONSIDER and AUTHORIZE ADMINISTRATION to WORK with LEGAL COUNSEL to DEVELOP a NEW DEPOSITORY AGREEMENT, and to MAKE NOTIFICATION TO CURRENT DEPOSITORY BANKS of NONRENEWAL of CURRENT AGREEMENT UPON EXPIRATION MAY 31, 2023:

Chief Cooke explained that with the establishment of the membership account with Texas Class and the creation of the investment accounts, the depository agreements we currently have with local banks may not be necessary. President Dziuk verified the expiration date was May 31, 2023 with Administrator Edlund. She further explained notification of nonrenewal of current agreements which expire on May 31, 2023, is a courtesy, due to the need to release pledged securities the bank is holding on behalf of Medina County ESD#1. Commissioner Beck noted that District Administrator Edlund had prepared a listing of current CD rates currently available at local financial institutions for the committee's information, and this listing should be given to the investment officer so that he will be informed on the local financial offerings. Following discussion, Commissioner Ferren moved to authorize the Administration to work with legal counsel to develop a new depository agreement, and to make notification to the current two depository banks of nonrenewal of the current agreements upon expiration on May 31, 2023. Commissioner Beck seconded her motion, the motion was approved with a 4-0 vote.

3 – F. CONSIDER and APPROVE PURCHASING ACCIDENT and SICKNESS INSURANCE:

Chief Cooke noted that as part of the District's 2022-2023 fiscal budget and as our demands on our volunteers and career staff increase, \$25,000 was allocated to provide Accident and Sickness Insurance through VFIS. The policy presented is in addition to Workers Compensation and helps make up the difference of the 70% that Workers Compensation would pay should someone become injured or killed. This would include all the ESD Board members and provide coverage in the event of a Board member's involvement in a vehicle accident when traveling for district business, including on the way to a meeting or home. VFIS quoted three levels of coverage on both volunteer and career basic benefits, with the most fluid number being the accidental death benefit. Chief Cooke recommended the Board accept the proposal with the \$200,000 in coverage, the second of three proposals quoted #230997, in the amount of \$17,939 per year. Board discussion continued regarding no deductibles, twenty-four-hour coverage/ 365 days per year, umbrella type coverage on all volunteer and career personnel, and insurance specific coverages no other insurance companies will quote due to the industry and risks of firefighting. Commissioner Hitzfelder remarked that the cost of this insurance coverage was already in the approved budget; the review of the proposals was just a formality to put the policy in force. Commissioner Page moved to approve the purchase of VFIS

Accident and Sickness insurance quote #230997 for \$17,939 per annum. Commissioner Hitzfelder seconded his motion, and the motion was approved with a 4-0 vote.

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

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

Administration:

- Chief Cooke reported on administration issues, including the engagement of the financial consultant / investment officer, and related finance committee meetings regarding the District's investment strategy.
- The open position for Assistant Chief had been finalized and the District had employed Sarah Windsor as the District's new Assistant Chief.
- Chief Cooke held discussions with Medina County Commissioners regarding two potential station sites on the northern end of the MCESD1 District. Chief Cooke presented maps showing the area that these two sites could potentially cover.

Operations:

- Chief Cooke presented the Fire Programs Incident Report by Incident Type – Summary (81-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 the District conducted hands-on extrication training at Paradise Canyon.
- Chief Cooke stated that the month of March had 352-hours of combined direct training, not including the academic bookwork being completed.
- Chief Cooke reported that there were two weeks remaining in the in-house fire academy, and three weeks for the skills portions.
- Chief Cooke noted that the District's volunteers in the academy are becoming more active as their training advances with more volunteers signing up to ride scheduled shifts.
- Chief Cooke stated during March that 969 hours of staffing were covered with volunteers supplementing the full-time staff. Had this been career staff, the cost would have been just under \$25,000 in payroll for the month.
- Chief Cooke reported that the District is still anxiously awaiting availability in the programming schedule for new radios at Bexar County Radio shops. Chief Cooke noted that all the radios were in; however, the radios need programming.

Insurance Services Office (ISO):

- Chief Cooke stated that the initial ISO audit was completed on February 23, 2023, with the preliminary grade expected in early May. Chief Cooke remarked that an audit is usually performed every seven years; however, he would like to have another audit in approximately three to five years to reflect the benefits of the new improvements (new apparatus and new stations). Chief Cooke noted that while the District expects an immediate improvement for a substantial portion of the District, the audit will also serve as the backbone for a plan/strategy to obtain the best available grade for this region. He noted he had a conference call scheduled later this week and hoped that some preliminary results would be divulged during the conference call. Once the grade is publicized it will be a good opportunity to go after some very good PR.

EMS:

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

Status of District Assets:

- Chief Cooke reported the completion of final inspection on the type-III brush truck which would be assigned to Station 12 in Mico. The final inspection resulted in a few things needing to be fixed, and they did not drive it back that day. The 2023 Skeeter Ford F-550 demo Type 3 engine/brush truck is expected to be delivered within a month and is partially funded by a grant.
- Chief Cooke noted that the current 1985 Brush 8111 is prepared for retirement/disposal/auction and as the grant truck for Mico Station #12 comes online, an older brush truck from Mico will be transferred to LaCoste station #11 to replace the retired 1985 Brush Truck.
- Chief Cooke stated that Tender 8111 is currently at the shop awaiting several warranty repairs.

Recruitment:

- Chief Cooke stated that the District continues to receive certified volunteers and noted that preparations are underway for the next large recruitment drive that will commence upon completion of the current academy.

Additional Activities:

Chief Cooke had many discussions and meetings regarding the operation of the District. A listing of these activities included:

- Conducted multiple discussions with officers from stations.

- Completed prebuild for the first two brush trucks in Hillsboro. The brush truck chassis are in the assembly facility and the District was given the assigned VIN for the trucks. Chief Cooke noted that there was no 'change order' necessary.
- Completed final inspection on the type-III brush truck (grant truck).
- Finalized the hiring of Chief Windsor.
- Met with architect to continue the construction documents for the new LaCoste station. They are 75% completed, and we will be going out for financing options soon.
- Met with the finance committee on bank accounts and investments.
- Attended Medina County Commissioners' Court meetings.
- Discussions with County Commissioners regarding development.
- Met with landlord regarding a station location lease. The building lease is no longer available.

Public Education and Outreach:

- Chief Cooke reported that Melissa Bailey is developing a sustainable public outreach program. Ms. Bailey has met with interested volunteers and is waiting for the final proposal.

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

4 – B - 1. Investment Policy:

Chief Cooke presented an investment policy for review and approval that was authored by attorney Ken Campbell. Commissioner Ferren thoroughly reviewed the policy and indicated that there were several statements and word choices that were concerning. She presented her redline draft of the proposed changes. Chief Cooke agreed with Commissioner Ferren and requested that the consideration and approval of the Investment Policy be tabled to allow further review by the finance committee. The item was unanimously tabled.

4 – C. CONSIDER and APPROVE Proposal From Fast Signs for Station 12 Signage:

Chief Cooke stated that it was brought to the attention of the Board at prior meetings that appropriate signage was lacking at Station 12 in Mico. Since the District recently priced out signage for Station 15 in Rio Medina, Chief Cooke contacted the same vendor, Fast Signs, to provide a proposal for Station 12 matching as close as possible to the Station 15 style. Commissioner Page moved to approve the Station 12 signage proposal from Fast Signs. Commissioner Hitzfelder seconded the motion. There was some discussion about centering verses justification of the lettering and increasing the size of station number '12', and how the signage would be affixed to the building. Commissioner Hitzfelder noting more of a 3-D look. Chief Cooke will investigate and proceed accordingly. After Discussion, President Dziuk called for a vote and the motion was approved with a 4-0 vote. Signage for Station 10 in Castroville was also discussed. Highway signage/markers may need to be discussed with TXDOT. No action was taken on Station #10.

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 and new station locations/sites need to be investigated and secured. Medina County Commissioners are pushing for additional station coverage along the populated FM1283 area. Chief Cooke presented a map of proposed stations for the Board's review, compiled by Compass GIS. Discussion continued regarding past and present communications with County Officials, proposed properties, and growth and development within the District. Chief Cooke noted the District is committed to providing quality services to current expectations. Commissioner Beck noted the District has thus far been on course financially to meet required planning needs, and would only stumble if the housing market and/or economy takes a slow-down! The agenda item was tabled.

6. OLD BUSINESS (New 11th Edition "UNFINISHED BUSINESS") – DISCUSSION and POSSIBLE RESOLUTIONS ON THE FOLLOWING:

President Dziuk requested that an updated copy of the Organizational Chart be provided in Teams folder for the Board's viewing.

7. NEW BUSINESS – INTRODUCTION OF ANY NEW BUSINESS:

7 - A. MONTHLY MEETING – MAY 10, 2023:

The next proposed regular meeting of MCESD1 will be at 7:00pm on Wednesday, May 10, 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. Commissioner Beck notified the Board he will be out of state on business and will not be present at the May meeting.

7 - B. CVFC 501.3c NOMINATIONS for APPOINTMENT on MCESD1's MAY MEETING AGENDA:

Administrator Edlund reported she had attended the May Castroville Volunteer Fire Company's monthly meeting and the following names were approved as nominations for the new CVFC 501c3 Board positions: Beatrice (BeBe) Hurtado, ESD Commissioners Marvin Dziuk and Terry Beck. The new by-laws were scheduled to be approved at the CVFC's April meeting. Once this happens, the MCESD#1 would place the appointment of board members on its May agenda. President Dziuk directed her to proceed as needed when drafting the May meeting agenda for his review.

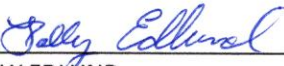
7 - C. SAVE THE DATE:

The next SAFE-D 2024 Annual Conference will be held at the Irving Convention Center, 500 Las Colinas Blvd W, Irving, 75039, Thursday, February 22 – Saturday, February 24, 2024. Commissioners needing training hours were asked to mark their calendars.

8. ADJOURN (MOTION):

Commissioner Page moved to adjourn the meeting. Commissioner Beck seconded his motion, and the motion passed with a 4-0 vote. President Dziuk adjourned the meeting at 8:18pm.

RESPECTFULLY SUBMITTED,



POLLY EDLUND

MCESD1 PRESIDENT



MARVIN DZIUK