

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

MINUTES

WEDNESDAY, MAY 10, 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 7:02pm, and established a quorum with Board Vice President Rodney Hitzfelder, Board Secretary Tom Page, and Board Assistant Treasurer Jenny Ferren present. Board Treasurer Terry Beck 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 MCESD1 Assistant Chief Sarah Windsor, MCESD1 Deputy Chief of Operations Jamie Esquivel, MCESD1 Battalion Chief Joe Wells, MCESD1 Lieutenant Ian Zabel, Castroville VFC 501C3 Board Representative Beatrice (BeBe) Hurtado, and MCESD1 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:

Chief Cooke led the assembly in prayer thanking the Lord for the ability to serve the citizens of the community, His guidance for the meeting so that decisions made during the meeting will continue to bring honor and glory to Him, and for His continual safety for responders who willingly serve and protect the citizens and communities that they serve.

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

None.

2. CITIZEN COMMENTS:

None.

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

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

Commissioner Page moved to accept Draft 2 of the April meeting minutes as amended and presented in the Board's TEAMS folder. Commissioner Hitzfelder seconded his motion, and the motion was approved with a 3-0 vote.

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

Chief Cooke reviewed the April 2023 Finance Report that was presented to members of the Board. The report detailed the budget versus actuals showing all the fiscal year-to-date transactions listed by chart of accounts categories, listed all transfers, deposits, and remittances, and a summary of all account balances through the end of the month. Chief Cooke noted that the District is seven months or 58.33% into the current fiscal year and on track with budget and he is comfortable with the current monetary position.

Commissioner Ferren moved to accept the April treasurer's report as emailed to members of the Board and posted in the TEAMS Folder. Commissioner Page seconded her motion, and the motion was approved with a 3-0 vote.

Following the approval of the financial reports, Commissioner Hitzfelder questioned the expenditure amounts for the internet and phone service at Station 10, 11, and Station 15. District Administrator Edlund and Chief Cooke addressed Commissioner Hitzfelder's questions and concerns. Commissioner Hitzfelder also asked if the Medina County Sheriff Office personnel were utilizing the area of Station 15 designed for them and MCESD1 Deputy Chief of Operations Esquivel assured Commissioner Hitzfelder and the remainder of the Board, that the Medina County Sheriff's Office has a presence in their offices at Station 15 (Rio Medina Station).

3 – C. SALES TAX REPORTS (April/YTD):

District Administrator Edlund noted that the April Report was in the Teams folder. The Texas Comptroller of Public Accounts' office released the May data the afternoon of the meeting day, and a copy of the May 2023 report was handed to members of the Board for their information and review. May 2023 net sales tax deposit total was \$197,450 and is tracking 4.2% over

the 2022 sales tax totals for the same period. Commissioner Ferren asked staff if they knew why the May deposit was lower than the May deposit in 2022. Chief Cooke noted that Ms. McNew had done some quick research prior to the meeting and found that two vendors had significant one-time deposits in 2022.

3 – D. APPOINTMENT of 501c3 BOARD MEMBERS – CASTROVILLE VFC 501c3 BOARD:

District Administrator Edlund reported the Castroville Volunteer Fire Company's current 501c3 board had voted to approve its new by-laws at its April 24th meeting, and the nominations for board members given to the MCESD#1 board for consideration were ESD Commissioners Marvin Dziuk and Terry Beck, and Beatrice (BeBe) Hurtado as the citizen representative. Commissioner Page moved to accept the appointment of Beatrice (BeBe) Hurtado, ESD Commissioners Marvin Dziuk and Terry Beck as the new Board members representing the Castroville VFC 501c3 Board. Commissioner Hitzfelder seconded his motion, and the motion was approved with a 3-0 vote.

3 – E. CONSIDER and APPROVE NEW/REVISED INVESTMENT POLICY:

This agenda item was tabled at the April 2023 meeting of the District, to allow the finance committee to revisit some phrasing and items that needed clarification and adjustments. Commissioner Ferren discussed policy wording as it related to withdrawals and non-board approved authorizations given to an investment consultant. Following a short discussion, the Board expressed their opinions and recommendations to staff for amending the wording within the policy. There were several items where the wording was clarified and changed, and a section added to include local banks when acquiring bids/proposals on loans and investment opportunities, specifically if investment proposals meet the Texas Class pool rates. Commissioner Hitzfelder moved to consider and approve the amended version of the investment policy. Commissioner Page seconded his motion, and the motion was approved with a 3-0 vote.

3 – F. DISCUSSION AND APPROVE INVESTMENT RECOMMENDATIONS and SETUP FOR NEW INVESTMENT ACCOUNTS:

Chief Cooke stated that the Board could table this item to allow additional time for recommendations. There was no action needed by tonight's meeting. The item was unanimously tabled.

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

4 – A. FIRE CHIEF'S REPORT – PROJECT UPDATES: Chief Cooke gave his report on the following:

Administration:

- Strategized with financial consultant and Finance Committee, Mr. Randall Parr, on investment plans.
- Chief Cooke and Chief Windsor interviewed potential Medical Director, Dr. Jessica Wentling.
- Chief Cooke made a presentation to Medina Lake VFD for their years of service to ESD1.
- Chief Cooke and Chief Windsor conducted multiple vendor presentations for medical equipment.
- Chief Cooke and Chief Windsor met with STRAC (Southwest Texas Regional Advisory Council) to continue building involvement. Viewed a demonstration for incident reporting (\$3,000/year annual fee + \$3/call).
- Chief Cooke and Commissioner Hitzfelder continued discussions regarding property along FM 1283 for a station. Calls were made to Medina County Commissioner Neuman, he is also looking for a site to consider.
- Chief Cooke worked on a presentation for a remodel of Castroville's Station 10 to include the current fire station on Paris Street and old fire station on Madrid Street.
- Chief Cooke conducted the MCESD1 Quarterly Officers Meeting.
- Chief Cooke explored online training platforms for medical continuing education and preparatory training.

Operations:

- Chief Cooke presented the Fire Programs Incident Report by Incident Type – Summary (62-total incidents – 21 incident types) and the Department Response Time by District and individual stations – turnout time and travel time noted in minutes. The District continues to improve in response times. Reducing from twenty-two minutes previously to approximately 9 minutes. Chief noted there were 4 calls at the same time just yesterday, and all were handled with great response times.
- Chief Cooke reported the completion of the online portion of the Fire Academy; with current focus on completion of all skills by the end of May; twenty-eight students completed the online portion, four did not.
- Chief Cooke stated that the month of April had 232 hours of combined direct training, not including the academic bookwork being completed.
- 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 April that 1,634 hours of staffing were covered with volunteers supplementing the full-time staff. Had this been career staff, the cost would have been just over \$35,000 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. Communications Officer, Stan Stanukinos, will deploy the radios, and then ESD1 will add the 700 system later.

Insurance Services Office (ISO):

- Chief Cooke reported that the initial ISO audit was completed on February 23, 2023, and he was made aware that the maximum grade received was 4 in the cities; however, ISO continues to process the paperwork for the unincorporated areas; however, the latest verbal update from the auditor was a projected rating of 5 for the unincorporated areas around LaCoste and Castroville. This will greatly improve the insurance premiums for those unincorporated areas.
- 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. Board dialog with Chief Cooke continued regarding other areas of the District and needed improvements, including the benefits of a new station on FM1283, and how currently some unincorporated areas in that Northern part of the District could receive a lower rating with positive effects, if a good location was made available for that station, which would result in faster hauled water response availability between stations.
- Chief Cooke stated that there was no further update at this time.

EMS:

- Chief Cooke stated he prepared a recommendation to the Board to consider and approve an individual, Dr. Jessica Wentling, to serve as medical director to assist in system development. There would be more on this later in the meeting.
- Chief Cooke reported that he is beginning the process of building budgets for equipment and supplies.
- Chief Cooke noted research is being conducted on the patient care report system, as discussed above.

Status of District Assets:

- Chief Cooke reported that all stations and apparatuses are in service to their capabilities.
- Chief Cooke stated that the District's maintenance team, headed up by Dan Huber, continues to repair small ticket items and monitor the fleet to keep it in service while saving the District's funds.
- Chief Cooke noted that Chief Windsor's vehicle (Com8201) was awaiting the arrival of all equipment before it is sent to the vendor for outfitting.

Recruitment:

- Chief Cooke stated that all active recruiting has ceased; however, volunteer applications continue from word of mouth. This month nine additional volunteers were offered the opportunity to begin training and riding shifts since several are already certified. Commissioner Ferren inquired about the fire academy specifically if another academy was planned. Chief Cooke remarked that there are no current plans for another academy until basic benchmarks were reached with the current participants. Skills training and practices are currently being conducted to reach these benchmarks.

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.
- Conducted Officers meeting.
- Attended counties first LEPC (Local Emergency Planning Committee) meeting and assisting with making the committee's function operational. Chief Cooke has been appointed to this county-level board by the County Judge. This local emergency planning committee is federally mandated to ID Tier sites and was hosted by the EMC. (Examples given were Tier II reported sites with hazardous chemicals or dangerous in nature for emergency response).
- Finalized Station 11 construction plans.
- Multiple discussions with the finance committee.
- Met with mutual aid chiefs on multiple occasions.
- Attended product demonstrations set up by Chief Windsor, noting that Chief Windsor did an outstanding job with these presentations.
- Attended Chamber of Commerce events to establish good networking for the District.
- Met with potential medical director.

Public Education and Outreach:

- Chief Cooke reported that Melissa Bailey has built a team of volunteers that are developing a standard public education and outreach approach. After meeting with this team, Chief Cooke et al are supportive of their direction and are looking forward to beginning to see tangible outcomes.

Chief Windsor's Activities:

Chief Cooke reported the following activities of Chief Windsor:

- Began responding to some calls and observing responses within the District.
- Our DSHS FRO roster has been updated to reflect our current department roster.
- District received an MOA (aka MOU) from Michael Rodriguez with STRAC/EMTF-8 for Chief Windsor's participation with the EMTF-8 program. It is currently under review. (STRAC/EMTF-8: Texas Emergency Medical Task Force program provides a well-coordinated response offering rapid medical assistance to emergency operations during large-scale incidents.) Chief Cooke noted that this will need to be on the next agenda.
- In the process of looking for health assessment companies that follow NFPA 1582 to complete annual health screenings for our staff, as well as pre-employment physicals.
- Attended a quarterly officer meeting with discussion about where to turn in current patient care runs reports. Chief Windsor will respond accordingly upon receipt.

Chief Esquivel's Activities:

Chief Cooke reported the following activities of Chief Esquivel:

- Removed all decals from existing apparatuses and began affixing new decals.
- Worked on academy skills and props with officer personnel.
- Arranged for performance service and maintenance of Station 10 and Station 15's cascade systems.
- Orchestrated the relocation of apparatus to and from different stations for different services to accommodate new apparatus functions.
- Outfitted apparatuses with cordless tools at Station 10 and Station 15.
- Attended various meetings with fire personnel from Bandera, Lake Hills, and Hondo. Met with Castroville Chiefs and intradepartmental fire personnel and attended a Union Pacific seminar.
- Supervised everyday operations at all stations with their respective personnel.

4 – B. CONSIDER and APPROVE AUTHORIZING DEBRA DOCKERY TO SOLICIT FOR CONSTRUCTION BIDS FOR NEW LACOSTE STATION PROJECT (STATION 11 NORTH OF RAILROAD TRACKS):

Commissioner Hitzfelder moved to approve authorizing Debra Dockery Architect, P.C. to solicit for construction bids for the new LaCoste station project, 15901 Garden Street, LaCoste, 78039 (Station 11 North of the railroad tracks). Commissioner Ferren seconded his motion. Discussion followed with President Dziuk's concerns about the size of the new fire station and the necessity of the larger station in LaCoste. Commissioner Hitzfelder's primary concern was the provision of fire and EMS call service on both sides of the railroad tracks. The construction of LaCoste North station addressed the community's concerns and answered all fire service questions. Currently there are two buildings serving as the fire station south of the railroad tracks. The older building is in dire, extreme need of repair and needs to be removed, not repaired. The newer building (located along front street) will serve as a garage/storage station where an additional apparatus can be housed for south-of-the-tracks coverage in the event of a train going through town when fire service is needed. Following discussions, President Dziuk called for a vote on the motion, the motion was approved with a 3-0 vote.

4 – C. CONSIDER and APPROVE AUTHORIZING ADMINISTRATION TO SOLICIT FINANCING PROPOSALS FOR THE LACOSTE STATION CONSTRUCTION PROJECT:

Commissioner Hitzfelder moved to approve authorizing the Administration to solicit financing proposals for the LaCoste Station Construction Project, located at 15901 Garden Street, LaCoste, 78039. Commissioner Page seconded his motion, and the motion was approved with a 3-0 vote.

4 – D. CONSIDER and APPROVE AGREEMENT WITH DR. JESSICA WENTLING TO SERVE IN AN ADVISORY/CONTRACTUAL ROLE AS MEDICAL DIRECTOR IN THE DESIGN OF TRANSPORT EMS SYSTEM:

Chief Cooke stated that MCESD1 EMS transport system must have a medical director of record to obtain licenses. Prior to Chief Windsor's arrival, Chief Cooke researched potential options and one was the medical director, Dr. Jessica Wentling, utilized by Community EMS and Bandera County EMS. When Chief Windsor joined the District, she advised the District that Dr. Jessica Wentling would be a perfect fit for our department. Dr. Wentling currently resides in ESD1 and is 'at the front side of her career' giving the expectation of an active relationship for many years. Dr. Wentling would a 1099 contractor and

compensated \$500/month for her services during the establishment phase of the District's program. Commissioner Ferren had researched her and noted she began as an ER Physician in 2016. Chief Cooke noted her significant other was a Firefighter, and Dr. Wentling had been a paramedic. He also noted that Dr. Wentling had a desire to also teach with us. Commissioner Hitzfelder moved to approve the agreement with Dr. Jessica Wentling to serve in an advisory/contractual role as medical director. Commissioner Ferren seconded his motion, and the motion was approved with a 3-0 vote.

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

Chief Cooke invited members of the Board to ride with him and tour the District at any time. The District is still developing and there were many areas for the Board to see. A few points of interest included:

The 2023 Parade of Homes will feature Country Village Estates, a new subdivision within the Castroville city limits, located at 1491 Country Lane. He worked with the City of Castroville on the IAP. These were higher end homes. The City of Castroville anticipates 8,000+ visitors to view the homes over an approximate two-week period. Commissioner Hitzfelder noted this was a huge deal in San Antonio and the North side of San Antonio.

\$500,000+ priced homes are constructed on the largest lots available locally, promoting homesites of 12,000 sq. ft. with 10 ft setback, full utilities with natural gas included and 1 gig of internet. Currently there are fifty-three ¼ acre plots available for home construction.

Chief Cooke noted that the purchase of another 800+ acre parcel will close soon.

Chief Cooke stated that one can start recognizing streets being formed in the subdivisions along Potranco Road. Red Bird Ranch now has their streets intersecting with CR 381, per their site development plans.

Chief Cooke remarked that the Alsatian Oaks subdivision is still moving forward after an apparent brief slowdown due to utility accesses. He also noted home construction in developments to the west of Castroville, Canyon Creek Preserve, Park Road 37 area, Summit Ridge area; there is no shortage of growth and development.

Chief Cooke noted that the "preliminary taxable valuations" for the MCESD1 District reflected an increase upwards of \$600,000,000 for next year, 2023-2024 budget year.

6. OLD BUSINESS – DISCUSSION and POSSIBLE RESOLUTIONS ON THE FOLLOWING:

Commissioner Page asked if the board could move back to agenda item 3 (Treasurer's Report). The board unanimously agreed, and President Dziuk directed the Board back to 3-B.

Commissioner Page asked if the District received a written monthly report from Randall Parr, the District's financial consultant. Chief Cooke and Commissioner Ferren remarked, the finance committee had received a summary of what could have happened for one month if all funds were already in Texas Class accounts, during the committee's e-mails and dialog; however, since the new investment activity was not finalized yet; there was currently nothing from Texas Class to report to the Board. Current Money Market interest was within the financial report.

7. NEW BUSINESS – INTRODUCTION OF ANY NEW BUSINESS:

7 - A. MONTHLY MEETING – JUNE 14, 2023:

The next proposed regular meeting of MCESD1 will be at 7:00pm on Wednesday, June 14, 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.

8. ADJOURN (MOTION):

Commissioner Page moved to adjourn the meeting. Commissioner Hitzfelder seconded his motion, and the motion passed with a 3-0 vote. President Dziuk adjourned the meeting at 8:49pm.

RESPECTFULLY SUBMITTED,


POLLY EDLUND, DISTRICT ADMINISTRATOR

MCESD1 PRESIDENT


MARVIN DZIUK