

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

PUBLIC MEETING MINUTES

TUESDAY, SEPTEMBER 12, 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, Board Treasurer Terry Beck, and Board Assistant Treasurer Jenny Ferren present. Fire Chief Clinton Cooke, Assistant Chief Sarah Windsor, Deputy Chief of Operations Jamie Esquivel, District Administrator Polly Edlund, Administrative Assistant Lori Stein, Analyst Ronda McNew, and MCESD1 citizen Doris Jungman were also in attendance.

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:

President Dziuk asked Chief Cooke to handle the invocation and Chief Cooke lead the assembly in prayer.

1 – C. INTRODUCTION OF ANY SPECIAL GUEST(S) / RECOGNITIONS:

None.

2. CITIZEN COMMENTS:

None.

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

3 – A. MINUTES, RESOLUTION of ACCEPTANCE – (August 9th and August 23rd)

Commissioner Page moved to accept the minutes from the August 23, 2023, meeting as revised and corrected. Commissioner Ferren seconded the motion, the motion passed with a 3-0 vote, Commissioner Beck abstained. The Board unanimously tabled the minutes from the August 9, 2023, meeting at Administrator Edlund's request.

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

Administrator Edlund advised the report in the Board's meeting material was a 'Draft' copy not the final report. Bank statements were late due to the recent holiday and the final report would be uploaded once complete. The Board approved paying the monthly bills and transfers for September as needed, and unanimously tabled the treasurer's report for August at Administrator Edlund's request.

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

Chief Cooke noted that the district received the September 2023 net sales tax deposit in the amount of \$318,575 from the Comptroller, and the total revenue for the year was tracking 13.06% over the 2022 sales tax totals for the same period. This brings the fiscal year's October thru September deposits was just over \$2.5M. Commissioner Hitzfelder requested that the District investigate to be assured that the District is receiving all the sales tax related to the large commercial project in Rio Medina. Chief Cooke will contact the District's tax monitoring company, HdL Companies, to make sure that the District is receiving the entirety of the sales tax available.

3 – D. STATION 11 PROJECT FINANCING WITH GOVERNMENT CAPITAL- UPDATE:

Administrator Edlund reported that the Station 11 project financing with Government Capital was complete. All documents signed on September 8th and FedExed to Government Capital to secure the proposed interest rate. Government Capital acknowledged receipt before the deadline. Administrator Edlund stated that there was a correction to the original amortization schedule e-mailed to the Board with the first draft loan documents. One financial institution's software used 360 days for a year, and the other financial institution's software, the one buying the note from Government Capital, used 365 days. The difference was minimal and in MCESD1's favor and the attorney has already corrected the corresponding legal documents for the loan. *(The proposed payment discussed in the August meeting was documented as 333,866.03, the final payment in*

the loan documents was \$333,831.17). Administrator Edlund noted the attorney had recommended the agenda item 3-E below to ratify this amortization correction, and to provide clarity on the resolution and actions of the August 23rd meeting.

3 – E. RATIFY ACTIONS OF AUGUST 23rd AND TO AUTHORIZE APPROPRIATE DISTRICT OFFICERS TO EXECUTE ALL DOCUMENTS NECESSARY TO FINALIZE THE LOAN WITH GOVERNMENT CAPITAL:

Commissioner Ferren moved to ratify all actions of August 23rd and authorization of appropriate District Officers to execute all documents necessary to finalize the loan with Government Capital. Commissioner Hitzfelder seconded her motion, and the motion was passed with a 3-0 vote, Commissioner Beck abstained. Commissioner Beck noting that he was not in attendance at the August meeting. Following the vote, Commissioner Beck asked President Dziuk if he could have follow-up questions; noting he had reviewed his e-mails, the loan document, and the minutes from the August meeting, but requested clarification on the \$1M used as a 'contribution' not listed as a 'down payment' in the loan documents, and how the \$300,000 budget figure would fit into the equation? Chief Cooke explained that the \$300,000 was funds for FF&E and testing during construction.

3 – F. CONSIDER AND APPROVE ESTABLISHMENT OF A COMMITTEE TO REVIEW ALL CONTRACTUAL RELATIONSHIPS TO INCLUDE PERSONNEL AND PROVIDER CONTRACTS:

Chief Cooke requested that a committee be established to review all contractual relationships to include personnel and provider contracts to ascertain their relevance to the District. Chief Cooke noted that at the end of each fiscal year, the review of contracts is and becomes a good business practice to establish. Commissioner Hitzfelder moved to approve the establishment of a committee to review all contractual personnel and provider contract relationships and their relevance to the District. Commissioner Ferren seconded his motion, and the motion passed with a 4-0 vote. Commissioner Ferren and Commissioner Page volunteered to be the two ESD Commissioners on the committee along with administrative staff.

3 – G. CONSIDER AND APPROVE RE-ESTABLISHMENT OF THE SALES TAX COMMITTEE:

The City of LaCoste has contacted President Dziuk regarding a sales tax agreement with the District. President Dziuk recommended that a committee be appointed to handle this situation and a copy of the Castroville Sales Tax agreement be made available to all members of the board for review. Commissioner Hitzfelder moved to re-establish the sales tax committee. Commissioner Beck seconded his motion, and the motion was approved with a 4-0 vote. There was a brief discussion regarding the current contract with the City of Castroville. President Dziuk and Commissioner Beck agreed to be the Commissioners on the sales tax committee.

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

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

Administration:

- Chief Cooke stated finalization and adoption of the fiscal year budget along with the ad-valorem tax rate.
- Chief Cooke finalized the contract and financing for LaCoste Station. Chief Cooke noted that on Saturday, October 7, at 9:00am there will be a groundbreaking ceremony.
- Chief Cooke attended the Medina County Commissioners Court meetings.
- Chief Cooke attended the pre-construction meeting with WR Griggs and building committee members.
- Chief Cooke continued to await the final decision on Operation Lone Star Grant. Chief Cooke noted that funding for the grant started on September 1st and that conversation with the Governor's Office and the Medina County Judge have taken place.

Operations:

- Chief Cooke presented the Fire Programs Incident Report by Incident Type – Summary (64-total incidents – 23 incident types) and the Department Response Time by District and individual stations – turnout time and travel time noted in minutes. Average response time is under ten minutes.
- Chief Cooke reported establishing live-burn dates for all personnel to receive live-fire training at a facility. This live-burn training is scheduled twice a year at the San Antonio College Fire Academy. The cost for the facilities with an instructor is \$2,500/day.
- Chief Cooke stated during the month of August that fifty-one firefighters had a total of 285 hours of combined firsthand and classroom training. This does not include the online wildland class they are concurrently taking.
- Chief Cooke noted that during August, 1,146 hours of staffing were covered with nineteen volunteers supplementing our full-time staff. Had this been career staff, this would have cost just over \$25,200 for the month.

Insurance Services Office (ISO):

- Chief Cooke reported that there were no additional ISO updates, and this section will be removed from future reports until additional adjustments deem it a necessity. Chief Cooke noted that the City of Castroville and the City of

LaCoste both have an ISO rating of 4; and the surrounding areas have a 5 rating. The ratings go into the system on December 1st, and the Castroville rate enters the ISO system January 1, 2024.

EMS:

- Chief Cooke stated that demonstrations on ventilators were conducted for the EMS system; in addition to working with Dr. Wentling to complete protocols.

Status of District Assets:

- Chief Cooke noted that all assets are operational to their capabilities. A list is being prepared for presentation at the next meeting to begin the disposal of excess apparatus and equipment.
- Chief Cooke reported the delivery of two new brush trucks and these trucks are currently being outfitted prior to placement in service. One of the brush trucks will be assigned to LaCoste and the other will be assigned for use on FM1283 and garaged in a temporary facility.
- Chief Cooke stated that he is in the process of completing the layout of Station 10 for the board's approval. There will be no increase of building square footage; however, the interior will be remodeled to increase the number of bedrooms to six. Chief Esquivel interjected that the drainage ditch located to the east of the property needs to be cleaned out and maintained by the City of Castroville.
- Chief Cooke noted the completion of multiple repairs in-house by the maintenance team and the additional tracking of supplementary work completed by vendors, primarily Potranco Automotive.

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.
- Attended Commissioner Court meetings.
- Conducted Officers meetings.
- Began planning with the City of Castroville for National Night Out events.
- Responded to major incidents.
- Discussions with County Officials regarding a fire station along FM1283.
- Finalized and presented the 2023-2024 fiscal year budget.
- Finalized and presented recommendations for ad-valorem tax rate.

Public Education and Outreach:

- Chief Cooke reported the continued planning for the National Night Out events and October's fire safety month presentations. A crew spent an entire day at Medina Valley High School demonstrating a fire extinguisher to classes.

Chief Cooke had a deployment to Florida with the TX Task Force team during the recent hurricane and gave a brief report of his activities to the Board.

Chief Windsor's Activities:

Chief Cooke reported the following activities of Chief Windsor:

- Attended the STRAC prehospital MCI committee meeting.
- Began ventilator trial with Zoll and Hamilton medical.
- Attended officers meeting and discussed the outline for the department training program.
- Assisted with the request for medical resources at the St. Louis Day festivities.
- Requested an equipment trial for the Binder Lift. The item was received and placed on E8110 for approximately 30 days.
- Responded and was acting IC (incident commander) for the Stead fire. Worked closely with the Texas Forestry Service, County Officials, and county mutual aid for response support during the incident. Chief Windsor elaborated about the Stead fire stating that the very dry conditions and the limited access to the area were the main problems. She noted that tanker aircraft from Abilene and smaller aircraft from Kerrville were used to spray retardants.
- Attended a National Night Out planning meeting along with Chief Cooke.
- Conducted an updating meeting with Dr. Wentling to discuss the current process, layout of clinical operating guidelines, medical director status, and the upgrade of our FRO license.
- Continued working on the ImageTrend onboarding workbook. Awaiting feedback from EMERGICON regarding the language for the signature pages in our program.
- Received equipment quotes for the new fire apparatus and evaluating these quotes to determine the best supplier.
- Noted that the Operation Lonestar Grant is in pending status.
- Conducted a follow-up meeting regarding the establishment of the department's initial CE (continual education) site license with DSHS (Department of State Health Services).

- Submitted the STRAC regional protocols affidavit (state mandated) and began the process of enrolling the department in STRAC's Regional Infection Control Officer program.
- Attended Tuesday night training with the staff.
- Continued working on on-going EMS projects.
- Attended various meetings, product demonstrations, and training alongside Chief Cooke and Chief Esquivel.

Chief Esquivel's Activities:

Chief Cooke reported the following activities of Chief Esquivel:

- Arranged for the repair of the locks on Stations 12 and 15.
- Attended, with Chief Windsor, a ventilator class/demonstration to determine new ventilators for the department.
- Coordinated repairs to Station 12's propane system to rectify deficiencies located during a Texas Railroad Commission inspection.
- Coordinated repairs to Station 10's HVAC system caused by failure of the blower motors.
- Attended multiple meetings with the LaCoste Station architect team.
- Attended training in Corpus Christi and multiple training meetings within our department.
- Responded to multiple wildfires during the month and assisted Chief Cooke and Chief Windsor as part of the IC system.
- Addressed and resolved maintenances problems that developed during the multiple fires.
- Worked with Mr. Huber to address equipment maintenance and obtained monthly maintenance reports.
- Developed and managed the weekly staffing schedules.

Following the Chief's report, MCESD1 citizen Doris Jungman asked President Dziuk if she could address the Board. She had a fire at her field/pasture caused by an equipment spark. Ms. Jungman praised and thanked the efforts of the crews that came promptly and quickly extinguished the fire.

4 – B. CONSTRUCTION PROJECT UPDATE - LACOSTE STATION PROJECT STATION 11 NORTH OF RAILROAD:

Chief Cooke stated that the first construction meeting 'on site' is scheduled for 9:00am on September 13th. The site excavation began with a 'lot of dust floating around' due to the extremely dry conditions. Commissioner Hitzfelder reported excavation is complete, fill begins this week, foundation should be poured in about two weeks, and CPS is currently in the design stage of the project.

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

Chief Cooke spoke to landowners in the FM 1283 area and there is interest in obtaining land from one party with water and sewer from another. Commissioner Hitzfelder confirmed the land is a better location than the previous proposed site; however, the holdup on obtaining any land for a fire station is Vulcan.

President Dziuk told Chief Cooke to continue working on the Castroville Station 10 project. 'There is a definite need.'

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

7. NEW BUSINESS – INTRODUCTION OF ANY NEW BUSINESS:

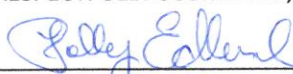
7 – A. MONTHLY MEETING – OCTOBER:

The next regular meeting of MCESD1 is tentatively set for October 11, 2023, at 7:00pm in the Courtroom of the Medina County Precinct 2 facility located at 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 Ferren seconded his motion, and the motion passed with a 4-0 vote. President Dziuk adjourned the meeting at 8:23pm.

RESPECTFULLY SUBMITTED,


 POLLY EDLUND, DISTRICT ADMINISTRATOR

MCESD1 PRESIDENT


 MARVIN DZIUK