

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

**PUBLIC MEETING MINUTES**

WEDNESDAY, OCTOBER 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 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, and Analyst Ronda McNew were also in attendance. Additional attendees were MCESD1 Firefighters Colt Strickland, Collin Waldron, Ernest Espinosa, Robert Leroux, Jonathan A. Crank, MCESD1 Lieutenants Ben L. Hicks, and Ian Zabel.

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

President Dziuk requested all in attendance to rise, face the United States and Texas flags and pledge their allegiance to each. President Dziuk thanked all for their loyal and patriotic participation.

**1 – B. INVOCATION:**

Chief Cooke led the assembly in prayer at the request of President Dziuk, giving thanks to God and asking for his guidance and protection for the Board and Firefighters.

**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 9<sup>th</sup> and September 12<sup>th</sup>)**

Commissioner Page moved to accept the minutes from the August 9, 2023, and September 12, 2023, meeting as presented. Commissioner Hitzfelder seconded his motion, the motion passed with a 4-0 vote.

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

Chief Cooke presented the finance report for September 2023, covering the period from October 1, 2022, to September 30, 2023, reporting that the District has collected 98.61% of the ad-valorem property tax to date, having approximately \$29,500 remaining to collect. Sales tax completed the year with a 13.06% increase. Since the District budgeted for an 8.8% increase, these additional funds provided an extra \$160,000 to the total sales tax revenue for this fiscal budget year. The financial report showed construction loan proceeds/revenue to cover construction draws of \$4,471,841. \$3.5 million of this was the early deposit of the Government Capital loan proceeds for Station 11, the other \$971,000 was the final draw and balance of the Station 15 loan. Architecture fees are above the estimated budget; however, this is covered by the planned loan payment for Station 11 that will not take place this year, a line-item budget amendment. In total, the budget, not including capital, came in at \$530,000 or 88.13% of the total budgeted amount. There were no accounts that are completely out of line. The District ended this fiscal year placing a little over \$1.4 million in the bank compared to the beginning balances of the year. This amount does not include pending reimbursements owed from various deployments and a Texas Forestry Service brush truck grant. Chief Cooke highlighted that since July, when the district changed its investment strategy, the District has netted \$156K in interest income. The District had budgeted for a net of \$20K prior to the strategy change.

There was Board discussion, with questions, and concerns regarding the finances and expenditures, and planned fiscal budget goals adopted for 2023-2024. Chief Cooke addressed all questions during the meeting, and offered to meet with any Commissioner regarding any items that needed more explanation or clarification.

Commissioner Page moved to accept the September Treasurer's Report and all discussed year end budget amendments and journal entries still pending for the 2022-2023 fiscal year as presented. Commissioner Hitzfelder seconded his motion, the motion passed with a 4-0 vote.

### **3 – C. SALES TAX REPORTS (September/YTD):**

Chief Cooke noted that the district received the October 2023 net sales tax deposit in the amount of \$208,527 from the Comptroller. The monthly deposit amount is tracking 3.24% less than the 2022 sales tax total for the same period. Commissioner Ferren asked administrative staff if an additional % of total budget figure could be added to the net sales tax deposit report. Giving the Board a quick reference to the total sales tax budgeted figure, and % of the total sales tax budget revenue received monthly. The report will be modified accordingly.

### **3 – D. GOVERNMENT CAPITAL – UPDATE (STATION 11 PROJECT FINANCING):**

Administrator Edlund reported that the Station 11 project financing with Government Capital was complete, and that Government Capital had assigned the loan to Signature Public Funding. A commissioner inquired about monthly draw funding, and Administrator Edlund explained that the first draw and check was in process. She had spoken to W.R. Griggs Construction, and they agreed with monthly draws being presented at each monthly ESD meeting for check approval, the 2<sup>nd</sup> Wednesday of each month. There was also an inquiry about obtaining a schedule of values for the Station 11 project draws. The schedule of values from the contractor was attached to the monthly draw requests. Administrator Edlund noted that the end of month draws will be added to the TEAMS folder each month for viewing; however, due to the short timeline she would also email them out to the Board.

### **3 – E. CONTRACTUAL REVIEW COMMITTEE – ANY UPDATE:**

Chief Cooke stated that the contractual review committee had individually reviewed each contract that the District has in place; however, the committee had not met collectively to prepare a final recommendation. The agenda item was tabled.

### **3 – F. SALES TAX COMMITTEE – ANY UPDATES:**

The committee has not met; however, Chief Cooke and Administrator Edlund suggested a meeting to have a plan of approach before meeting with the city governments.

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

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

Chief Cooke gave the Fire Chief's Report (September 2023 Report)

Items that Chief Cooke expanded on were:

- Medina County Mental Health Meeting – There is a potential mental health crisis that will affect MCESD1 when MCESD1 becomes responsible for healthcare...not medical, but part of the 911 call process. Mental Health is relatively new to Medina County but not to the industry.
- New radios are now programmed to function on the Bexar County system which now opens lines of communication with Bexar County departments.
- The potential upgrade of the First Responder Organization (FRO) from Basic Level Support (BLS) to Advanced Level Support (ALS) was explained, along with the detailed differences in service provided with each level of service.
- Three of the six ordered Zoll cardiac monitors have arrived and after personnel training, the units will be put into service on engines assigned to stations.
- The new brush trucks have been placed into service; one in LaCoste, the other is currently housed at station #15, but will be assigned to the new Mico location; however, it is available now for use if necessary.
- Engine 8115 was repaired and returned to service. The damage was caused by the paint on the rim eroding and loosening the nut on the bolt. The warranty covered some of the repairs but not much; now personnel routinely check all wheels of apparatuses are torqued.
- MCESD1 will be a regional collaborator with STRAC utilizing STRAC and reciprocating efforts.
- Establishment of the training program guidelines for new medical personnel.
- The generator at Station 15 had a dead battery; replacement battery cost was approx. \$700.

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

Chief Cooke stated that the plumbing should be completed soon, and the next step is to set the forms for the foundation concrete pour. Chief Cooke is meeting with the contractor biweekly, and the contractor approved the construction schedule without claiming any wet weather days. It was noted that there was a groundbreaking ceremony. The only item that the contractor will be waiting on is the generator which has a 52-week lead time. There was some discussion within the Board regarding the generator's availability and opening the station without the generator.

**4 – C. CONSIDER AND APPROVE PROPOSAL FROM DEBRA DOCKERY ON STATION 10 REMODEL:**

The Debra J. Dockery Architecture team submitted a proposal for interior renovations to the Castroville Fire and EMS Station 10. The scope of services included converting the existing training room and day room to firefighter dorms, adding restrooms with showers for the new dorms, opening a direct connection to the existing offices on the northeast corner of the building, and converting an existing office/conference room to a day room. There were some concerns that will be addressed in the initial stage. These include the HVAC system, sewer lines, new lighting and power, upgrade the electrical service, Texas Accessibility Standards addressed, City of Castroville building codes, and permit applications. MCESD1 intends to perform General Contractor responsibilities on the remodel and hire the subcontractors directly.

<b>Proposal</b>	<b>Dockery Architects</b>	<b>Alderson MEP</b>	<b>Total Phase</b>
Initial Design Investigations	\$ 3,940	\$ 5,900	\$ 9,800
Construction Documents	\$ 9,870	\$ 12,060	\$ 21,930
Limited Bidding Assistance	\$ 500		\$ 500
Limited Construction Observation	\$ 2,400		\$ 2,400
Subtotal Fee	\$ 16,710	\$ 18,000	\$ 34,710
Allowances for Texas Accessibility Application and Review and Printing	\$ 2,000		\$ 2,000
<b>Total Proposal</b>			<b>\$ 36,710</b>
Optional Alderson Construction Phase (not included above)		\$ 4,500	

Following a brief discussion, Commissioner Page moved to go forward with the Dockery Team proposal for the Station 10 remodel allocating an amount not to exceed \$42,000 for the project. Commissioner Hitzfelder seconded his motion, the motion was approved with a 4-0 vote.

A Commissioner inquired if a generator was planned for Station 10; however, the Board took no action on this matter.

**II. EXECUTIVE SESSION – CLOSED MEETING:**

The MCESD1 Board of Commissioners will meet in closed executive session as authorized by Texas Government Code Chapter 551 under one or more of the following sections of Chapter 551, Texas Government Code: §§Section 551.072 (*Deliberation about Real Property*) and/or Section 551.071 (*Consultation with Attorney*).

- A. Discussions and actions on the District’s possible acquisition of real property for a station and authorize the appropriate District officers and officials to take all necessary actions in relation to same.

Commissioner Hitzfelder moved to meet in closed executive session as authorized by Texas Government Code Chapter 551 under §§Section 551.072 (*Deliberation about Real Property*). Commissioner Beck seconded his motion, and the motion was approved with a 4-0 vote. The MCESD1 Board of Commissioners, Chief Cooke, and Administrator Edlund went into executive session at 8:08pm.

Commissioner Beck moved to adjourn the executive session. Commissioner Page seconded his motion, the motion was approved with a 4-0 vote. President Dziuk adjourned the executive session at 9:07pm.

**III. RECONVENE IN OPEN SESSION:**

**1. OPEN MEETING: CALL TO ORDER and ROLL CALL:**

President Marvin Dziuk called the meeting back to order at 9:08pm 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, and Analyst Ronda McNew were also in attendance.

**2. DISCUSSION and POSSIBLE ACTIONS FOLLOWING EXECUTIVE SESSION, ABOVE:**

Commissioner Ferren moved to proceed as deliberated in executive session. Commissioner Page seconded her motion, and the motion was approved with a 4-0 vote.

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

Nothing to discuss, the item was tabled.

**4. OLD BUSINESS – DISCUSSION and ACTIONS ON THE FOLLOWING:**

None.

**5. NEW BUSINESS – INTRODUCTION OF ANY NEW BUSINESS:**

**5 – A. MONTHLY MEETING – NOVEMBER:**

The next regular meeting of MCESD1 is tentatively set for November 8, 2023, at 7:00pm. The exact date, time, and location will be confirmed when the agenda is posted.

**5 – B. MCESD1 Long-Sleeved Shirt:**

A Commissioner requested that long-sleeved MCESD1 shirts be obtained for board members to wear to represent MCESD1 at meetings and public functions. The Board concurred and requested that options and pricing be presented for consideration.


**6. ADJOURN (MOTION):**

Commissioner Beck 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 9:11pm.

RESPECTFULLY SUBMITTED,

  
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POLLY EDLUND, DISTRICT ADMINISTRATOR

MCESD1 PRESIDENT

  
\_\_\_\_\_  
MARVIN DZIUK