

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

**PUBLIC MEETING MINUTES**

WEDNESDAY, NOVEMBER 8, 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 7:00pm, 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 Lieutenant Ian Zabel and MCESD1 citizen Doris Jungman.

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

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 first responders.

**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 – (October 11<sup>th</sup>)**

Commissioner Page moved to accept Draft 2 of the minutes from the October 11, 2023, meeting as presented to the Board. Commissioner Beck 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:**

District Administrator Edlund requested that the Board table the Treasurer’s report, which should be completed by the tenth of each month. A motion was needed to pay the bills and make the appropriate transfers. Commissioner Beck moved to pay the bills and make the appropriate transfers. Commissioner Page seconded his motion, the motion passed with a 4-0 vote. The financial report was tabled by the Board and the report will be added to the October TEAMS folder as soon as it is finalized.

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

Chief Cooke noted that the District received the November net deposit from the Comptroller and the District was 6.96% over the total budget amount for this fiscal year 2022-2023. The report format had been changed to document the accrual-based accounting method, the month the tax was paid by the consumer and owed to the District; rather than when the deposit or comptroller’s payment was made to the District. During the auditing process, the auditor makes journal entries at the end of each fiscal year to reflect the October and November deposits as accounts receivables for the prior year’s fiscal year end. The December deposit is the first deposit for the 2023-2024 budget year.

Since this had been brought to Chief Cooke’s attention, he felt the QuickBooks year-end financial reports submitted to the Board should match the audit report, reflecting the GASB33 Accrual Method. The Finance Committee weighed in and agreed to update the spreadsheet to show the last two years fiscal sales tax deposits, by accrual method accounting, and added a budget versus actual line for the board’s monthly review.



**3 – D. STATION 11 CIP DRAWS/YTD PROJECT UPDATE:**

Commissioner Page moved to approve Station 11's second construction draw request of \$149,093.00 to WR Griggs Construction Company. Commissioner Hitzfelder seconded his motion, the motion was approved with a 4-0 vote. Commissioner Page addressed concerns with the responsibility of payment of bills for Terracon Consultants, Inc. as it related to the time spent on the job site. He felt there was enough concern to review the bills in more detail. Since MCESD1 had all the support documentation on file, the internal review on the remittance responsibility should be readily obtained and addressed by the project committee. It was further noticed that all items received and billed by WR Griggs Construction Company prior to construction/installation are insured from theft. The insurance documentation to cover items at the job site had been provided with the draw request.

**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. The committee had not met collectively to prepare final recommendations. The agenda item was tabled.

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

The committee had not met. The agenda item was tabled.

**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 (October 2023 Report).

Commissioner discussion followed and below were a few topics Chief Cooke expanded on:

- During the month of October, MCESD1 covered 1,311 hours of staffing with sixteen volunteers supplementing the full-time staff. This effort saved the District just over \$28,900 for the month, based on a conservative \$25/hour salary rate (\$18 plus benefits). The national average was around \$43-44 p/hr for volunteers. Chief Cooke elaborated that in the past twelve months approximately 14,900 volunteer staffing hours provided an approximate \$349,000 value to the District, using the conservative number. Although MCESD1 lost some key volunteers through retirement and relocation, the volunteer pool has remained at approximately the same number with the replacement of other well-trained volunteers. When asked by a commissioner if the level of training was the same for volunteers as career staff, Chief Cooke assured the Board that all were trained to the same level.
- The District has tentatively been notified that MCESD1 may receive \$188,000 of the grant funds from the Lone Star Grant. The final amount is being reviewed, and correctly submitted to the District, the original notice was included with Medina County's Lone Star Grant notification. The District was using these funds for MDTs (mobile data terminals) for the vehicles, and if the availability of funds allowed, would add purchases for thermal imaging cameras, and cardiac monitors. The original application included funding for a battalion chief position; however, the grant was not funded at hundred percent; thus this opportunity may not be funded.

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

Chief Cooke stated that the construction on the LaCoste Station 11 is on schedule. The rebar was scheduled for Friday delivery. The slab is scheduled to be poured next week, weather permitting. Commissioner Hitzfelder noted a fourteen-foot utility easement for CPS was needed across Mangold's field from FM 471 and this area of concern is currently under discussion.

**4 – C. CONSIDER and APPROVE DISPOSAL of SURPLUS/SALVAGE and/or WORTHLESS INVENTORY:**

Chief Cooke stated that the District has apparatuses that are no longer useful for response. Chief Cooke listed several items at the meeting. President Dziuk requested a list of all disposal items and the proposed disposal method will be presented at the next meeting. This agenda item was tabled.

**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. Discussion and action related to real property for a station and authorize the appropriate District officers and officials to take all necessary actions in relation to same.

Commissioner Page 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 District Administrator Edlund went into executive session at 7:57pm.



Commissioner Beck moved to adjourn the executive session. Commissioner Ferren seconded his motion, the motion was approved with a 4-0 vote. President Dziuk adjourned the executive session at 8:18pm.

***BREAK – District took a short break to allow movement from the conference room to the open session.***

**III. RECONVENE IN OPEN SESSION:**

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

President Marvin Dziuk called the meeting back to order at 8:21pm 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 Ronda McNew were also in attendance. Additional attendees were MCESD1 Lieutenant Ian Zabel and MCESD1 citizen Doris Jungman.

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

Commissioner Ferren moved to proceed as deliberated in executive session. Commissioner Hitzfelder 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:**

None. The agenda item was carried to the next meeting agenda.

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

None. The agenda item was carried to the next meeting agenda.

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

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

The next regular meeting of MCESD1 is tentatively set for December 13, 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 an update on the long-sleeved MCESD1 shirts to be obtained for Board members to wear to represent MCESD1 at meetings and public functions. The Commissioners would like to wear the new shirts at the February Safe-d meeting. Administrator Edlund would get colors and samples to the Board.

**5 – C. SAFE-D's 2024 Annual Conference:**

SAFE-D's 2024 Annual Conference will be at the Irving Convention Center, 500 Las Colinas Blvd W, Irving, TX 75039. Reservations had been made for Wednesday, February 21 thru Saturday, February 24, 2024. District Administrator Edlund had e-mailed the list to those attending the conference and asked Commissioners to review the list and confirm arrangements with her as soon as possible.

**5 – D. MCESD1 Commissioner Re-appointments:**

District Administrator Edlund reviewed the names of the Commissioners whose terms were up in December 2023, and asked if they would like to be considered for re-appointment. She will submit the names to the County Judge's office.

**6. ADJOURN:**

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 8:26pm.

RESPECTFULLY SUBMITTED,

  
POLLY EDLUND, DISTRICT ADMINISTRATOR

MCESD1 PRESIDENT

  
MARVIN DZIUK