

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

**MINUTES**

WEDNESDAY, MARCH 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 Treasurer Terry Beck, Board Secretary Tom Page, and Board Assistant Treasurer Jenny Ferren present. Board Vice President Rodney Hitzfelder was absent. Fire Chief Clinton Cooke, District Administrator Polly Edlund, and District Analyst Ronda McNew were also in attendance. Additional attendees were MCESD1 Lieutenant Ian Zabel, Battalion Chief Joe Wells, 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:**

Fire Chief Cooke led the assembly in prayer thanking the Lord for the opportunity to serve the District, for His guidance for the decisions made during the course of the meeting, 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 – (February)**

Commissioner Page moved to accept the February meeting minutes as presented in the TEAMS Folder. Commissioner Beck 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 March 2023 Finance Report that was presented to members of the Board in the TEAMS folder. The report pages 2-6 detailed the budget verses actuals showing all the fiscal year-to-date transactions, listed by chart of accounts categories, of the time frame of February 9, 2023, through March 7, 2023. The financial report on the remaining pages listed all transfers, deposits, and remittances and a summary of all account balances. Two recent deposits from Medina County ad valorem taxes and Texas state sales tax for March had just been received this week, were not in QuickBooks yet, and would be reflected in the April Report.

Chief Cooke sent a proposal from an investment consultant to the finance committee to be discussed as the District's investment advisor. This individual would oversee all of the District's money, help in the development of an investment policy, serve as the District's investment officer providing investment strategies as appropriate, and provide a monthly report of the District's invested assets. As an advisor, he would have no real access to the District's assets only serving as a consultant for various investments. The MCESD1 staff would do the actual movement of funds per the Investment officer's recommendation. The fee for this service would be \$300/month. Following discussion, Commissioner Ferren moved to accept the financial reports as presented, give approval for paying bills and making appropriate transfers, approve the establishment of a financial advisor position for the District, and to hire the recommended individual, Randall Parr (CPA, Investment consultant, and former fire chief for twenty-five years) to serve as the Investment Officer for the District. Commissioner Page seconded her motion, the motion was approved with a 3-0 vote. Commissioner Beck questioned costs of some of the transactions, HQ telephones, medical supplies, and National Fire Protection fee. Chief Cooke and District Administrator Edlund answered and explained all questions and concerns.

### **3 – C. Sales Tax Reports (February/YTD)**

District Administrator Edlund noted that the February Report was in the Teams folder. The March 2023 net sales tax deposit total was \$181,139.94 and is tracking 11.17% over the 2022 sales tax totals for the same time frame.

### **3 – D. MEMBERSHIP WITH GO MEDINA AND CASTROVILLE CHAMBER OF COMMERCE:**

Commissioner Beck moved that MCESD1 join both organizations, Go Medina and Castroville Chamber of Commerce. Commissioner Page seconded his motion, the motion was approved with a 3-0 vote. This agenda item was discussed at the February meeting with a request to include these memberships on the March agenda.

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

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

#### *Administration:*

- Chief Cooke reported that the contract with Debra Dockery Architect was signed, with the expectation of final construction documents by the first of April.
- Chief Cooke and staff attended the annual SAFE-D Conference in Round Rock.
- Chief Cooke requested a proposal on the future of the District's investment strategy and program from an independent contractor; the proposal had been e-mailed to the Finance Committee for review and comment. (This proposal was discussed and approved under Agenda Item 3-B above).
- Chief Cooke requested that everyone keep Lieutenant Mike Nolen in their prayers. He is on the long road of recovery following his medical emergency.

#### *Operations:*

- Chief Cooke presented the Fire Programs Incident Report by Incident Type – Summary (60-total incidents – 20-incident types) and the Department Response Time by District and individual stations – turnout time and travel time noted in minutes.
- Chief Cooke stated that the District conducted live-burn training for forty-four District personnel. Chief Cooke noted that the live-burn training cost the District \$1,600/day with the services of San Antonio College instructors included. The facility is in Bexar County, not far from Lytle. The live-burn training gave the trainees a glimpse of the rigorously tough situations that could be faced as a responder.
- Chief Cooke reported that there are eight weeks remaining in the in-house fire academy.
- 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 reported that the District is anxiously awaiting availability in the programming schedule for new radios at Bexar County Radio shops.

#### *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 noted that while the District expects an immediate improvement for a large 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.

#### *EMS:*

- Chief Cooke reported that MCESD1 station firefighters are now responding to multiple First Responder calls when the closest EMS unit is unavailable, providing a response to the scene of under ten minutes to most emergency situations.

#### *Status of District Assets:*

- Chief Cooke noted that all current units are in service to their capacity.
- Chief Cooke reported that delivery is expected of the grant truck, 2023 Skeeter Ford F-550 demo Type 3 engine/brush truck, within the next forty-five days. Chief Cooke updated this delivery date to possibly March 31<sup>st</sup> when MCESD1 travels to Hillsboro to perform the pre-construction approval on the first two apparatuses ordered. The 2023 Skeeter Ford F-550 demo Type 3 engine/brush truck (the grant truck) will be assigned to Station 12, and then we will rotate an older unit (small brush truck) from station 12 to Station 11 in LaCoste, to replace an outdated truck at station 11.

#### *Recruitment:*

- Chief Cooke reported that the Assistant Chief position had been narrowed down to four applicants and scenario-based interviews with the remaining applicants will be conducted on March 15<sup>th</sup>.

#### *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 Medina County Commissioners' Court meetings.

- Met with County Commissioner and County Judge on several occasions regarding development and emergency response plans.
- Presented at the annual meeting of the Potranco Ranch HOA.
- Attended the live burn training at the San Antonio College Regional Training Center.
- Responded to a few of the more severe emergency incidents.

*Public Education and Outreach:*

- Chief Cooke reported a 'CPR Save Reunion' was held at Station 10 with a patient and family. Chief Cooke noted that two plaques are being ordered, one to be presented to the individual and family involved and another plaque to put on the wall of the station to honor all involvement in the District's CPR saves.

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

None.

**4 – C. CONSIDER and APPROVE NEW CONTRACT WITH BEXAR COUNTY ESD7:**

Following Chief Cooke's explanation and the Board's discussion, Commissioner Beck moved to approve the contract with Bexar County ESD7 for fire rescue and EMS response for the Park Road 37 and State Highway 16 area of MCESD1. Commissioner Page seconded his motion, the motion was approved with a 3-0 vote.

**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. Items mentioned were developments around Castroville including Alsatian Oaks, alternate routes in/out of the area, a new commercial establishment along Hwy 90 East, and another commercial facility west of Castroville near Robbins Propane with construction scheduled to begin in 2024.

**6. UNFINISHED BUSINESS (FKA OLD BUSINESS)– DISCUSSION and POSSIBLE RESOLUTIONS ON THE FOLLOWING:**

Chief Cooke noted that the Polaris ATV is not yet in service; still awaiting formal training.

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

**7 - A. MONTHLY MEETING – APRIL 12, 2023,:**

The next proposed regular meeting of MCESD1 will be at 7:00pm on Wednesday, April 12, 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.

District Administrator Edlund stated that the LaCoste Lions VFC 501c3 representatives, MCESD1 Commissioner Dziuk, MCESD1 Commissioner Hitzfelder, and LaCoste Business owner David Mangold, will meet an hour prior to the regular MCESD1 meeting. This will be the first meeting of the new three member board and new LLVFC officers will be determined at this meeting.


**SAFE-D 2024 ANNUAL CONFERENCE:**

Save the Date! SAFE-D's 2024 Annual Conference, at the Irving Convention Center, 500 Las Colinas Blvd W, Irving, 75039, Thursday, February 22 – Saturday, February 24, 2024.

**8. ADJOURN (MOTION):**

Commissioner Beck moved to adjourn the meeting. Commissioner Page seconded his motion, and the motion passed with a 3-0 vote. President Dziuk adjourned the meeting at 7:38pm.

RESPECTFULLY SUBMITTED,

  
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 POLLY EDLUND

MCESD1 PRESIDENT

  
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 MARVIN DZIUK