

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

**PUBLIC MEETING MINUTES**

WEDNESDAY, JANUARY 10, 2024, 7:00PM

Meeting Location: Medina County Precinct 2 Bldg., Courtroom, 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 Rodney Hitzfelder, Tom Page, Jenny Ferren, and Jason Bertie 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 Medina County Judge Keith Lutz, Medina County Precinct 1 Commissioner Jessica Castiglione, citizen Doris Jungman, and numerous MCESD1 firefighters and medics.

**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 for the Board and His protection for first responders.

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

President Dziuk introduced and welcomed Medina County Judge Keith Lutz and Medina County Precinct 1 Commissioner Jessica Castiglione to the MCESD1 meeting.

**2. COMMISSIONER STATUS - DISCUSSION and RESOLUTIONS ON THE FOLLOWING:**

**2 – A. MCESD1 COMMISSIONER STATUS – OATH OF OFFICE/COUNTY APPOINTED ESD COMMISSIONERS SWORN IN:**

President Marvin Dziuk reported that Medina County Commissioners Court held a meeting on January 8<sup>th</sup>, 2024, and new ESD commissioners had been appointed to the Medina County ESD#1 Board. Marvin Dziuk and Rodney Hitzfelder had been re-appointed, and Jason Bertie was a new appointment. (Commissioner Beck was not reappointed) Medina County Judge Keith Lutz administered the oath of office to the newly appointed commissioners, swearing them into two-years of service, January 1, 2024 – December 31, 2025, as Commissioners on the Medina County Emergency Services District 1 Board. After collecting all the required signatures and documentation for the Oath of Office and Statement of Appointed Officer paperwork, Judge Lutz congratulated the new Commissioners and thanked the entire Board for their service and President Dziuk thanked Judge Lutz for his time to perform this duty.

**2 – B. MCESD1 BOARD OFFICER POSITIONS ESTABLISHED and APPROVED BY NEW MCESD1 COMMISSIONERS:**

Following the swearing in of the commissioners, the Board established the officer positions each would hold. Commissioner Hitzfelder moved to approve the following slate of officers. Commissioner Page seconded his motion, and the motion was approved with a 4-0 vote.

President – Marvin Dziuk

Vice President – Rodney Hitzfelder

Secretary – Jason Bertie

Treasurer – Jenny Ferren

Assistant Treasurer – Tom Page

**2 – C. MCESD1 COMMITTEE POSITIONS ESTABLISHED and APPROVED BY NEW MCESD1 COMMISSIONERS:**

Following the establishment and approval of the officer positions, the MCESD1's Board discussed the list of committees and established and approved new committees by the commissioners. Commissioner Hitzfelder moved to approve the Finance Committee. Commissioner Ferren seconded his motion. Discussion continued. Following discussion Commissioner Hitzfelder



moved to amend his motion that the following committees be approved as listed on the proposed committee sheet presented by Administrator Edlund. Commissioner Page seconded his motion, and the motion was approved with a 4-0 vote.

Budget and Finance Committee:

Treasurer/Commissioner Ferren, Asst. Treasurer/Commissioner Page, Fire Chief Cooke, and District Administrator Edlund.

Facilities and Maintenance Committee:

This committee remained the same; Commissioner Hitzfelder, Commissioner Page, and Fire Chief Cooke. Deputy Chief Esquivel also assisting.

Contractual Review Committee:

This committee remained the same; Commissioner Ferren, Commissioner Page, Fire Chief Cooke, and District Administrator Edlund.

Monthly District's Reports, Reviews & Oversight:

New Commissioner Jason Bertie was added to all, District Administrator Edlund was removed from the Truck Rotation and replacement needs, Commissioner Page was added to the 501c3 Reporting and Financial Oversight, and Ronda was removed from all Sales Tax reporting.

**2 – D. CONFIRMATION OF BOARD MEMBERS APPOINTMENTS TO 501c3s BY MCESD1 BOARD:**

Administrator Edlund explained that the new 501c3 by-laws required the MCESD#1 Board to appoint new board members each year as needed, and especially if any ESD Commissioners change. Since Commissioner Beck was the ESD Commissioner and President of the Castroville VFC 501c3, a change was needed on this board. Commissioner Hitzfelder moved to appoint the following members to the Castroville VFC 501c3 Board. Commissioner Page seconded his motion, and the motion was approved with a 4-0 vote.

Castroville VFC 501c3: President Tom Page, Secretary Marvin Dziuk, and Treasurer Beatrice (BeBe) Hurtado

Commissioner Page moved to appoint the following members to the LaCoste Lions Club VFC 501c3 Board. Commissioner Hitzfelder seconded his motion, and the motion was approved with a 4-0 vote.

LaCoste Lions Club VFC 501c3: President David Mangold, Secretary Rodney Hitzfelder, Treasurer Marvin Dziuk

**3. CITIZEN COMMENTS:**

None.

**4. ADMINISTRATION - DISCUSSION and RESOLUTIONS/ACTIONS ON THE FOLLOWING:**

**4 – A. MINUTES, RESOLUTION of ACCEPTANCE – (December 13<sup>th</sup> and December 20<sup>th</sup>)**

Commissioner Page moved to accept Draft 1 of the minutes from the December 13, 2023, meeting and the December 20, 2023, meeting as presented to the Board. Commissioner Hitzfelder seconded his motion, the motion passed with a 4-0 vote.

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

Chief Cooke presented the finance report for December 2023 covering October 1, 2023, to December 31, 2023, for budget vs. actual and a list of transactions for December 1, 2023, to December 31, 2023. During the first quarter of the fiscal year, 10.27% of the Ad-Valorem property tax had been collected; however, the bulk of the property tax revenue would be distributed in January and February. Sales tax for the first quarter is really for one month since sales tax is paid two months in arrears from collection. MCESD1 has a grant income payment of \$138,000 which was the Mico apparatus grant. Chief Cooke highlighted that the change in the investment process netted \$150,159.06 during the first quarter with the budgeted amount of \$225,000 for the year. Chief Cooke stated that during the first quarter MCESD1's spending is tracking below budgeted amounts and that there are no accounts completely out of line. The report gave the current total account balances showing \$4.6M of unencumbered funds.

Commissioner Ferren moved to approve the report as presented, to pay the bills, and make the appropriate transfers. Commissioner Page seconded her motion, the motion passed with a 4-0 vote.

**4 – C. SALES TAX REPORTS (January/YTD):**

Chief Cooke noted that the district received the January net deposit of \$206,122.69 for sales tax from the Comptroller. This amount was close to the same amount as last year's January Deposit, and the sales tax is flat, approximately 13% for the first two months.



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

Commissioner Page moved to approve Station 11's fourth construction draw request of \$283,518.00 to WR Griggs Construction Company. Commissioner Hitzfelder seconded his motion, the motion was approved with a 4-0 vote. It was reported that some of the value-engineering items previously noted had to be revised. One item discussed was an A/C system not being accepted by engineers. The contingency was utilized, and the result was a change order for \$1,740. There is now electrical power to the site; however, it is not attached to the transformer. The red iron had been delivered today, and ready for construction/installation. The water meter was reduced to a 1.5" water meter, reducing the amount of acre-feet of water that the City of LaCoste required the district to purchase, as part of a development agreement.

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

There were some VFD contracts still needing to be discussed with the committee; however, Chief Cooke stated that no action was required at this time.

#### **4 – F. SALES TAX COMMITTEE UPDATE – Potential Sales Tax Agreement with City of LaCoste:**

President Dziuk and Chief Cooke stated that they felt the City of LaCoste was ready to move forward with a sales tax agreement. This needs to be discussed with the ESD's attorney. President Dziuk will touch base with LaCoste's mayor before contacting the attorney to begin drawing up related documents.

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

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

Chief Cooke presented the Fire Chief's Report (December 2023 Report).

Items that Chief Cooke expanded on were:

- Medina County Emergency Services District 1 began accepting volunteer application for the next academy. Chief Cooke reported that currently there are nineteen volunteers for the new academy. Seven of the nineteen are from Medina Lake VFD.
- Station 14 Project Update: Architect Debra Dockery will prepare a proposed feasibility study for the location of this planned station.

#### **5 – B. CONSIDER and APPROVE PURCHASE OF METAL BUILDING FOR NEW STATION 14:**

Chief Cooke noted that this was already a part of the fiscal year budget, a temporary facility on FM 1283 and FM 471 is needed to garage apparatuses for security and protection. The existing mobile home, to be leased to support the crews for living quarters, will only need furniture. There is an existing slab that will accommodate a 40' x 50' x 14' building. Quotes were solicited from four companies. Chief Cooke's recommendation was to purchase the building kit from Metal Mart at their proposed price of \$31,733.57 and upon delivery the district will subcontract an erector (cost estimated per Chief Esquivel to be about \$10,000.) Commissioner Hitzfelder moved to purchase the building kit from Metal Mart for housing apparatuses at new Station 14 when the site becomes available. Commissioner Ferren seconded his motion, the motion was approved with a 4-0 vote.

There was discussion about the purchase of capital items. Chief Cooke stated that on most items, three bids are obtained, and these are presented to the Board; however, there are some items that are 'territorial' where only a singular vendor represents the item or if the purchase is made through HGAC, then it becomes a 'Dodge, Chevy, or Ford' situation, 'pick one and move forward'.

#### **5 – C. CONSIDER and APPROVE ORDERING A PUMPER TANKER FOR STATION 12:**

Chief Cooke noted that it was budgeted to purchase a pumper tanker to be placed in the Mico station as part of a normal replacement plan for the existing engine. The District initially planned to put the current-ordered engine in Mico as a replacement; however, the District was successful in obtaining a Type 3 engine that was partially paid for by a grant. This Type 3 engine is now being used as the station's primary truck and the new engine that will deliver at the end of this year will be assigned to Station 14. The preliminary budget for the pumper/tanker was 607K with 3-4 years lead time. Recently Chief Cooke obtained a quote from Siddons-Martin to order a four-person cab 3,000-gallon pumper/tanker on a commercial chassis utilizing the HGAC Purchasing Cooperative. This apparatus will serve the purpose of two vehicles currently assigned to Mico's Station 12 allowing the District to move the current tender to Station 14 and place the existing engine in reserve status upon the arrival of this four-person cab 3000-gallon pumper/tanker at the end of 2027. Chief Cooke requested Board approval to purchase the four-person cab 3,000-gallon pumper/tender with a delivery within 38-39 months for a payment of \$785,658.00, a price \$115,658 over the budgeted amount. However, if the projected investment returns continue, these earmarked funds will make over \$100,000 during that time. Commissioner Hitzfelder moved to approve the purchase of the four-person cab



3,000-gallon pumper-tanker for \$785,658.00, and any needed budget adjustments. Commissioner Page seconded his motion, the motion was approved with a 4-0 vote.

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

Chief Cooke reported that the new development along US Highway 90 near Robbins Propane would begin work on that site soon. The first piece of equipment had already been delivered to this site. Questions were asked as to how these facility buildings progress on a timeline. Chief Cooke noted that as they sell to capacity, they start new construction.

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

None.

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

**8 – A. SAFE-D Training Conference, Wednesday, February 21<sup>st</sup>, thru Saturday, February 24<sup>th</sup>, - Posting of Possible Quorum Agenda:**

SAFE-D's 2024 Annual Conference will be at the Irving Convention Center, 500 Las Colinas Blvd W, Irving, 75039, and Board Commissioners will travel on Wednesday, February 21 through Saturday, February 24, 2024. District Administrator Edlund had secured hotel reservations for all attendees at the Westin Hotel and would e-mail attendees with all necessary information in February. President Dziuk directed District Administrator Edlund to handle the posting of the possible quorum agenda.

**8 – B. MONTHLY MEETING – Thursday, February 15<sup>th</sup>, Thursday Meeting due to Valentine's Day on Regular Meeting Day:**

The next regular meeting of MCESD1 is tentatively set for Thursday, February 15, 2024, at 7:00pm, due to Wednesday evening being Valentine's Day. The exact date, time, and location will be confirmed when the agenda is posted.

**8 – C. Informative History of the District:**

Commissioner Hitzfelder presented a highly informative, and detailed history of the Medina County ESD#1 to the members of the Board and audience. He explained how strategic planning decisions had been reached over the past twenty-five to thirty years. He gave an overall history including great visions to create the district, original station planning and how those decisions were reached, master planning goals secured, including new opportunities which proved to be vital, in securing the sales tax to increase district funds to reach the next generation of goals to meet evolving growth of the district. He further gave reasons why some past plans/goals did not reach potential or original expectations. He detailed current growth planning goals of the district and its future. He is proud of the MCESD#1, its growth, and its image presented to the area, and thanked all, past and presently involved, for their leadership and vision.


**9. ADJOURN:**

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 8:21pm.

RESPECTFULLY SUBMITTED,

  
POLLY EDLUND, DISTRICT ADMINISTRATOR

MCESD1 PRESIDENT

  
MARVIN DZIUK, PRESIDENT