

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

PUBLIC MEETING MINUTES

THURSDAY FEBRUARY 15, 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 7:00pm, and established a quorum with commissioners 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 were also in attendance. Additional attendees were Lieutenant Zabel, Lieutenant Wells, and volunteer firefighter Collin Waldron.

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 participation.

1 – B. INVOCATION:

At President Dziuk's request, Fire Chief Cooke led the assembly in prayer 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:

None.

2. CITIZEN COMMENTS

None.

3. ADMINISTRATION – DISCUSSION AND RESOLUTIONS/ACTIONS ON THE FOLLOWING:

3-A. MINUTES, RESOLUTION OF ACCEPTANCE – (January 10th)

Commissioner Page moved to accept the January 10th minutes with a correction in paragraph 5A of the first draft. He stated in the first draft minutes, section 5A read that Debra Dockery will prepare a feasibility study and he would like to change the wording to prepare a 'proposal' for a feasibility study. He moved to approve the minutes as amended. Commissioner Hitzfelder seconded his motion, and the motion passed 4-0.

3-B. TREASURERS REPORT – FINANCIAL REPORTS, APPROVAL FOR PAYING BILLS AND APPROPRIATE TRANSFERS:

The January 2024 financial report was presented to the Board, and Chief Cooke highlighted a few key items of interest. Two grant payments were received, one for the TIFMAS/Dilley deployment of approximately \$65K, and \$138,000 from a Mico apparatus grant. The district had received 80.65% of the Ad-Valorem property tax. The Sales tax report for December through February reflected 24.34% of the budget revenue received. Chief Cooke highlighted that the change in the investment process netted \$201,051.60, with the budgeted amount of \$225,000 for the year. Chief Cooke stated the MCESD1's budget is tracking below budgeted amounts and that there are no accounts he had concerns with. The report gave the Board a budget vs. actual through January 31st, a list of current month transactions, and all fund account balances, with total fund balances in all funds of \$12,329,819.82. The district had open purchase orders to the sum of 3.6M on apparatus and medical supplies, and pending station expenditures at 3.3 million, leaving unencumbered funds estimated at 5.4 million. Treasurer Ferren confirmed that the finance committee would hold another committee meeting after February, following most of the property tax revenues being received.

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

3-C. SALES TAX REPORTS (JANUARY/YTD)

Chief Cooke noted the February sales tax net deposit was \$214,042.40 which was .06% higher compared to last February. He noted that the budgeted amount for sales tax this fiscal year is less than last year's overall income, primarily because when

we updated the report process to the accrual method December to December reporting, the overall sales tax numbers for last year presented higher. (Previously reported as net cash deposits October through September, now reporting net cash deposits on accrual basis December to December on the sales tax net deposit report.) Thus, the projected numbers used during the prior budget cycle were affected. The overall sales tax for this fiscal year was budgeted at 2,500,000 and that is lower than the overall net sales tax reported for last fiscal year 2022-2023. Last year's numbers after adjusting the reporting process to reflect the accrual months December to December, the end of year revenue for 2022-2023 came in higher at \$2,606,430.68 for the prior fiscal year. The Finance committee did not have this adjusted data in hand when finalizing the current budget.

Commissioner Ferren noted that she had asked for some specific changes to the sales tax reporting format, and she did not see them in this report. Administrator Edlund said the administrative team is in a transition and training period following the departure of Ms. McNew, who designed the previous reporting formats. She planned to meet with Ms. McNew and changes could be made moving forward.

3-D. STATION 11 CIP MONTHLY DRAW APPROVAL, YTD PROJECT COST & ANY CONSTRUCTION PROJECT UPDATES:

Commissioner Page moved to approve Station 11's fifth construction draw request of \$141,930.00 to WR Griggs Construction Company. Commissioner Hitzfelder seconded his motion, the motion was approved with a 4-0 vote. Discussions continued with committee members answering any questions about construction in progress.

4. FIRE CHIEF'S REPORT – DISCUSSION AND ACTIONS ON THE FOLLOWING:

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

Chief Cooke gave the Fire Chief's Report for January 2024, see report for details. Notes of interest or additional board discussion included:

- Chief Cooke gave an overview of the contents to be included in the district's annual report, soon to be released and made available to the public. The report will cover everything about the district, its activities for the year, a brief bio on each board member, financial status, annual plans, and more. Because this report will become something provided annually to the public, it will also be a chronicle of the district's activities. Assistant Chief Windsor was spearheading the project and hoped to have a draft at the next ESD meeting for review.
- On the administration side, the audit documents had been signed and presented to the auditor with the expectation that the audit would be completed by the annual deadline and possibly ahead of schedule.
- On the operations side, there is a new incident reporting software, Image Trend, being used resulting in a change of report formatting. Commissioner Bertie had some previous knowledge of the software, and he and Chief Cooke agreed it was good software, had many good data resources and qualities, however learning how to get the data out was not so easy. It was a work in progress to get reports to acceptable levels for the commissioners.
- Chief Cooke also notified the board that Mr. Dan Huber would be leaving the district. He had been a tremendous asset to the district handling the maintenance on apparatus and he would be missed.
- Commissioners had questions about the medic units and pending arrival dates, January – February 2025. The manufacturers were trying to work on ways to help our district meet its goals. They may have 1-2 units arrive before others. The district needed the first two units to get licensing with the state. The remaining units would follow, and they would work with the district to get all units in place.
- Chief Cooke held discussions with the board regarding plans for remodeling station #10 annex (old CVFD station) into a training facility. A design plan was presented for the Board's review and comments.
- The final draft agreement had been executed by MCESD1 on the new station #14 lease agreement with purchase options included.
- Also discussed was a plan to add living quarters to station #12 in Mico. This discussion was taking place with the 501c3 Board in Mico to utilize prior donation funds for this project. It would benefit and serve the community who helped to raise those funds.

4 - B. CONSIDER AND APPROVE PROPOSAL FOR FEASIBILITY STUDY FOR STATION #14:

The Board was presented with a proposal from Debra J. Dockery, Architect, P.C. for a feasibility study for the new fire station #14 which included architectural and engineering services. The feasibility study would explore the adaptation and modifications necessary to fit a station design similar to station #11's design to fit the new station #14 site. The proposal included a concept level site plan and floor plan, defined scope descriptions, recommended budgets, explore funding and phasing options, and opportunities and constraints for the new facility. The proposal would also cover the cost of construction for various systems, value engineering and alternatives would be explored to fit the realities of the Medina County ESD#1.

Engineers would perform research of potential site drainage requirements, research of existing conditions, review, and verification of floodplains, make preliminary coordination regarding utility services in relation to developer's master plan, and prepare an order of magnitude cost estimate. The architectural portion of the proposal was \$10,260. Chief Cooke explained that Dockery's group had acquired two estimates on the engineering portion of the proposal. One from the seller's engineers and one from Respec Civil engineers, the engineering firm used in several of the more recent MCESD#1's projects. The cost difference for engineering only was approximately \$1,690. The board discussed the two engineering options and benefits of having their own engineers vs. the engineer firm representing the seller. Several ESD Commissioners had concerns about low areas on or around the property and water flows. The Board also discussed taking this project in steps; there was no need to move forward with building design until they had a good report from the engineering study in hand. The lease/purchase agreement had a sixty-day feasibility study period, and the final closing was pending a favorable outcome of the feasibility study. Once the engineering phase comes back good, then they can move forward with the building design phase. Commissioner Hitzfelder moved to accept Debra Dockery's feasibility proposal for engineering using Respec Civil Engineering firm, and without the pre-design site development phase. Commissioner Ferren seconded his motion, and the motion passed 4-0.

4 – C. CONSIDER AND APPROVE DEVELOPMENT AGREEMENT WITH CITY OF LACOSTE FOR NEW STATION #11 Fire Station PROPERTY:

Chief Cooke explained that the development agreement had gone back and forth between the City of LaCoste's attorney and the ESD's attorney for several months, working out the issues as they related to water rights. The final draft had been delivered to the MCESD#1 earlier today. Commissioner Hitzfelder had made a phone call to the ESD's attorney regarding the reduction in the meter size of the station #11 project, to reduce the acre feet of water required to do the development agreement. The current draft includes a purchase of 3.25-acre ft. of unrestricted ground water transferred to the City of LaCoste. This was an estimated cost of 5,000 to 10,000 per acre ft. and a one-time purchase. Chief Cooke explained that upon the approval of the development agreement in tonight's meeting, the MCESD#1 would move forward with the purchase of the water. Commissioner Hitzfelder moved to approve the development agreement with the City of LaCoste as presented. Commissioner Page seconded his motion, the motion passed 4-0.

5. NEW OR UPCOMING DISTRICT DEVELOPMENTS – DISCUSSION and ACTIONS ON THE FOLLOWING:

A general overview was held among the Board and Chief Cooke reviewing the most recent growth and developments in and around the district. No action was needed.

6. OLD BUSINESS – DISCUSSION and ACTIONS ON THE FOLLOWING:

None.

7. NEW BUSINESS – INTRODUCTION OF ANY NEW BUSINESS:

7-A. Reminder - SAFE-D training conference - the travel and training for the SAFE-D conference was scheduled for Wednesday, February 21st through Saturday, February 24th. A Possible Quorum agenda had been posted.

7-B. Next MCESD1 meeting - The next regular meeting of MCESD1 is tentatively set for Wednesday March 13th, at 7:00pm. The exact date, time, and location will be confirmed when the agenda is posted.

7-C. Homestead exemption – Chief Cooke had spoken to the Medina County Appraisal District, and the deadline to discuss and adopt a Homestead exemption was April 1st. The Board would like this item added to the next meeting agenda, March agenda, for discussion and possible action.

8. 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 7:56.

RESPECTFULLY SUBMITTED,


POLLY EDLUND, DISTRICT ADMINISTRATOR

MCESD1 PRESIDENT


MARVIN DZIUK, PRESIDENT