

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

PUBLIC MEETING MINUTES

WEDNESDAY, September 11, 2024 7:00PM

Meeting Location: Medina County Precinct 2 Bldg., Courtroom, 8366 FM 471 S, Castroville, TX 78009

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 Jenny Ferren, Tom Page, Leroy Haby and Rodney Hitzfelder present. Also present were Fire Chief Clinton Cooke, District Administrator Polly Edlund, Assistant Fire Chief Sarah Windsor, Deputy Chief Jaime Esquivel, and Administrative Assistant Lori Stein.

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:

President Dziuk asked for a moment of silence to remember those lost during 9/11. He then asked Chief Cooke to do the invocation. Chief Cooke led the assembly in prayer giving thanks to God, to please be with those and the families that were affected by the 9/11 events 23 years ago and asking for His guidance for the Board and members of the MCESD#1, and for His protection for all 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 – (August 14, 2024 Minutes)

Commissioner Hitzfelder made a motion to accept the minutes for both the August 14 public hearing and the regular meeting. Commissioner Page seconded his motion, and the motion passed, 4-0.

3 – B. FINANCIAL REPORTS, APPROVAL FOR PAYING BILLS AND APPROPRIATE TRANSFERS

Chief Cooke reviewed the August 2024 finance report that was presented to members of the Board. The report detailed the budget versus actuals showing all the fiscal year-to-date transactions covering the period of October 1, 2023, through August 31, 2024. Chief Cooke noted that the district was eleven months or 91.67% into the current fiscal year and on track with budget and he is comfortable with the current monetary position. The property tax revenue was 97.6% collected on the current tax levy and 103.7% collected on the budgeted amount, which included some prior years' delinquent and penalties revenue. Sales tax represented nine months collected (Dec-Aug) and was currently sitting at \$1,754,832.77. (*The September sales tax figure was posted after the financial report was run, and the new figures were discussed under item 3-C below*). Response billing has netted \$20,747 compared to the budgeted amount of \$10,000, with some 2023-2024 budget year revenue still in accounts receivable. Grant income was \$138,000 on the Mico apparatus, and there was a \$65,000 TIFMAS reimbursement on the Dilley deployment. There were also some other deployment reimbursements still pending for this fiscal year. Investment income had reached \$479,880 through August, the budgeted amount was \$225,000. There was a significant increase in investment funds for this past year. This increase was not carried into next year's budget because the LaCoste construction loan proceeds were given to the district early and allowed us to use those funds to earn additional investment income for this year. As the construction draws and other project payments get finalized, the investment income may not track at the same rate of return next year. Pages 10 through 12 showed daily transactions for the month. Page 13 showed all current account balances totaling 7.6 million with open purchase orders at 3.4 million and total unencumbered funds at 3.7 million. This continued to track the district in line to finish the year report with approximately 4.1 million of unencumbered funds. Commissioner Ferren moved to accept the August financial report as presented, approve paying all

the bills and to make all appropriate transfers needed. Commissioner Hitzfelder seconded her motion, and the motion was approved with a 4-0 vote.

3 – C. SALES TAX REPORT (August / YTD)

The sales tax report was submitted to the board. The September deposit was \$196,538.16. The net sales tax revenue for the fiscal year to date, December 2023 through September 2024, was \$1,951,370.93 and made up 78.05% of this fiscal year's 'net' sales tax revenue deposits. The deposits for October through December 2024 were still pending. There was no action required.

3 – D. CONSIDER AND APPROVE POSTING OF BUDGETED ADMINISTRATIVE POSITION

Chief Cooke commented on the administrative position previously discussed and budgeted within the 2024-2025 budget, that had been approved in the August meeting. As the District grows, the need for a dedicated personnel department will be necessary to service the incoming paid staff and volunteers. During the budget presentation, he recommended realigning the current administrative staff to fill the new personnel position, and with that change, a new administrative employee would be needed to fill the administrative position left vacant. After Board discussion on planned personnel to be hired, Commissioner Ferren emphasized that there would be defined job descriptions between the personnel position and the administrative position. Commissioner Haby requested copies be presented of the formal job descriptions for both positions, and time allowed for the board to review these before voting on this agenda item. Commissioner Hitzfelder moved to table the item until the next meeting after job descriptions had been provided to the Board. Commissioner Page seconded his motion, and the motion passed 4-0.

4. FIRE CHIEF'S REPORTS – DISCUSSIONS AND ACTIONS ON THE FOLLOWING:

4 - A. FIRE CHIEF'S REPORT

Chief Cooke gave the Fire Chief's report for the prior month of August, see report for details. Notes of interest or additional board discussion included:

- The pre-build had been conducted on the ladder truck on order in Wisconsin.
- A substantial walk-through had been performed on the station 11 construction project.
- The State Inspection for EMS licensing had been rescheduled for September 20, 2024. Chief Windsor gave a short overview of the DSHS onsite process and what the Board could expect as far as timelines go for the new EMS project.
- The last notice received from the manufacturer on the arrival of the five new medic units was a December ETA. The pre-builds had already been completed. Chief Cooke had spoken to Allegiance regarding the transition and Allegiance had agreed to work with MCESD1 through the process. Some personnel may transition over; however, they had been notified that EMT only will not be hired. They had to join MCESD#1 as FF/Medic. Once MCESD1 is ALS all FFs would be medics who could provide the exact same care as crews on medic units, whether responding from an engine or another type of vehicle.
- Meetings had been held to launch the new HandTevy EMS protocol app. An online protocol resource for personnel. The Board discussed the use of this app on trucks and cell phones. There was no requirement or obligation on employees to use personal devices.
- MCSO Dispatch was working with MCESD1 Chiefs to set up and learn new Pro QA software that provided a standardized questioning and response system. Medina County 911 District had acquired the software through a grant. Several county agencies worked together to better the response processes.
- A used vehicle, 2020 Tahoe had been located for the Medical Director, this unit will be wrapped. This used vehicle had 51,000 miles on the vehicle; however, it was in good condition and within budget.
- Chief Cooke also discussed the salvaged engine donated through Helping Hands to its donee in Jasper, Texas. He was trying to locate transport to help deliver the apparatus. The board discussed alternative measures should he not secure a donation to get the truck delivered.
- Chief Reddout, Division Chief of Training, was working on physical fitness assessments using rowing machines and fitness equipment to perform fitness testing.

4 - B. CONSTRUCTION COMMITTEE REPORTS AND PROJECT UPDATES

4 - B - 1. STATION #11 CIP MONTHLY DRAW APPROVAL, CONSTRUCTION PROJECT UPDATES & YTD PROJECT COSTS

Station 11 construction committee had completed a substantial completion walk through on the project. They were working on a final punch list. There were several items to be finished. The MCESD#1 would be ordering the FF&E items still needed for the project to have staff in the station by early October, as budgeted. The total expended on the project through August was \$4,064,558 including tonight's pay app number #12. The project currently had \$120,548 in open purchase orders. The

remaining balance owed to W.R. Griggs Construction, including retainage, was \$297,365. The draw request #12 to be approved in tonight's meeting is for \$156,227.50. The overall encumbered total was currently at \$4.48 of the 4.5-million-dollar budget for the Station #11 facility project. Leaving approximately 18K to complete any FF&E (i.e. kitchen appliances and utensils). Commissioner Page moved to approve the draw request #12 in the amount of \$156,227.50 for W.R. Griggs Construction Company, Inc. Commissioner Hitzfelder seconded his motion, and the motion passed 4-0.

4 - B - 2. STATION #10 CIP3 - REMODEL PROJECT CONSTRUCTION UPDATES & YTD PROJECT COSTS

The station #10 project was approximately 95% complete. The crews were utilizing the new dorms this week. The plumbing work continued with the main line connection. The flooring was approximately 85% completed. Additional cabinets and countertops were installed. Work continued regarding the low voltage for the alerting system, which was being conducted by MCESD#1 staff. The new appliances were being purchased this week. The project had expended \$311,707 and had open purchase orders of \$31,703. Leaving approximately \$150,000 to complete the annex project. The station #10 annex project had the floor plan finalized, and staff was working on finalizing contractor proposals for supplies and contractor purchase orders.

4 - B - 3. STATION #14 CIP4 - REMODEL PROJECT #14 – CONSTRUCTION PROJECT UPDATES & YTD PROJECT COSTS

The station 14 project was approximately 98% completed. Chief Esquivel was installing electrical in the bays and had brought in more road base and rock for the main driveway after recent rains. The project had expended \$373,757 of the amended budget of \$394,661 to put that station online this year.

It was noted that the station #12 project was in its early planning stages, working through subcontractor selection processes and would not be starting until the station #10 and station #11 projects were completed, placing this project in the 2024-2025 fiscal budget year.

5. NEW OR UPCOMING DISTRICT DEVELOPMENT(S) – DISCUSSION AND ACTIONS ON THE FOLLOWING:

Nothing new to discuss.

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

None.

7. NEW BUSINESS – INTRODUCTION OF ANY NEW BUSINESS

7 - A. Monthly Meeting – October 09, 2024

The next regular meeting of MCESD1 was tentatively scheduled for Wednesday, October 9, 2024, at 7:00pm at the same location. The date and time would be confirmed when the agenda was posted.

7 - B. SAFE-D Conference 2025

Administrator Edlund asked the board to please let her know if they were planning on attending the annual Safe-d Training Conference in February 2025 (*February 6th – 8th, 2025 in Round Rock, TX*). The deadline to secure hotel reservations was in late October, and to please let her know as soon as possible the number of commissioners who planned to attend. The suggestion was made to book a block of ten rooms for everyone in advance, and rooms could be cancelled if needed. Administrator Edlund requested Board members to email her additional information including types of rooms requested and number of spouses attending the conference.

8. ADJOURN

Commissioner Hitzfelder moved to adjourn the meeting. Commissioner Ferren seconded his motion, and the motion passed 4-0. President Dziuk closed the meeting at 8:03pm.

RESPECTFULLY SUBMITTED,


POLLY EDLUND, DISTRICT ADMINISTRATOR

MCESD1 PRESIDENT


MARVIN DZIUK, PRESIDENT