

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

**PUBLIC MEETING MINUTES**

WEDNESDAY, October 9, 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 7:02pm, and established a quorum with commissioners Jenny Ferren, Tom Page and Leroy Haby. Rodney Hitzfelder was absent. Also present were Fire Chief Clinton Cooke (via digital media), 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 Administrator Edlund to lead the invocation. She asked for the Lord's blessings and safety for all the first responders assisting in the aftermath of Hurricane Helene, and to guide the MCESD#1 Board in their decision making.

**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 – (September Minutes)**

Commissioner Page made a motion to accept the minutes for the September 11, 2024. regular meeting. Commissioner Ferren seconded his motion, and the motion passed, 3-0.

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

Administrator Edlund asked that the Board table the financial report for this meeting as she was still performing end-of-year closing and journal entries. This report was for the end of the fiscal year, September 30, 2024, and needed to be completed for an accurate account of the fiscal year end 2023-2024. The Board had no objections to her request. Commissioner Ferren moved to pay the necessary bills and make appropriate transfers. Commissioner Page seconded the motion, and the motion passed 3-0.

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

The sales tax report was submitted to the board and represented the accrual fiscal accounting period for December 2023 through October 2024. The October net deposit was \$184,801. The net sales tax revenue for the fiscal year to date, December 2023 through October 2024, was \$2,136,172.23 giving the district 85.45% collections of the fiscal year's 'net' sales tax revenue budget. The net deposits for November and December 2024 were also part of this fiscal year, and those two deposits were still pending from the State Comptroller. The two pending deposits would be part of the last journal entry needed for completion of the end of year financial report. There was no further action required.

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

Chief Windsor spoke to the board regarding their request for job descriptions, a board request made at last month's meeting concerning the new personnel department position and the new administrative position. An e-mail had been sent to the Commissioners with a link to the job descriptions for their review. She further explained that a job posting notice, which is different from a job description, had been prepared for an 'accounts payable administrator' with conjoined input from Commissioner Ferren and Fire Chief Cooke, and the notice was ready for posting following the approval of the administrative

position at tonight's meeting. Board Commissioners asked if a copy of the notice was available for their review, and the notice was added to the meeting folder in TEAMS for viewing and discussion. President Dzuik called for additional discussion following the initial motion. Commissioner Ferren moved to approve the posting of the administrative position job posting. Commissioner Page seconded the motion. A lengthy discussion followed by the board. President Dzuik commented that he was unsure of the need for an additional administrative position at this time. Chief Windsor spoke to the comment, stating that personnel will be increasing soon, the need to have processes in place to handle the influx was important. Commissioner Ferren noted that the position had already been approved in the new 2024-2025 budget. Commissioner Page asked for clarification on how many employees the district currently has on staff and how many more would be coming with the startup of EMS, once the apparatus arrived. Chief Windsor responded that there are currently 28 employees within the district, and the district would be adding approximately 25 new personnel with an undefined truck arrival date. The manufacturer was in Orlando, and with the recent hurricanes in the Florida area, that timeframe was questionable. Commissioner Haby expressed his concern that he did not feel there was enough workload for a full-time administrative assistant position at this time. In his opinion the administrative position could start out as a part-time position and then be increased to full-time. He asked for input from the district administrator, noting the new position would fall under the accounting side of administration. He also asked what the salary range was for the new position and who would be involved in the interview process. Chief Windsor surmised that it would be a panel type of interview process that would probably include a member of the board, Mrs. Edlund (District Administrator) and Fire Chief Cooke. The salary range in the notice was based on experience and qualifications. President Dzuik asked for clarification as to who the new person would report to, and if they were being hired to assist the financial department, under the District Administrator, or if this new administrative person would be ultimately reporting to the board. Chief Windsor explained that this person would work with all three entities (fire department operations, district administration, and the Board), and the notice was for a replacement to the administrative assistant position after Lori moved to personnel. Commissioner Page followed with the question of when the EMS personnel would be hired. Chief Windsor explained that two Lieutenants had recently been interviewed to accommodate the LaCoste station coming online. Chief Cooke explained that once there is a better idea of when the new medic units would arrive, the process for starting the hiring of those personnel would ideally begin. The last ETA given to the district on the medic unit's arrival was late December 2024, so he anticipated hiring to begin soon after, approximately early January 2025, provided the timelines stay on track for receiving the medic units. Chief Windsor was asked about the timelines for getting the new medic units licensed and operational, a detailed explanation was given as to the steps and processes to get all five medic units licensed, crews onboard, and operational.

President Dzuik circled back to District Administrator Edlund; he wanted her to answer the question presented by Commissioner Haby earlier in the meeting. She noted that she may have some differences of opinion from others regarding the posting notice. She also did not have a clear understanding of the Board's vision for this new administrative/administrator position. It was her understanding the Board was hiring an individual who could be trained to become the future District Administration. Just now the Board was discussing hiring an administrative assistant clerical type position. She asked for clarification; was the Board hiring an administrative clerk type position such as an administrative assistant to replace the position being left vacant, when Mrs. Stein moved up to the personnel department position, or if they were hiring a future replacement to be trained for the District Administrator position in the future. She said the qualifications are not the same. The notice had 'administrator' on the top of the notice; however, there were several references within the notice referencing it being of a more clerical nature. The notice contained both clerical wording and administrator wording. She had submitted modifications to Chief Windsor for the job posting notice. If the posting was in fact for a future administrator, there were not enough accounting requirements nor accounting software requirements in the notice. She further noted that she did not think a minimum high school graduate would be enough for an administrator type position. In her opinion, any candidate for a future administrator position required much more accounting expertise. Chief Windsor noted that Mrs. Edlund's suggested recommendations had not been incorporated into the notice at this time. The position being filled was for the administrative assistant position; however, in typical corporate succession plans there was nothing preventing someone from being promoted to a future succession plan (i.e. future District Administrator). In her opinion the preferred requirements in the notice would cover all the concerns expressed by Mrs. Edlund. Commissioner Haby echoed the need for more accounting background and QuickBooks accounting software experience in the notice, if this candidate could be trained up in the future. Commissioner Ferren asked if Chief Cooke had an expected timeframe for posting the job notice. He responded that this was just a posting that would take several months, he was not asking the Board to hire anyone at this time, just to begin the process. The posting could be discontinued, but he did want to get the process started. Following more discussion on the position, the term administrator was removed from the notice, and President Dzuik called for a vote by a show of hands on the budgeted administrative assistant position. Commissioners Page, Haby and Ferren all voted in favor of the posting for the administrative budgeted position job posting, passing the motion 3-0.

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

##### **4 - A. FIRE CHIEF'S REPORT**

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

- Completed state inspection and are now a licensed Advanced Life Support provider capable of providing EMS transport. Upgraded all engines to ALS for patient care.
- Established and organized our central supply for medical equipment
- Worked with 911 District to establish a new response zone for station 14 and edited other existing response zones and renamed two station numbers.
- Transferred the two vehicles that we donated to Helping Hands to their new department.
- Live Burn training was held on October 4<sup>th</sup> and the next ones were scheduled for Saturday and Sunday, at the end of this week.
- The Medical Director vehicle was here.

##### **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 completed the substantial completion walk through and were working on the final punch list. 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 thus far was estimated at \$4,064,558 including tonight's pay app number 13. The project currently has some open purchase orders and end of year carryover still pending. (FF&E, Low Voltage, cabling, A&E, etc.) The remaining balance owed to W.R. Griggs Construction, including retainage, was approximately \$297,365. The draw request #13 to be approved in tonight's meeting is for \$93,366.95. The overall encumbered total was projected at \$4.48 of the 4.5-million-dollar budget for the Station #11 facility project. Leaving approximately 18K to complete any FF&E, kitchen appliances, utensils and other end of year carryover. Commissioner Page discussed the project change orders. Change order #1 had been approved in the January 10<sup>th</sup> meeting with a cost to the district of \$1,740 and was noted in the district's minutes. Change order #2 was approved in May for \$11,251.47. Change order #3 was presented by Commissioner Page for approval at this meeting for \$5,483.00. The total change orders to date totaled \$18,474.47 and was correctly noted on the pay app #13. He explained that change order #3 was for painting five overhead doors to correct a paint color issue that was discovered during construction. An oversight in the design phase? President Dziuk requested there be a conversation with the architect concerning the door painting issue and who's liability it was to pay for the expense of the oversight and corrective measure, and to report the results at the next meeting. He instructed Administrator Edlund not to pay the final architecture invoice until this situation was reviewed by the construction committee. Commissioner Page moved to approve the draw request #13 in the amount of \$93,366.95 to W.R. Griggs Construction Company, Inc. and to approve the change orders as documented on the pay app at \$18,474.47. Commissioner Ferren seconded his motion, the motion passed 3-0.

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

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 CIP3-B (the Annex project) had the floor plan finalized, and staff was working on finalizing contractor proposals for supplies and contractor purchase orders. Given the project did not expend funds during the 2023-2024 fiscal year deadline by September 30, 2024, the committee is looking at options for completion. The project was still planned to be completed as soon as possible.

###### **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 the project would complete following the completion of the electrical. The project had expended \$373,757 of the amended budget of \$394,661 to put that station online this year.

###### **4 - B - 4. STATION #12 CIP2 - REMODEL PROJECT #12 - CONSTRUCTION PROJECT UPDATES**

The station #12 project was still 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. The numbers were coming in higher than expected. Project still on track to complete, needed to work through all financial options.

**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 – November 13, 2024**

The next regular meeting of MCESD1 was tentatively scheduled for Wednesday, November 13, 2024, at 7:00pm at the same location. The date and time would be confirmed when the agenda was posted.

**8. ADJOURN**

Commissioner Ferren moved to adjourn the meeting. Commissioner Page seconded her motion, and the motion passed 3-0. President Dziuk closed the meeting at 8:03pm.

RESPECTFULLY SUBMITTED,

  
\_\_\_\_\_  
POLLY EDLUND, DISTRICT ADMINISTRATOR

MCESD1 PRESIDENT

  
\_\_\_\_\_  
MARVIN DZIUK, PRESIDENT