

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF
COMMISSIONERS OF THE
JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 1**

A Regular Meeting of the Board of Commissioners of the Jefferson County Emergency Services District No. 1 (“District”) was called at 6:00 p.m. on the 24th day of October 2022, at the 13550 River Oaks Blvd., Beaumont, Texas 77713, pursuant to notice duly posted according to law.

Members of the public were invited to attend and participate in meeting by conference call. A recording of the meeting is available upon request.

The roll was called of the Commissioner on the Board, to-wit:

Commissioners	Position
John Johnson	President
Hoyt Simmons	Vice-President
Mark Zambardino	Treasurer
Brett Weldy	Secretary
Mr. Robert “Lee” Barnett	Director

All said Commissioners were present. In addition to the above-named Commissioners, the following persons were also present:

Attendee	Position
Chief Chris Gonzales	Administrator
Mr. Robert Ring	Administrative Assistant
Mr. Hubert Oxford, IV	Benckenstein & Oxford, LLP

At 6:05 p.m., President Johnson announced that a quorum was established, and then asked Commissioner Simmons to lead the group in prayer and the Pledge of Allegiance.

Agenda Item No. 5 – Approve Prior Minutes

Turning to Agenda Item No. 5, to review and approval of the September 26, 2022 Public Hearing and Regular Meeting, the President requested that the Commissioners review the minutes of and asked if there were any changes. There were none.

There being no additional change, a motion was made by Commissioner Brett Weldy, which was seconded by Commissioner Mark Zambardino and the unanimous vote of all the Commissioners present, to approve the minutes as presented of the September 26, 2022 Public Hearing and Regular Meeting.

Agenda Item No. 6 - Review and approve and take-action, if necessary, on approving financial statement; authorize payment of invoices; and amending the budget.

President Johnson then called on Mr. Ring to present the financial reports for the month of September 2022 with a review of the District's and the Department's accounts. According to Mr. Ring, the beginning balance in the District's Community Bank checking account was \$109,217.72. During September 2022, there were credits for a) \$1,567.23 in Tax Deposits; and b) Miscellaneous Deposits of \$1,104.66. After considering the debits for monthly expenses of (\$57,536.87) the ending balance for the month was \$54,352.74. (See **Exhibit "A-1"**).

Next, Mr. Ring turned to the District's savings account at Allegiance Bank account. The beginning balance in September was \$210,833.48 and after receipt of an interest payment of \$25.99, the ending balance was \$210,859.47. (See **Exhibit "A-1"**).

Combined, Mr. Ring advised that the District's funds available were \$265,212.21. However, after considering the \$223,000.00 in Restricted Funds, the District's total unrestricted funds were \$42,212.21.

Afterwards, Mr. Ring presented the Department's bank balances at Community Bank for September 2022. According to Mr. Ring, the Department's checking account remained at \$10,000.00. Likewise, the Department's savings account balance remained at \$15,863.02. (See **Exhibit "A-2"**).

The Mr. Ring then reviewed the outstanding invoice to be paid and approved at the current meeting. Per Mr. Ring, the total expenses to be paid were \$46,217.48. (See **Exhibit "A-3"**). This month, Mr. Ring informed the Commissioners of equipment purchases from Styker Sales, LLC for the payment of the Lucas Device and Casco Industries, Inc for the four (4) inch hose. A list of the invoices paid, or to be paid, is set forth below.

Paid @ October 2022 Meeting				
Payee	Category	Check #	Date Incurred	Amount
Dish	OE-18 Internet & TV	AUTO	9/30/2022	\$130.68
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	AUTO	9/30/2022	\$192.62
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	9/30/2022	\$47.84
Sparklight	OE-18 Internet & TV	AUTO	9/30/2022	\$84.99
Entergy	OE-17 Utilities (Electric & Gas)	AUTO	9/30/2022	\$232.26
Terry Peddy Pest Control, Inc	OE-23 Station Maintenance	1277	9/27/2022	\$60.00
Casco Industries, Inc	OE-5 Equipment Maint/Repair/Purchase	1278	9/28/2022	\$7,725.00
Sieben Equipment Services, Inc	OE-4 Vehicle Main/Repair/Pump Recertification	1279	9/30/2022	\$1,035.00
Stryker Sales, LLC	OE-5 Equipment Maint/Repair/Purchase	1280	8/16/2022	\$14,321.68
Orange County ESD No. 2	OE-28 Dispatch (OCESD No. 2)	1281	10/1/2022	\$5,350.00
Emergency Services Marketing Corp	OE-27 IamResponding	1282	10/4/2022	\$735.00
AI Cook	OE-23 Station Maintenance	1283	10/4/2022	\$3,409.77
Allison Nathan Getz	AE-5 Jefferson Co. Tax Collector Fees	1284	10/10/2022	\$934.50
Emergency Medical Products	OE-15 Medical Supplies/Oxygen	1285	10/17/2022	\$175.94
SETRPC	AE-12 Dues	1286	10/18/2022	\$150.00
Neches Consulting	AE-6 Office, Postage, Operations, Misc.	1287	10/19/2022	\$25.00
Leo Percz	OE-23 Station Maintenance	1288	10/19/2022	\$1,460.00
Municipal Emergency Services, Inc	OE-21 SCBA Air Pak Testing/Machine	1289	10/20/2022	\$335.00
Accents Glass & Upholstery	OE-5 Equipment Maint/Repair/Purchase	1290	10/20/2022	\$150.00
Card Service Center	OE-4 Vehicle Main/Repair/Pump Recertification	POP	9/30/2022	\$595.89
Card Service Center	OE-5 Equipment Maint/Repair/Purchase	POP	9/30/2022	\$75.14
Card Service Center	OE-6 Fuel	POP	9/30/2022	\$436.28
Card Service Center	OE-23 Station Maintenance	POP	9/30/2022	\$25.32
Card Service Center	OE-29 Meals	POP	9/30/2022	\$52.62
Elite Card Payment Center Wells Fargo	AE-6 Office, Postage, Operations, Misc.	1291	9/30/2022	\$920.13
Chris Gonzales - Unit #101	OE-25 Paid Salaries	1292	10/19/2022	\$360.00
John Stone - Unit #171	OE-12 Fuel Reimbursement	1293	10/19/2022	\$58.53
John Stone - Unit #171	OE-25 Paid Salaries	1293	10/19/2022	\$720.00
Kaleb Barner - Unit #176	OE-12 Fuel Reimbursement	1294	10/19/2022	\$16.86
Kaleb Barner - Unit #176	OE-25 Paid Salaries	1294	10/19/2022	\$180.00
Ehren Davis - Unit #177	OE-12 Fuel Reimbursement	1295	10/19/2022	\$60.02
Ehren Davis - Unit #177	OE-25 Paid Salaries	1295	10/19/2022	\$697.50
Matthew Behnken - Unit #178	OE-12 Fuel Reimbursement	1296	10/19/2022	\$208.32
Matthew Behnken - Unit #178	OE-25 Paid Salaries	1296	10/19/2022	\$720.00
Gabe Luke - Unit #183	OE-12 Fuel Reimbursement	1297	10/19/2022	\$233.12
Gabe Luke - Unit #183	OE-25 Paid Salaries	1297	10/19/2022	\$312.00
Will Roane - Unit #185	OE-12 Fuel Reimbursement	1298	10/19/2022	\$50.47
Will Roane - Unit #185	OE-25 Paid Salaries	1298	10/19/2022	\$180.00
Joshua C. Heinz	AE-4 Legal Expenses	1299	9/30/2022	\$350.00
Hubert Oxford, IV	AE-4 Legal Expenses	1300	9/30/2022	\$350.00
Chris Gonzales	AE-13 Staff	1301	9/30/2022	\$1,120.00
Chris Gonzales	OE-25 Paid Salaries	1301	9/30/2022	\$1,440.00
Robert Ring	AE-13 Staff	1302	9/30/2022	\$500.00
				\$46,217.48

After a review of the District's financials, Staff and Attorney Oxford reviewed the District's financial statements and subsequently recommended to the Commissioners that they transfer \$100,000.00 from the District's Savings account to its checking account in order to cover operations costs and until the next year's property tax revenue begins to be paid to the District in February 2023. (See Exhibit "A-4"). The Commissioners concurred.

Thereafter, Commissioner Mark Zambardino made a motion to approve the 1) September 2022 District and Department Account Summaries; 2) invoices; 3) financial statements; and 4) to transfer \$100,000.00 from the District's saving's account to the checking account. (See Exhibits "A-1", "A-2", "A-3", and "A-4"). This motion was seconded by Commissioner Hoyt Simmons and unanimously approved by all the Commissioners.

Agenda Item No. 7 - Discuss and take-action, if necessary, on matters involving: 1) staffing; 2) purchase and/or 3) repair requests.

The Chief reported Engine 13 was experiencing a major problem with the leak in the water pump seal and requested authority from the Commissioners to make the repairs because the cost to repair the seal may exceed his spending authority. Per the Chief, he estimated the cost to be between \$5,000.00 to \$10,000.00. In addition, the Chief reported that in November, there were still two (2) open spots for the firefighters, but all the other shifts were covered.

Upon the conclusion of the discussion of the repairs needed and staffing for November 2022, Commissioner Robert Barnett made a motion to authorize the Chief to make the needed repairs to the pump on Engine 13. This motion was seconded by Commissioner Brett Weldy and unanimously approved by all the Commissioner's present.

Agenda Item No. 8 - Discuss and take-action, if necessary, on applying for grants and/or accepting grants.

No action was taken on this agenda item, but the Chief informed the Commissioners that he did apply for a \$10,000.00 Motiva grant to pay for an additional four (4) inch hose.

Agenda Item No. 9 - Discuss and take-action, if necessary, to approve the Certified Tax Rolls for the Jefferson County Tax Assessor's Office.

Staff was then asked to discuss Agenda Item 9, to approve the Certified Tax Rolls. (See Exhibit "B"). Per Staff, the taxable value of property within the District was \$315,014,183.00.

In response, Commissioner Hoyt Simmons then made a motion to approve the Certified Tax Rolls for the Jefferson County Tax Assessor's Office set forth in

Exhibit “B”. This motion was seconded by Commissioner Mark Zambardino and unanimously approved by all Commissioners present.

Agenda Item No. 10 - Discuss and take-action, if necessary, to engage CPA firm to prepare the District's 2021-2022 compiled financial statement and/or audit.

The last action item to be discussed was to engage Mitchell T. Fontenote Certified Public Accountant, Inc. to prepare the 2021-2022 compiled financial statement, or audit, if needed. Staff informed the Commissioner that recommended the District engage the firm earlier in the year in order for the final compiled financial statement or audit to be completed in a timely manner.

The Commissioners agreed and then Commissioner Hoyt Simmons made a motion to engage Mitchell T. Fontentote to perform the 2021-2022 the compiled financial statement, or audit. This motion was seconded by Commissioner Mark Zambardino and unanimously approved by all the Commissioner’s present.

Agenda Item No. 11 – Chief’s Report

According to the Chief, in September 2022, the Department and the District’s firefighters responded to nineteen (19) calls. He then gave the Commissioners highlights of various calls set forth below.

{INTENTIONALLY LEFT BLANK}


Date / Time	Response Address	Nature of Call	Disposition
*9/2/22 - 08:29	Sequoia Ln.	Fire alarm activation	Accidental activation
9/2/22 - 20:03	Dauida Dr.	Fall - lift assist	Lift assist only - refusal
9/3/22 - 15:34	Dauida Dr.	Fall/Unconscious	AEMS transported to ER.
9/4/22 - 01:24	Yellowstone Dr.	Downed power line	Entergy removed downed tree limbs
*9/8/22 - 14:28	Theriot Rd.	Combine fire	Assisted ESD #3 with extinguishment
*9/9/22 - 11:04	Carroll Ln.	Fall with possible injury	AEMS transported to St. Elizabeth
*9/12/22 - 07:35	Moore Rd	Breathing problems	AEMS transported to St. Elizabeth
*9/16/22 - 14:19	Carroll Ln.	Fire alarm activation	Accidental activation
*9/17/22 - 15:43	Moore Rd	Breathing problems	AEMS transported to St. Elizabeth
9/18/22 - 02:00	Fir Ln.	Possible overdose	AEMS transported to St. Elizabeth
9/18/22 -23:07	Tram Rd.	Possible overdose	AEMS transported to St. Elizabeth
9/20/22 - 18:40	Yellowstone Dr.	Chest pains	Pt. refusal - no transport
9/22/22 - 19:41	Hwy #105	Breathing problems	AEMS transported to St. Elizabeth
*9/23/22 - 12:59	S. Broadway St.	Grass fire	Assisted with extinguishment
9/25/22 - 14:13	Old Sour Lake Hwy	Barn Fire	Cancelled enroute
*9/27/22 - 16:58	Sequoia Ln.	Seizures	Refusal - no transport
*9/29/22 - 13:00	Tallow Circle	DOS	Scene turned over to JCSO
*9/29/22 - 13:29	Sweet Gum Rd	Fall with injury	AEMS transported to Baptist
*9/29/22 - 16:28	Wespine Rd.	Mutual aid request	Cancelled enroute


*Daytime FF Response - 11 responses

** Weekend Response - 1 responses

There being no other matters to discuss, President Johnson thanked the Commissioners for attending and then set the next meeting for Monday, November 28, 2022 at 6:00 p.m. Thereafter, Commissioner Mark Zambardino made a motion to adjourn the meeting at 6:47 p.m. This motion was seconded by Commissioner Hoyt Simmons and was unanimously approved by all the Commissioners.

ATTEST TO


 Position: Secretary
 Date: 11/28/22


 Position: President
 Date: 11/28/22