

**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 28th day of November 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 except President Johnson. 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
Dan Haver	Interested Citizen

At 6:12 p.m., Vice-President Simmons announced that a quorum was established, and then asked the Assist Administrator Robert Ring 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 October 24, 2022 Public Hearing and Regular Meeting, the Vice-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 Mark Zambardino, which was seconded by Commissioner Brett Weldy and the unanimous vote of all the Commissioners present, to approve the minutes as presented of the October 24, 2022 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.

Vice-President Simmons then called on Mr. Ring to present the financial reports for the month of October 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 \$54,352.74. During October 2022, there were credits for a) \$123.02 in Tax Deposits; and b) a second deposit of \$100,000.00 that was transferred from the District's savings account. After considering the debits for monthly expenses of (\$46,229.48) the ending balance for the month was \$108,246.28. (See Exhibit "A-1").

Next, Mr. Ring turned to the District's savings account at Allegiance Bank account. The beginning balance in October was \$210,859.47 and after receipt of an interest payment of \$26.45 and a debit of \$100,016.00, the ending balance was \$110,869.92. (See Exhibit "A-1").

Combined, Mr. Ring advised that the District's funds available were \$219,116.20. However, after considering the Restricted Funds, the District's total unrestricted funds were \$96,116.20.

Afterwards, Mr. Ring presented the Department's bank balances at Community Bank for October 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 \$15,076.42. (See Exhibit "A-3"). This month, Mr. Ring informed the Commissioners of two

expenses for Vehicle Maintenance and Repairs totaling \$3,135.84. A list of the invoices paid, or to be paid, is set forth below.

Paid @ Nov. 2022 Meeting					
Payee	Category	Check #	Date Incurred	Date Paid	Amount
Dish	OE-18 Internet & TV	AUTO	10/31/2022	11/4/2022	\$130.68
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	AUTO	10/31/2022	11/9/2022	\$187.59
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	10/31/2022	11/9/2022	\$47.84
Sparklight	OE-18 Internet & TV	AUTO	10/31/2022	11/20/2022	\$84.99
Energy	OE-17 Utilities (Electric & Gas)	AUTO	10/31/2022	11/25/2022	\$227.82
Sabine Neches Chiefs Association	AE-12 Dues	1303	10/1/2022	11/28/2022	\$250.00
Emergency Medical Products	OE-15 Medical Supplies/Oxygen	1304	10/24/2022	11/28/2022	\$5.04
Emergency Medical Products	OE-15 Medical Supplies/Oxygen	1305	10/26/2022	11/28/2022	\$91.10
Emergency Medical Products	OE-15 Medical Supplies/Oxygen	1306	10/28/2022	11/28/2022	\$91.49
Casco Industries, Inc.	OE-7 Bunker Gear Maintenance/Purchase	1307	11/3/2022	11/28/2022	\$155.00
Sieben Equipment Services, Inc.	OE-4 Vehicle Main/Repair/Pump Recertification	1308	11/4/2022	11/28/2022	\$1,150.00
Sour Lake Ford	OE-4 Vehicle Main/Repair/Pump Recertification	1309	11/14/2022	11/28/2022	\$894.20
Card Service Center	OE-4 Vehicle Main/Repair/Pump Recertification	POP	10/31/2022	11/27/2022	\$321.90
Card Service Center	OE-6 Fuel	POP	10/31/2022	11/27/2022	\$463.12
Card Service Center	OE-23 Station Maintenance	POP	10/31/2022	11/27/2022	\$170.44
Card Service Center	OE-29 Meals	POP	10/31/2022	11/27/2022	\$70.47
Elite Card Payment Center Wells Fargo	OE-4 Vehicle Main/Repair/Pump Recertification	1310	10/31/2022	11/28/2022	\$1,985.84
John Stone - Unit #171	OE-12 Fuel Reimbursement	1311	11/23/2022	11/28/2022	\$102.42
John Stone - Unit #171	OE-25 Paid Salaries	1311	11/23/2022	11/28/2022	\$1,260.00
Ehren Davis - Unit #177	OE-12 Fuel Reimbursement	1312	11/23/2022	11/28/2022	\$45.01
Ehren Davis - Unit #177	OE-25 Paid Salaries	1312	11/23/2022	11/28/2022	\$528.00
Matthew Behnken - Unit #178	OE-12 Fuel Reimbursement	1313	11/23/2022	11/28/2022	\$260.40
Matthew Behnken - Unit #178	OE-25 Paid Salaries	1313	11/23/2022	11/28/2022	\$922.50
Gabe Luke - Unit #183	OE-12 Fuel Reimbursement	1314	11/23/2022	11/28/2022	\$349.68
Gabe Luke - Unit #183	OE-25 Paid Salaries	1314	11/23/2022	11/28/2022	\$482.99
Will Roane - Unit #185	OE-12 Fuel Reimbursement	1315	11/23/2022	11/28/2022	\$353.90
Will Roane - Unit #185	OE-25 Paid Salaries	1315	11/23/2022	11/28/2022	\$864.00
Joshua C. Heinz	AE-4 Legal Expenses	1316	10/31/2022	11/28/2022	\$350.00
Hubert Oxford, IV	AE-4 Legal Expenses	1317	10/31/2022	11/28/2022	\$350.00
Chris Gonzales	AE-13 Staff	1318	10/31/2022	11/28/2022	\$1,120.00
Chris Gonzales	OE-25 Paid Salaries	1318	10/31/2022	11/28/2022	\$1,260.00
Robert Ring	AE-13 Staff	1319	10/31/2022	11/28/2022	\$500.00
					\$15,076.42

After a review of the District's financials, Staff reviewed the District's financial statements. (See Exhibit "A-4"). Mr. Ring advised that there were no amendments needed at this time.

Thereafter, Commissioner Robert Barnett made a motion to approve the 1) October 2022 District and Department Account Summaries; 2) invoices; and 3) financial statements. This motion was seconded by Commissioner Mark Zambardino and unanimously approved by all the Commissioner's present.

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

The Chief opened the discussion with a staffing report for December 2022. The Chief reported that in December all of the shifts were covered except for three (3), including Christmas day.

Afterwards, the Chief told the Board that he felt like the land prospects that the District was exploring was not going to work out but that he and Mr. Lee Wheeler, District's realtor, found another piece of property east of the natural gas pumping station that he has explored and found out that the owner's expressed an interest in selling. Chris then presented the Board with a drawing that was put together by Architectural Alliance with a proposed station on the site. (See Exhibit "B"). After some discussion on the feasibility of the property, it was suggested to the Chief that he and Mr. Wheeler, begin discussions with the landowner to find out how much the property would cost to purchase. The Chief agreed but no action was taken to give him formal authority to purchase the property.

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 once again informed the Commissioners about the \$10,000.00 Motiva grant to buy more four (4) inch hose. According to the Chief, he believes there is a good chance the District will be awarded the grant.

Agenda Item No. 9 - 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 the engagement of Mitchell T. Fontenote Certified Public Accountant, Inc. to prepare the 2021-2022 compiled financial statement, or audit, if needed. Staff asked the Commissioners to table this agenda item because they did not receive an engagement letter before the meeting.

The Commissioners agreed and then Commissioner Brett Weldy made a motion to table this agenda item. This motion was seconded by Commissioner Robert Barnett and unanimously approved by all the Commissioner's present.

Agenda Item No. 10 – Chief’s Report

According to the Chief, in October 2022, the Department and the District’s firefighters responded to twenty-five (25) calls. He then gave the Commissioners highlights of various calls set forth below.

Date / Time	Response Address	Nature of Call	Disposition
10/2/22 - 00:17	Sweet Gum Rd.	Fall w/ injury	AEMS transported to Baptist
10/2/22 - 19:33	Carroll Ln.	Chest pains	AEMS transported to St. Elizabeth
*10/3/22 - 15:34	8922 Big Oaks Ln.	Grass fire	Extinguished fire
*10/8/22 - 17:16	Sth Pine Island Rd.	Grass fire	Mutual aid request - assisted with extinguishment of pasture fire
*10/9/22 - 23:44	Hwy #105	Fall with injury	AEMS requested assistance lifting pt. off of floor. Transported to
*10/10/22 - 11:20	Forest Trail Circle	Fall / no injury	Assisted with lifting pt. from bathroom floor - no transport
10/11/22 - 06:07	Forest Trail Circle	Fall /no injury	Lifted pt. from fall in bathtub, no injuieres - no transport
*10/12/22 - 14:32	Moore Rd.	Allergic reaction	AEMS trasported to Baptist
*10/13/22 - 16:14	Davida Dr.	Fall / no injury	Lift assist - no transport
*10/14/22 - 12:17	Satinwood Ln.	Unconscious	Pt. refusal - no transport
*10/15/22 -12:39	Davida Dr.	Fall /no injury/low glucose	Lift assist - no transport
*10/16/22 - 09:29	Davida Dr.	Fall / no injury	Pt. transported to ER
*10/17/22 - 15:28	River Oaks Blvd.	Back pain	AEMS transported to St. Elizabeth
*10/18/22 - 14:56	Hwy #326 @ Hwy #421	MVC - mutual aid request	Assisted with extication
10/18/22 - 17:49	Sth China Road	Grass fire	Cancelled enroute
10/18/22 -21:32	Kolander Rd.	Possible CVA	Refusal - no transport
*10/22/22 - 08:10	Sweet Gum Rd.	Abdominal pains	AEMS transported to St. Elizabeth
10/23/22 - 04:23	Forest Trail Circle	Abdominal pains	AEMS transported to St. Elizabeth
*10/23/22 - 14:45	Clubb Oaks Rd.	Fall/abdominal pains	AEMS transport to ER
*10/24/22 - 17:23	River Bend Dr.	Traumatic injury	No transport - JCSO matter
*10/25/22 - 08:32	12493 Hwy #90	MVC - mutual aid request	Cancelled enroute
*10/26/22 - 11:49	Forest Trail Circle	Not alert	Pt. care transferred to AEMS
*10/26/22 - 16:19	8505 McDermard Rd.	Grass fire - mutual aid request	Assited with extinguishment of fire
10/28/22 - 05:11	Reins Rd.	Cardiac arrest	AEMS transported to Baptist
10/28/22 - 19:40	7325 Sweet Gum Rd.	MVC	No injuries - cancelled AEMS


*Daytime FF Response - 17 responses

** Weekend Response - 5 responses

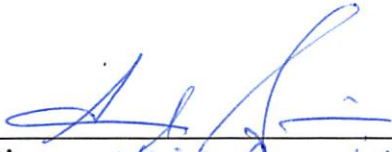
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There being no other matters to discuss, Vice-President Simmons thanked the Commissioners for attending and then set the next meeting for Monday, December 19, 2022 at 6:00 p.m. Thereafter, Commissioner Mark Zambardino made a motion to adjourn the meeting at 7:04 p.m. This motion was seconded by Commissioner Brett Weldy and was unanimously approved by all the Commissioners.

ATTEST TO



Position: PRESIDENT
Date: 12-19-2022



Position: Vice-President
Date: 12-19-22