

**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 19<sup>th</sup> day of December 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:

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

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

<b>Attendee</b>	<b>Position</b>
Chief Chris Gonzales	Administrator
Mr. Robert Ring	Administrative Assistant
Mr. Hubert Oxford, IV	Benckenstein & Oxford, LLP
Dan Haver	Interested Citizen

At 6:13 p.m., President Johnson announced that a quorum was established, and then asked the Mr. Have 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 November 28, 2022 Regular Meeting, the President requested that the Commissioners review the minutes of the meeting 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 Hoyt Simmons and the unanimous vote of all the Commissioners present, to approve the minutes as presented of the November 28, 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.**

President Johnson then called on Mr. Ring to present the financial reports for the month of November 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 \$108,246.28. During November 2022, there were credits for ) \$6,620.74 in Tax Deposits; and b) a second deposit of \$4,057.40, of which \$3,768.00 was from the Texas Forest Service for a grant reimbursement. After considering the debits for monthly expenses of (\$15,076.42) the ending balance for the month was \$103,848.00. (See **Exhibit "A-1"**).

Next, Mr. Ring turned to the District's savings account at Allegiance Bank account. The beginning balance in November was \$110,869.92 and after receipt of an interest payment of \$13.67 the ending balance was \$110,883.59. (See **Exhibit "A-1"**).

Combined, Mr. Ring advised that the District's funds available were \$214,731.59. However, after considering the Restricted Funds, the District's total unrestricted funds were \$91,731.59.

Afterwards, Mr. Ring presented the Department's bank balances at Community Bank for November 2022. According to Mr. Ring, the Department's checking account remained at \$10,000.00. However, the Department's savings account had a beginning balance of \$15,863.02, and after a deposit in the amount of \$250.00, the Department's savings account balance was \$16,113.02. (See **Exhibit "A-2"**).

Mr. Ring then reviewed the outstanding invoices to be paid and approved at the current meeting. Per Mr. Ring, the total expenses to be paid were \$19,770.80. (See **Exhibit "A-3"**). This month, Mr. Ring highlighted one (1) expense for Vehicle

Maintenance and Repairs totaling \$10,316.75. Staff reminded the Commissioners that this was discussed last month but stated again that the repair was on Engine 13 to repair a pump and gear box. A list of the invoices paid, or to be paid, is set forth below.

Paid @ Dec. 2022 Meeting					
Payee	Category	Check #	Date Incurred	Date Paid	Amount
Dish	OE-18 Internet & TV	AUTO	11/30/2022	12/4/2022	\$135.35
AT&T	OE-10 Telephone Service (Phone Fax Security)	AUTO	11/30/2022	12/8/2022	\$189.18
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	11/30/2022	12/8/2022	\$81.68
Sparklight	OE-18 Internet & TV	AUTO	11/30/2022	12/20/2022	\$84.99
Entergy	OE-17 Utilities (Electric & Gas)	AUTO	11/30/2022	12/27/2022	\$264.49
Sieben Equipment Services, Inc.	OE-4 Vehicle Main Repair Pump Recertification	1320	12/1/2022	12/19/2022	\$10,316.75
Terry Peddy Pest Control, Inc	OE-23 Station Maintenance	1321	12/1/2022	12/19/2022	\$60.00
Coastal Welding Supply Inc.	OE-15 Medical Supplies Oxvren	1322	12/6/2022	12/19/2022	\$51.70
Emergency Medical Products	OE-15 Medical Supplies Oxvren	1323	12/6/2022	12/19/2022	\$526.86
Card Service Center	OE-4 Vehicle Main Repair Pump Recertification	POP	11/30/2022	12/17/2022	\$36.00
Card Service Center	OE-6 Fuel	POP	11/30/2022	12/17/2022	\$430.36
Elite Card Payment Center Wells Fargo	AE-6 Office, Postage, Operations, Misc.	1324	11/30/2022	12/19/2022	\$676.26
Elite Card Payment Center Wells Fargo	OE-23 Station Maintenance	1324	11/30/2022	12/19/2022	\$71.72
Chris Gonzales - Unit #101	OE-25 Paid Salaries	1325	12/14/2022	12/19/2022	\$360.00
Kaleb Barner - Unit #176	OE-12 Fuel Reimbursement	1326	12/14/2022	12/19/2022	\$33.73
Kaleb Barner - Unit #176	OE-25 Paid Salaries	1326	12/14/2022	12/19/2022	\$351.00
Ehren Davis - Unit #177	OE-12 Fuel Reimbursement	1327	12/14/2022	12/19/2022	\$42.41
Ehren Davis - Unit #177	OE-25 Paid Salaries	1327	12/14/2022	12/19/2022	\$315.00
Matthew Behnken - Unit #178	OE-12 Fuel Reimbursement	1328	12/14/2022	12/19/2022	\$156.24
Matthew Behnken - Unit #178	OE-25 Paid Salaries	1328	12/14/2022	12/19/2022	\$531.00
Gabe Luke - Unit #183	OE-12 Fuel Reimbursement	1329	12/14/2022	12/19/2022	\$233.12
Gabe Luke - Unit #183	OE-25 Paid Salaries	1329	12/14/2022	12/19/2022	\$342.00
Will Roane - Unit #185	OE-12 Fuel Reimbursement	1330	12/14/2022	12/19/2022	\$252.96
Will Roane - Unit #185	OE-25 Paid Salaries	1330	12/14/2022	12/19/2022	\$540.00
Joshua C. Heinz	AE-4 Legal Expenses	1331	11/30/2022	12/19/2022	\$350.00
Hubert Oxford, IV	AE-4 Legal Expenses	1332	11/30/2022	12/19/2022	\$350.00
Chris Gonzales	AE-13 Staff	1333	11/30/2022	12/19/2022	\$1,120.00
Chris Gonzales	OE-25 Paid Salaries	1333	11/30/2022	12/19/2022	\$1,440.00
Robert Ring	AE-13 Staff	1334	11/30/2022	12/19/2022	\$500.00
					\$19,770.80

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 Hoyt Simmons made a motion to approve the 1) November 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 January 2023. The Chief reported that the January report was unavailable due to the December 2022 meeting being held early.

Afterwards, the Chief provided the Board with an update regarding potential property. Per the Chief, following the last meeting, Mr. Lee Wheeler, District's realtor, made an informal offer on the property discussed during the November 2022 Regular Meeting and as set forth in **Exhibit "B"** for \$190,000.00. However, Mr. Wheeler, received a response from the potential Seller that they were will willing to sell the property for \$100,000.00 per acre or \$383,000.00 total. In response, the Chief was given authority to make a counter-off of up to \$285,000.00 but to work with President Johnson to finalize any final offer.

Thereafter, a motion was made by Commissioner Mark Zambardino to authorize the Chief to offer up to \$285,000.00 for the property in question subject to the final approval of President Johnson. This motion was seconded by Commissioner Robert Barnett 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.**

The Chief was happy to announce that the Department received a grant from Motiva for \$10,000.00 to buy 1,300 feet, or thirteen (13) sections of four-inch (4") hose. However, the District and the Department would still be short 700 feet, or seven (7) sections so that each truck carried have 1,500 feet four-inch (4") hose plus the needed valves. The Chief then explained that the cost for a 100-foot section of hose was approximately \$780.00 per foot. Consequently, the Chief requested up to \$10,000.00 in authority to purchase the 700 feet of hose and the necessary valves.

After much discussion on whether to authorize the purchase, a motion was made by Commissioner Mark Zambardino, which was seconded by Commissioner Robert Barnett and unanimously approved by all the Commissioner's present to authorize the Chief to spent up to \$10,000.00 to purchase 700 feet of four-inch (4")

hose and the necessary valves.

**Agenda Item No. 9 - Discuss and take-action, if necessary, to engage CPA firm to prepare the District's 2022-2023 compiled financial statement and/or audit.**

Next, the Commissioners were asked to address Agenda Item No, 9, and they were given an engagement by Mitchell T. Fontenote, Certified Public Accountant, Inc to prepare the 2022-2023 compiled financial statement, or audit, if needed. (See **Exhibit "C"**). Staff recommended that the Commissioners authorize the engagement of Mr. Fontenote's firm.

The Commissioners agreed and then Commissioner Mark Zambardino made a motion to engage Mitchell T. Fontenote, Certified Public Accountant, Inc to prepare the 2022-2023 compiled financial statement, or audit, if needed. This motion was seconded by Commissioner Hoyt Simmons and unanimously approved by all the Commissioner's present.

**Agenda Item No. 10 – Discuss and take-action, if necessary, on declaring property surplus or salvage property**

The Chief then asked the Commissioners to declare the skid pump on the Polaris Ranger to be salvage property because the pump suction side of the casing was corroded, and the pump was no longer usable.

The Commissioners agreed and then a motion was made by Commissioner Robert Barnett to declare the skid pump on the Polaris Ranger as salvage property. 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 November 2022, the Department and the District's firefighters responded to fifteen (15) calls. He then gave the Commissioners highlights of various calls set forth below.

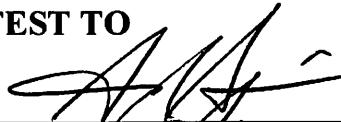
Date / Time	Response Address	Nature of Call	Disposition
*11/2/22 - 13:38	Moss Hill Dr.	DOS	Scene released to JC SO
11/2/22 - 22:09	Hwy #105	Respiratory difficulty	AEMS transported to Baptist
*11/6/22 - 11:43	Frio	Hypertension episode	AEMS transported to Baptist
11/8/22 - 01:43	Sequoia Ln.	Possible CVA	AEMS transported to Baptist
11/9/22 - 05:41	Forest Trail Circle	Abdominal pains	AEMS transported to St. Elizabeth
*11/9/22 - 11:39	Hwy 105	Medical alert activation	Accidental activation
11/11/22 - 02:18	Sweet Gum Rd.	Chest pains	AEMS transported to St. Elizabeth
*11/13/22 - 16:58	Chimney Rock	Possible overdose	Contact made by JC SO - no pt.
11/13/22 - 19:56	Hwy 105	Respiratory distress	AEMS transported to Baptist
11/14/22 - 04:16	River Oaks Blvd.	Chest pains	AEMS transported to Baptist
*11/20/22 -12:27	10465 Duncan Rd.	Fire alarm activation	Accidental activation
11/24/22 - 07:06	Chimney Rock	Possible stroke	AEMS transported to St. Elizabeth
11/28/22 - 20:14	Sweet Gum Rd.	Fall w/ injury	AEMS transported to St. Elizabeth
*11/29/22 - 10:05	Old Sour Lake Rd.	Cardiac arrest	AEMS transported to St. Elizabeth
11/30/22 - 18:19	Chimney Rock	CO alarm activation	Vented residence of CO


\*Daytime FF Response - 6 responses

OPEN DAYS - 2 day

There being no other matters to discuss, President Johnson thanked the Commissioners for attending and then set the next meeting for Monday, January 23, 2023 at 6:00 p.m. Thereafter, Commissioner Hoyt Simmons made a motion to adjourn the meeting at 7:04 p.m. This motion was seconded by Commissioner Robert Barnett and was unanimously approved by all the Commissioners.

ATTEST TO

  
 Position: Office President  
 Date: 1/23/23

  
 Position: Secretary  
 Date: 1/27/23