

**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 March 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	Assistant Administrator
Mr. Hubert Oxford, IV	Benckenstein & Oxford, LLP

At 6:02 p.m., President Johnson announced that a quorum was established, and then asked the Chief 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 February 21, 2022, the President requested that the Commissioners review the minutes of the February 21, 2022 Regular Meeting and asked if there were any changes. There were none.

There being no additional change, a motion was made by Commissioner Hoyt Simmons, which was seconded by Commissioner Mark Zambardino and the unanimous vote of all the Commissioners present, to approve the minutes as presented of the February 21, 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 February 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 \$164,397.79. During February 2022, there were credits for \$62,163.41 in tax revenues and a reimbursement payment of \$2,031.63 from Texas Mutual for reimbursement of the worker's compensation policy but after considering the debits for monthly expenses of (\$11,200.29) the ending balance for the month was \$217,392.54. (See **Exhibit "A-1"**).

Next, Mr. Ring turned to the District's savings account at Allegiance Bank account. The beginning balance in February was \$150,670.59 and after receipt of an interest payment of \$17.34, the end balance was \$150,687.93. (See **Exhibit "A-1"**).

Combined, Mr. Ring advised that the District's funds available were \$368,080.47. However, after considering the \$223,000.00 in Restricted Funds, the District's total unrestricted funds were \$145,080.47.

Afterwards, Mr. Ring presented the Department's bank balances at Community Bank for February 2022. According to Mr. Ring, the Department's checking account remained the same as the prior month at \$10,000.00 for the checking account. Meanwhile, the savings account balance was reduced by \$438.00 \$15,863.02. (See **Exhibit "A-2"**).

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 \$27,304.44. (See **Exhibit "A-3"**). A list of the invoices paid, or to be paid, is set forth below.

Paid @ March 2022 Meeting					
Payee	Category	Check #	Date Incurred	Date Paid	Amount
Dish	OE-18 Internet & TV	AUTO	2/28/2022	3/4/2022	\$129.68
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	2/28/2022	3/10/2022	\$81.70
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	AUTO	2/28/2022	3/10/2022	\$133.12
Sparklight	OE-18 Internet & TV	AUTO	2/28/2022	3/20/2022	\$84.99
Energy	OE-17 Utilities (Electric & Gas)	AUTO	2/28/2022	3/28/2022	\$207.05
Emergency Medical Products	OE-15 Medical Supplies/Oxygen	1148	3/14/2022	3/28/2022	\$131.36
Sieben Equipment Service Inc	OE-4 Vehicle Main/Repair/Pump Recertification	1149	3/9/2022	3/28/2022	\$1,414.78
Action Training	OE-13 Fire Training	1150	3/24/2022	3/28/2022	\$9,978.45
Jefferson Central Appraisal District	AE-7 JCAD Fees	1151	3/1/2022	3/28/2022	\$485.77
Jefferson County	OE-8 Radio & Pager Maintenance/Purchase	1152	3/1/2022	3/28/2022	\$2,760.15
Orange County ESD #2	OE-28 Dispatch (OCESD No. 2)	1153	3/2/2022	3/28/2022	\$124.20
Sieben Equipment Service Inc	OE-4 Vehicle Main/Repair/Pump Recertification	1154	3/10/2022	3/28/2022	\$1,657.41
Industrial Traffic Control	OE-23 Station Maintenance	1155	3/8/2022	3/28/2022	\$350.00
Emerson Electrical Services LLC	OE-23 Station Maintenance	1156	3/16/2022	3/28/2022	\$575.00
Card Service Center	AE-6 Office, Postage, Operations, Misc.	POP	2/28/2022	3/27/2022	\$58.00
Card Service Center	OE-6 Fuel	POP	2/28/2022	3/27/2022	\$401.58
Card Service Center	OE-15 Medical Supplies/Oxygen	POP	2/28/2022	3/27/2022	-\$53.13
Card Service Center	OE-29 Meals	POP	2/28/2022	3/27/2022	\$38.10
Elite Card Payment Center Wells Fargo	AE-17 Bank Fees	1157	2/28/2022	3/28/2022	-\$0.36
Elite Card Payment Center Wells Fargo	OE-5 Equipment Maint/Repair/Purchase	1157	2/28/2022	3/28/2022	\$620.44
Elite Card Payment Center Wells Fargo	OE-23 Station Maintenance	1157	2/28/2022	3/28/2022	\$401.10
Elite Card Payment Center Wells Fargo	OE-29 Meals	1157	2/28/2022	3/28/2022	\$13.05
Chris Gonzales - Unit #101	OE-25 Paid Salaries	1158	3/23/2022	3/28/2022	\$180.00
John Stone - Unit #171	OE-25 Paid Salaries	1159	3/23/2022	3/28/2022	\$1,611.00
Ehren Davis - Unit #177	OE-25 Paid Salaries	1160	3/23/2022	3/28/2022	\$693.00
Matthew Behrken - Unit #178	OE-25 Paid Salaries	1161	3/23/2022	3/28/2022	\$1,044.00
Ura Lara - Unit #182	OE-25 Paid Salaries	1162	3/23/2022	3/28/2022	\$180.00
Buddy Land - Unit 184	OE-25 Paid Salaries	1163	3/23/2022	3/28/2022	\$144.00
Leeland Farms LLC	AE-3 Firefighter Coordinator	1164	2/28/2022	3/28/2022	\$100.00
Joshua C. Heinz	AE-4 Legal Expenses	1165	2/28/2022	3/28/2022	\$350.00
Hubert Oxford, IV	AE-4 Legal Expenses	1166	2/28/2022	3/28/2022	\$350.00
Chris Gonzales	AE-13 Staff	1167	2/28/2022	3/28/2022	\$1,120.00
Chris Gonzales	OE-25 Paid Salaries	1167	2/28/2022	3/28/2022	\$1,440.00
Robert Ring	AE-13 Staff	1168	2/28/2022	3/28/2022	\$500.00
					\$27,304.44

Staff then reviewed the District's Balance Sheet and Income statement and reported that after five (5) months into the fiscal year, all the line items were within budget. (See Exhibit "A-4"). Afterwards, staff requested that the District transfer \$60,000.00 from the District's checking account into its savings account at Allegiance Bank to protect against exceeding the \$250,000.00 federally insured limit. Also, if the District transferred \$60,000.00, this should leave sufficient funds in the checking account to fund the budget for the rest of the year.

Subsequently, Commissioner Brett Weldy made a motion to approve the 1) February 2022 account reports for the District and the Department; 2) invoices for the month of February 2022; and 3) February 2022 financial reports; and transfer \$60,000.00 from the District's checking account at Community Bank to the District's savings account at Allegiance Bank. (See Exhibits "A-1", "A-2", "A-3", and "A-4"). This motion was seconded by Commissioner Mark Zambardino and unanimously approved by all Commissioners present.

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

The Chief was called on to discuss staffing and any needed purchases. This month, the Chief reported that the District only had two (2) half days that were not covered in February. According to the Chief, the reason these two half days were not covered was because one (1) firefighter did not receive the schedule. Otherwise, no equipment was needed, and no action was taken on this agenda item.

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

The Chief reported that he had nothing new to report on outstanding grants and no action needed to be taken.

Agenda Item No. 9 - Discuss and take-action, if necessary, on disposing of surplus and salvage property.

Attorney Oxford asked the Commissioners to skip this agenda item as it was left on the agenda by mistake. As such, no action was taken.

Agenda Item No. 10 - Discuss and take-action, if necessary, engaging an architect for new fire station and to acquire land for the station.

The Chief was then called on to give a report on the status of land acquisitions for a new fire station. The Chief told the Commissioners that once again he discussed with Mr. Wheeler prior to the meeting and Mr. Wheeler conveyed that he has not made any progress in discussions with various landowners of the properties of interest by the District.

The group then discussed the need to engage an architect to begin some preliminary designs for a new station on Highway 105 and to prepare a cost estimate. The Chief informed the Commissioners that this was necessary because the District needed to have proposed station shovel ready with cost estimates if the District were to qualify for any outstanding grants. After a discussion on possible architects, the Commissioners agreed to allow the Chief to approach Fitz & Shipman about serving as the District's architect and engineers and the Commissioners discussed authorizing the Chief to spend up to \$5,000.00 to perform the necessary work.

Thereafter, Commissioner Mark Zambardino to authorize the Chief to engage Fitz & Shipman to prepare preliminary design plans and to obtain a cost estimate for the new station and Commissioner Zambardino included in this motion that the Chief had \$5,000.00 in spending authority to perform these tasks. This motion was seconded by Commissioner Hoyt Simmons and the unanimous vote of all the Commissioners.

Agenda Item No. 11 - Discuss and take-action, if necessary, on adopting a Second Amended Credit Card Policy.

President Johnson then asked the Commissioners to address Agenda Item No. 11, to adopt a Second Amended Credit Card Policy. This matter was discussed at the previous meeting and the Commissioners and staff agreed that the Chief should have a credit card with a credit limit of \$7,500.00; Mr. Ring should have credit card with \$3,750.00; and the District needed a third card for the station with \$3,750.00. In response, Attorney Oxford presented the Commissioners with a draft policy that mirrored these credit card limits. (See **Exhibit “B”**).

Following a review of the draft policy, a motion was made by Commissioner Mark Zambardino, which was seconded by Commissioner Hoyt Simmons with the unanimous consent of all the Commissioners, to approve the draft Second Amended Credit Card Policy set forth in **Exhibit “B”**.

Agenda Item No. 12 – Chief’s Report

According to the Chief, in February 2022, the Department and the District’s firefighters responded to twelve (12) calls. He then gave the Commissioners highlights of various calls set forth below.

{INTENTIONALLY LEFT BLANK}


Date / Time	Response Address	Nature of Call	Disposition
*2/1/22 - 15:31	13600 Moss Hill	Gas leak	No immediate hazard, CenterPoint entergy contacted for repairs
*2/3/22 - 12:32	Sweet Gum Rd.	Fall w/ injuries	AEMS transported to SETXMC
*2/4/22 - 10:59	27381 Hwy 105	Structure fire (Mutual aid)	Assisted with extinguishment of fire
**2/12/22 - 13:17	18195 Westbury	Possible structure fire (Mutual aid)	Units cancelled enroute - no fire to residence - steam coming off of roof.
2/15/22 - 18:28	Thousand Oaks	Fall with possible injuries	AEMS obtained a refusal
*2/16/22 - 12:17	Major Dr. @ Dishman	Grass fire	BFD on scene, assisted with extinguishment of fire
*2/18/22 - 13:02	17484 Westbury Rd.	Diabetic emergency w/ MVC involved	Scene turned over to ESD#3
**2/19/22 - 10:34	715 Ethel Ann	Possible vehicle fire	Trash fire - extinguished upon arrival
*2/21/22 - 08:47	Inwood Dr.	Diabetic emergency - unconscious	AEMS transported to Baptist
*2/25/22 - 08:20	12275 Dishman Rd.	Possible gas leak	Units cancelled enroute - known wicking station with the odor of mercaptan.
2/25/22 - 21:52	3000 Reins Road	Motor vehicle collision	3 vehicle accident, no injuries
**2/27/22 - 16:40	Alford Oaks	Fall with injuries	AEMS transported to Baptist

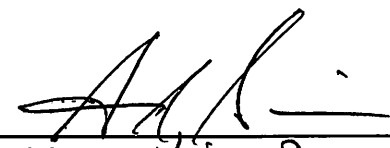
*Daytime FF Response - 7 responses

** Weekend Response - 3 responses

There being no other matters to discuss, President Johnson thanked the Commissioners for attending and then set the next meeting for Monday, April 25, 2022 at 6:00 p.m. Thereafter, Commissioner Mark Zambardino made a motion to adjourn the meeting at 7:10 p.m. This motion was seconded by Commissioner Hoyt Simmons and was unanimously approved by all the Commissioners.

ATTEST TO


 Position: PRESIDENT
 Date: 4-25-2022


 Position: Vice President
 Date: 4-25/2022