

**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 25th day of April 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	Commissioner

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 Mr. 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 April 25, 2022, the President requested that the Commissioners review the minutes of the April 25, 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 April 25, 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 March 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 \$217,392.54. During March 2022, there were credits for \$15,575.78 in tax revenues but after considering the debits for monthly expenses of (\$27,304.44) the ending balance for the month was \$205,663.88. (See **Exhibit "A-1"**).

Next, Mr. Ring turned to the District's savings account at Allegiance Bank account. The beginning balance in March was \$150,687.93 and after receipt of an interest payment of \$19.20, the end balance was \$150,707.13. (See **Exhibit "A-1"**).

Combined, Mr. Ring advised that the District's funds available were \$356,371.01. However, after considering the \$223,000.00 in Restricted Funds, the District's total unrestricted funds were \$133,371.01.

Afterwards, Mr. Ring presented the Department's bank balances at Community Bank for March 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 remained at \$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 \$29,916.37. (See **Exhibit "A-3"**). This month, Mr. Ring highlighted the insurance payments and payment of \$7,249.00 for the District's new extractor that will be paid for with a Texas Forrest Service grant and discussed in more detail in Agenda Item No. 7.

A list of the invoices paid, or to be paid, is set forth below.

Paid @ April 2022 Meeting				
Payee	Category	Date Incurred	Date Paid	Amount
Dish	OE-18 Internet & TV	3/31/2022	4/4/2022	\$129.68
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	3/31/2022	4/8/2022	\$45.70
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	3/31/2022	4/7/2022	\$133.12
Sparklight	OE-18 Internet & TV	3/31/2022	4/20/2022	\$84.99
Entergy	OE-17 Utilities (Electric & Gas)	3/31/2022	4/25/2022	\$183.36
Terry Peddy Pest Control	OE-23 Station Maintenance	4/6/2022	4/25/2022	\$60.00
VFIS of Texas	AE-2 VFIS Property Insurance	4/6/2022	4/25/2022	\$5,659.00
Emergency Medical Products	OE-15 Medical Supplies/Oxygen	3/25/2022	4/25/2022	\$311.85
Emergency Medical Products	OE-15 Medical Supplies/Oxygen	4/15/2022	4/25/2022	\$12.88
Delta Industrial Service & Supply	OE-23 Station Maintenance	2/2/2022	4/25/2022	\$7,249.00
Accents Glass & Upholstery	OE-5 Equipment	4/6/2022	4/25/2022	\$1,200.00
ESO Solutions, Inc.	OF-26 Emergency Reporting (Software)	4/1/2022	4/25/2022	\$2,327.60
Municipal Emergency Services	OE-5 Equipment Maint/Repair/Purchase	3/30/2022	4/25/2022	\$180.00
Delta Industrial Service & Supply	OE-7 Bunker Gear Maintenance/Purchase	3/30/2022	4/25/2022	\$2,162.42
Sharp Testing Services, Inc.	OE-20 Annual Fire Hose Testing	3/25/2022	4/25/2022	\$2,092.00
Card Service Center	OE-4 Vehicle Main/Repair/Pump Recertification	3/31/2022	4/23/2022	\$30.00
Card Service Center	OE-6 Fuel	3/31/2022	4/23/2022	\$452.39
Card Service Center	OE-15 Medical Supplies/Oxygen	3/31/2022	4/23/2022	\$53.13
Card Service Center	OE-23 Station Maintenance	3/31/2022	4/23/2022	\$32.25
Card Service Center	OE-29 Meals	3/31/2022	4/23/2022	\$63.21
Elite Card Payment Center Wells Fargo	OE-4 Vehicle Main/Repair/Pump Recertification	3/31/2022	4/25/2022	\$16.00
Elite Card Payment Center Wells Fargo	OE-23 Station Maintenance	3/31/2022	4/25/2022	\$202.79
Chris Gonzales - Unit #101	OE-25 Paid Salaries	4/20/2022	4/25/2022	\$243.00
John Stone - Unit #171	OE-25 Paid Salaries	4/20/2022	4/25/2022	\$1,134.00
Ehren Davis - Unit #177	OE-25 Paid Salaries	4/20/2022	4/25/2022	\$162.00
Matthew Behnken - Unit #178	OE-25 Paid Salaries	4/20/2022	4/25/2022	\$652.50
Gabriel Luke - Unit #183	OE-25 Paid Salaries	4/20/2022	4/25/2022	\$643.50
Buddy Land - Unit 184	OE-25 Paid Salaries	4/20/2022	4/25/2022	\$540.00
Leeland Farms LLC	AE-3 Firefighter Coordinator	3/31/2022	4/25/2022	\$100.00
Joshua C. Heinz	AE-4 Legal Expenses	3/31/2022	4/25/2022	\$350.00
Hubert Oxford, IV	AE-4 Legal Expenses	3/31/2022	4/25/2022	\$350.00
Chris Gonzales	AE-13 Staff	3/31/2022	4/25/2022	\$1,120.00
Chris Gonzales	OE-25 Paid Salaries	3/31/2022	4/25/2022	\$1,440.00
Robert Ring	AE-13 Staff	3/31/2022	4/25/2022	\$500.00
				\$29,916.37

Staff then reviewed the District’s Balance Sheet and Income statement and reported that after six (6) months into the fiscal year, all the line items were within budget. (See Exhibit “A-4”). Regarding the transfer of \$60,000.00 from the District’s checking account to its savings that was approved during last month’s, Mr. Ring stated that the transfer took place in April and will show up in next month’s financial statements.

Subsequently, Commissioner Brett Weldy made a motion to approve the 1) March 2022 account reports for the District and the Department; 2) invoices for the month of March 2022; and 3) March 2022 financial reports. (See Exhibits “A-1”, “A-2”, “A-3”, and “A-4”). This motion was seconded by Commissioner Hoyt Simmons 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 had one (1) full day not covered and three (3) half days on Sundays not covered.

Furthermore, the Chief informed the Commissioners that the cost of the extractor increased from \$4,690.00 to \$7,249.00 because the District opted to go with a machine that had a larger capacity. Per the Chief, he believed the difference of \$2,559.00 could be covered by the sale of the old extractor that was declared surplus property at the previous meeting. Again, he reminded the Commissioners that the remaining cost of the extractor was going to be paid for with the Texas Forrest Service Grant.

Otherwise, no action was taken.

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, 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 still has not made been able to make any progress in discussions with various landowners of the properties of interest by the District.

Likewise, the Chief was unable to meet with Fitz & Shipman about serving as the District's architect and engineers but was trying to schedule a meeting prior to the next meeting.

Again, no action was taken.

Agenda Item No. 10 – Chief’s Report

According to the Chief, in March 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.


Date / Time	Response Address	Nature of Call	Disposition
3/4/22 - 07:08	Tram Road	Gun shot wound	AEMS transported to St. Elizabeth
*3/11/22 - 10:03	Sweetgum Rd.	General Weakness	AEMS transported to St. Elizabeth
*3/17/22 - 12:59	Wayside Drive	Breathing difficulties	Pt. care transferred to AEMS, responded to 2nd call.
*3/17/22 - 13:17	Sweetgum Rd.	Abdominal pains	AEMS transported to Baptist
3/17/22 - 20:18	Chminey Rock	Surgical wound bleeding	AEMS transported to St. Elizabeth
3/18/22 - 01:10	Inwood Dr.	Fall w/o injury	Assisted pt. back into bed
3/18/22 - 23:28	Moss Hill	Seizures	AEMS transported to St. Elizabeth
*3/19/22 - 09:02	Moore Road	Breathing difficulties	AEMS transported to Baptist
3/19/22 - 18:19	Forest Trail Circle	Fall w/ injuries	AEMS transported to Baptist
3/19/22 - 18:44	Carroll Lane	Fall - lift assist	Assisted pt. - obtained refusal
*3/25/22 - 14:35	Sweetgum Rd.	Grass fire	Fire extinguished
**3/26/22 - 11:30	Capital Dr.	Assault - glass in eye	AEMS obtained refusal
3/26/22 - 17:56	Moore Road	Grass fire - uncontrolled	Extinguished fire
**3/27/22 - 15:08	Birch Ln.	Children locked in vehicle	Unlocked vehicle
3/28/22 - 05:38	Tallow	Breathing difficulties	AEMS transported to Baptist
*3/28/22 - 08:04	Riverbend Dr.	Overdose	AEMS transported to Baptist
*3/29/22 - 09:31	Moss Hill Dr.	Unauthorized burning	Contractor extinguished fire
*3/30/22 - 11:28	Wayside Drive	Possible stroke	AEMS transported to St. Elizabeth
3/31/22 - 23:13	Rolling Hills Dr.	High blood pressure	AEMS transported to Baptist


*Daytime FF Response - 10 responses

** Weekend Response - 2 responses

There being no other matters to discuss, President Johnson thanked the Commissioners for attending and then set the next meeting for Monday, May 23, 2022 at 6:00 p.m. Thereafter, Commissioner Hoyt Simmons made a motion to adjourn the meeting at 6:55 p.m. This motion was seconded by Commissioner Robert Barnett and was unanimously approved by all the Commissioners.

ATTEST TO


 Position: PRESIDENT
 Date: 5-23-2022


 Position: Vice President
 Date: 5-23-2022