

**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 6:03 p.m. on the 23<sup>rd</sup> day of January 2023, 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 Johnson. 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

At 6:13 p.m., Mr. Simmons announced that a quorum was established, and then asked the Mr. Gonzales to lead the group in prayer and the Pledge of Allegiance.

**Agenda Item No. 5 – Administer Oath of Offices**

Commissioner Brett Weldy executed his Oath of Office. Commissioner Johnson was unable to attend because he was sick, but Attorney Oxford stated that he would have Mr. Johnson sign an Oath of Office in his presence and notarize it. (See **Exhibit "A"**).

## **Agenda Item No. 6 – Approve Prior Minutes**

Turning to Agenda Item No. 6, to review and approval of the December 19, 2022 Regular Meeting, the Vice-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 Brett Weldy and the unanimous vote of all the Commissioners present, to approve the minutes as presented of the December 19, 2022 Regular Meeting.

## **Agenda Item No. 7 - 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 December 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 \$103,848.00. During December 2022, there were credits for \$13,758.62 in Tax Deposits. After considering the debits for monthly expenses of (\$19,770.80) the ending balance for the month was \$97,835.82. (See **Exhibit "B-1"**).

Next, Mr. Ring turned to the District's savings account at Allegiance Bank account. The beginning balance in December was \$110,883.59 and after receipt of an interest payment of \$14.13 the ending balance was \$110,897.72. (See **Exhibit "B-1"**).

Combined, Mr. Ring advised that the District's funds available were \$208,733.54. However, after considering the Restricted Funds, the District's total unrestricted funds were \$85,733.54.

Afterwards, Mr. Ring presented the Department's bank balances at Community Bank for December 2022. According to Mr. Ring, the Department's checking account remained at \$10,000.00. The Departments savings account balance remained at \$16,113.02. (See **Exhibit "B-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 \$14,493.13. (See Exhibit “B-3”). A list of the invoices paid, or to be paid, is set forth below.

Paid @ January 2023 Meeting					
Payee	Category	Check #	Date Incurred	Date Paid	Amount
Dish	OE-18 Internet & TV	AUTO	12/31/2022	1/3/2023	\$135.35
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	12/31/2022	1/6/2023	\$98.56
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	AUTO	12/31/2022	1/9/2023	\$189.18
Sparklight	OE-18 Internet & TV	AUTO	12/31/2022	1/20/2023	\$84.99
Entergy	OE-17 Utilities (Electric & Gas)	AUTO	12/31/2022	1/27/2023	\$329.88
Jefferson County	OE-8 Radio & Pager Maintenance/Purchase	1335	10/1/2022	1/23/2023	\$2,562.04
JCAD	AE-7 JCAD Fees	1336	12/1/2022	1/23/2023	\$530.84
The Examiner	AE-6 Office, Postage, Operations, Misc.	1337	1/5/2023	1/23/2023	\$33.00
Gulf Coast Generators	OE-24 Annual Generator PM	1338	1/9/2023	1/23/2023	\$525.00
Buddy Land	OE-15 Medical Supplies/Oxygen	1339	1/17/2023	1/23/2023	\$225.00
Neches Consulting	AE-6 Office, Postage, Operations, Misc.	1351	1/22/2023	1/23/2023	\$170.35
Card Service Center	OE-6 Fuel	POP	12/31/2022	1/21/2023	\$389.41
Card Service Center	OE-23 Station Maintenance	POP	12/31/2022	1/21/2023	\$320.48
Card Service Center	OE-29 Meals	POP	12/31/2022	1/21/2023	\$457.91
Elite Card Payment Center Wells Fargo	AE-6 Office, Postage, Operations, Misc.	1340	12/31/2022	1/23/2023	\$127.79
Chris Gonzales - Unit #101	OE-25 Paid Salaries	1341	1/18/2023	1/23/2023	\$486.00
John Stone - Unit #171	OE-12 Fuel Reimbursement	1342	1/18/2023	1/23/2023	\$119.53
John Stone - Unit #171	OE-25 Paid Salaries	1342	1/18/2023	1/23/2023	\$1,422.00
Ehren Davis - Unit #177	OE-12 Fuel Reimbursement	1343	1/18/2023	1/23/2023	\$47.55
Ehren Davis - Unit #177	OE-25 Paid Salaries	1343	1/18/2023	1/23/2023	\$540.00
Matthew Behnken - Unit #178	OE-12 Fuel Reimbursement	1344	1/18/2023	1/23/2023	\$214.20
Matthew Behnken - Unit #178	OE-25 Paid Salaries	1344	1/18/2023	1/23/2023	\$702.00
Gabe Luke - Unit #183	OE-12 Fuel Reimbursement	1345	1/18/2023	1/23/2023	\$246.28
Gabe Luke - Unit #183	OE-25 Paid Salaries	1345	1/18/2023	1/23/2023	\$330.00
Will Roane - Unit #185	OE-12 Fuel Reimbursement	1346	1/18/2023	1/23/2023	\$103.79
Will Roane - Unit #185	OE-25 Paid Salaries	1346	1/18/2023	1/23/2023	\$342.00
Joshua C. Heinz	AE-4 Legal Expenses	1347	12/31/2022	1/23/2023	\$350.00
Hubert Oxford, IV	AE-4 Legal Expenses	1348	12/31/2022	1/23/2023	\$350.00
Chris Gonzales	AE-13 Staff	1349	12/31/2022	1/23/2023	\$1,120.00
Chris Gonzales	OE-25 Paid Salaries	1349	12/31/2022	1/23/2023	\$1,440.00
Robert Ring	AE-13 Staff	1350	12/31/2022	1/23/2023	\$500.00
					\$14,493.13

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

Thereafter, Commissioner Brett Weldy made a motion to approve the 1) December 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. 8 - Discuss and take-action, if necessary, on matters involving: 1) staffing; 2) purchase and/or 3) repair requests.**

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 December 2022 Regular Meeting for \$240,000.00. However, Mr. Wheeler, received a response from the potential Seller that they were not negotiating and remained at \$320,000.00. The Commissioners recommended that the Chief ask Mr. Wheeler to make a counteroffer in the amount of \$285,000.00. It was then discussed that the Commissioners previously authorized making an offer of \$285,000.00 and therefore, no action was necessary.

The Chief then informed the Board that the extraction tool for Engine 13 was broken due to a hydraulic leak. Per the Chief, the Department was waiting on a repair kit to fix the leaks.

Lastly, the Chief and the Commissioners discussed the need to purchase hydrant adapters for the new four (4) inch hose. The cost to purchase the fire hose adapters was \$875.00 with a credit of \$350.00, the net cost to purchase the adopters was \$525.00.

The Chief then asked for a motion to authorize the purchase of the adapters. In response, a motion was made by Commissioner Mark Zambardino to authorize the purchase of the fire hose adapters. This motion was seconded by Commissioner Robert Barnett and unanimously approved by all the Commissioner's present.

**Agenda Item No. 9 - Discuss and take-action, if necessary, on applying for grants and/or accepting grants.**

No action was taken.

**Agenda Item No. 10 - Discuss and take-action, if necessary, on amending the District's mileage reimbursement policy.**

The Chief then requested authority to Amend the mileage reimbursement policy to change from a per mile payment method to a flat \$5.00 per event payment

model. (See **Exhibit “C”**). According to the Chief, he and Mr. Ring were having a difficult time keeping up with payments because they were having to track down the mileage for reimbursement requested. Therefore, by paying a flat fee, he believes this will simplify the payment process and the payments will remain within the budget.

Upon the completion of the discussion of the issues, a motion was made by Commissioner Brett Weldy, which was seconded by Commissioner Mark Zambardino and unanimously approved by all the Commissioner’s present to amend the Mileage Reimbursement Policy to provide a flat fee of \$5.00 per reimbursable event as set forth in **Exhibit “C”**.

#### **Agenda Item No. 11 – Chief’s Report**

According to the Chief, in December 2022, the Department and the District’s firefighters responded to twenty-one (21) calls. He then gave the Commissioners highlights of various calls set forth below.


Date / Time	Response Address	Nature of Call	Disposition
12/2/22 - 18:19	River Oaks Blvd.	Chest pains	AEMS transported to Baptist
12/3/22 - 07:19	River Bend	Fall w/ injury	AEMS transported to Baptist
*12/3/22 - 16:29	Keith Road	Motor vehicle accident	2 pt refusals (BEMS)
*12/4/22 - 16:47	Moss Hill Drive	Possible CVA	AEMS transported to Baptist
12/6/22 - 01:10	Moore Road	Lift assist	AEMS already loaded pt.
*12/7/22 - 17:04	Reins Road	Unconscious	AEMS transported to Baptist
*12/8/22 - 10:21	W Railroad	Structure fire (ESD#3)	Supplied water to 1st Eng.
12/10/22 - 20:14	Carroll Lane	Respiratory distress	AEMS transported to Baptist
12/13/22 - 23:36	Sequoia Ln.	Seizures	Pt refusal - no transport
*12/15/22 - 16:10	8600 Dishman	Fire alarm activation	False alarm - no fire/smoke
12/17/22 - 01:20	Hwy 105	Assault	AEMS transported to Baptist
12/17/22 - 07:07	Craig Ln	Seizures	AEMS transported to St. Elizabeth
12/18/22 - 22:17	12510 Old Sour Lake Rd.	Structure fire	Firefighting ops - extinguished fire
12/19/22 - 05:36	12510 Old Sour Lake Rd.	Flare up fm structure fire	Extinguished fire
12/23/22 - 03:59	13525 Thousand Oaks	Gas odor	Unable to locate any source
12/25/22 - 12:59	Reins Road	Fall w/ injury	AEMS transported to St. Elizabeth
12/25/22 - 21:42	Rolling Hills	Seizures	AEMS transported to Baptist
*12/26/22 - 10:05	Tram Road	Difficulty breathing	AEMS transported to Baptist
12/29/22 - 23:16	11770 Hwy #105	Motor vehicle accident	AEMS transported 3 pt. to ER
12/30/22 - 01:47	1247 Moore Road	Fire alarm activation	False alarm - no fire/smoke
*12/31/22 - 15:08	Hwy 105	Public assist	Assisted with fitting splint on pt.

\*Daytime FF Response - 7 responses  
OPEN DAYS - 3 day

There being no other matters to discuss, Vice-President Simmons thanked the Commissioners for attending and then set the next meeting for Monday, February 27, 2023 at 6:00 p.m. Thereafter, Commissioner Robert Barnett made a motion to adjourn the meeting at 06:44 p.m. This motion was seconded by Commissioner Mark Zambardino and was unanimously approved by all the Commissioners.

#### ATTEST TO

  
**Position:** PRESIDENT  
**Date:** 2-27-2023

  
**Position:** Vice President  
**Date:** 2/27/23