

**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 23<sup>rd</sup> day of October 2023, at the 13550 River Oaks Blvd., Beaumont, Texas 77713, pursuant to notice duly posted according to law.

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 John 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
Hubert Oxford, IV	General Counsel

At 6:00 p.m., Commissioner Simmons announced that a quorum was established and then asked Mr. Robert Ring, to lead the group in prayer and the Pledge of Allegiance.

**Agenda Item No. 5 - Discuss and take-action, if necessary, on approving the minutes from the September 25, 2023 Public Hearing and Regular Meeting.**

Turning to Agenda Item No. 5, to review and approval of the minutes of the September 25, 2023 Public Hearing and Regular Meeting. The Commissioners reviewed the minutes of the meeting and there were no changes to be made.

There being no additional changes, a motion was made by Commissioner Mark Zambardino, which was seconded by Commissioner Robert Barnett and the unanimous vote of all the Commissioners present, to approve the minutes as presented of the September 25, 2023 Public Hearing and Regular Meeting.

**Agenda Item No. 6 - Review and approve and take-action, if necessary, on approving financial statement and approve payment of invoices for September 2023; and amending the budget.**

Turning to the Financials for September 2023, Mr. Ring informed the Commissioners that the District's beginning balance in its Checking account at Stellar Bank was \$206,096.78. During the month, there were credits of \$833.07 in Tax Deposits, and \$2,878.00 in insurance and miscellaneous deposits. After considering the expenses of \$29,069.28 during the month, the ending balance in the District's checking account for the month was \$180,738.57. (See **Exhibit "A-1"**).

Mr. Ring then addressed the District's savings account at Stellar Bank account. At the beginning of September, the balance was \$111,008.52 and after receipt of an interest payment of \$13.69, the ending balance was \$111,022.21. (See **Exhibit "A-1"**).

Together, Mr. Ring advised that the District's funds available were \$291,760.78. However, after considering the Restricted Funds, the District's total unrestricted funds were \$168,760.78.

Mr. Ring then presented the Department's bank balances at Stellar Bank for September 2023, but nothing had changed since the prior month. That is, the Department's checking account remained at \$10,000.00, and the Departments savings account balance was still at \$16,113.02. (See **Exhibit "A-2"**).

Next, Mr. Ring reviewed the outstanding invoices to be paid and approved at the current meeting. Per Mr. Ring, the total expenses to be paid were \$20,105.83. (See **Exhibit "A-3"**). The Chief intervened and advised that included in the invoices were invoices for the newly delivered fire truck that he would discuss in more detail during the discussion of Agenda Item No. 7. Otherwise, Mr. Ring directed the Commissioners to the following list of the invoices paid, or to be paid:

**{Remainder of page intentionally left blank}**

Paid @ October 2023 Meeting					
Payee	Category	Check #	Date Incurred	Date Paid	Amount
Dish	OE-18 Internet & TV	AUTO	9/30/2023	10/4/2023	\$135.35
AT&T	OE-10 Telephone Service (Phone Fax Security)	AUTO	9/30/2023	10/9/2023	\$177.19
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	9/30/2023	10/10/2023	\$54.73
Sparklight	OE-18 Internet & TV	AUTO	9/30/2023	10/20/2023	\$84.99
Energy	OE-17 Utilities (Electric & Gas)	AUTO	9/30/2023	10/25/2023	\$190.68
Overhead Door Co of Beaumont	OE-23 Station Maintenance	1480	9/20/2023	10/23/2023	\$427.00
Sieben Equipment Service, Inc	OE-4 Vehicle Main Repair Pump Recertification	1481	9/26/2023	10/23/2023	\$585.00
Casco Industries, Inc	OE-5 Equipment Maint Repair Purchase	1482	9/28/2023	10/23/2023	\$194.00
Orange County ESD #2	OE-28 Dispatch (OCESD No. 2)	1483	10/1/2023	10/23/2023	\$3,350.00
Bearcom	OE-8 Radio & Pager Maintenance Purchase	1484	10/2/2023	10/23/2023	\$932.54
SETRPC	AE-12 Dues	1485	10/4/2023	10/23/2023	\$150.00
Jefferson County Tax Office	AE-5 Jefferson Co. Tax Collector Fees	1486	10/12/2023	10/23/2023	\$931.98
Casco Industries, Inc	OE-5 Equipment Maint Repair Purchase	1487	10/16/2023	10/23/2023	\$226.00
Casco Industries, Inc	OE-5 Equipment Maint Repair Purchase	1488	10/19/2023	10/23/2023	\$2,447.00
Emergency Services Marketing Corp	OE-27 E-Dispatch Yearly Fee	1489	10/23/2023	10/23/2023	\$735.00
Card Service Center	OE-6 Fuel	POP	9/30/2023	10/21/2023	\$452.41
Card Service Center	OE-9 Uniform Maintenance Purchases	POP	9/30/2023	10/21/2023	-\$7.78
Card Service Center	OE-23 Station Maintenance	POP	9/30/2023	10/21/2023	\$28.90
Card Service Center	OE-29 Meals	POP	9/30/2023	10/21/2023	\$92.58
John Stone - Unit #171	OE-12 Fuel Reimbursement	1490	10/18/2023	10/23/2023	\$15.46
John Stone - Unit #171	OE-25 Paid Salaries	1490	10/18/2023	10/23/2023	\$180.00
Kaleb Barner - Unit #176	OE-12 Fuel Reimbursement	1491	10/18/2023	10/23/2023	\$71.26
Kaleb Barner - Unit #176	OE-25 Paid Salaries	1491	10/18/2023	10/23/2023	\$702.00
Ehren Davis - Unit #177	OE-12 Member Fuel Reimbursement	1492	10/18/2023	10/23/2023	\$31.70
Ehren Davis - Unit #177	OE-25 Paid Salaries	1492	10/18/2023	10/23/2023	\$346.50
Matthew Behnken - Unit #178	OE-12 Fuel Reimbursement	1493	10/18/2023	10/23/2023	\$220.08
Matthew Behnken - Unit #178	OE-25 Paid Salaries	1493	10/18/2023	10/23/2023	\$720.00
Gabe Luke - Unit #183	OE-12 Fuel Reimbursement	1494	10/18/2023	10/23/2023	\$369.42
Gabe Luke - Unit #183	OE-25 Paid Salaries	1494	10/18/2023	10/23/2023	\$501.84
Josma C Heinz	AE-4 Legal Expenses	1495	9/30/2023	10/23/2023	\$350.00
Hubert Oxford, IV	AE-4 Legal Expenses	1496	9/30/2023	10/23/2023	\$350.00
Chris Gonzales	AE-13 Staff	1497	9/30/2023	10/23/2023	\$1,120.00
Chris Gonzales	OE-25 Paid Salaries	1497	9/30/2023	10/23/2023	\$1,440.00
Robert Rang	AE-13 Staff	1498	9/30/2023	10/23/2023	\$500.00
					\$20,105.83

Before concluding the discussion on the District's Financials, the Commissioners were asked to review the District's balance sheet and Income Statement for September 2023. (See Exhibit "A-4"). Since the District was at the beginning of its fiscal year, there was little discussion on the financials.

Upon the conclusion of the discussion on the District's finances, Commissioner Robert Barnett made a motion to approve the September 2023: i) District and Department Account Summaries; ii) pay outstanding invoices; and iii) approve the District's financial statements. (See Exhibits "A-1", "A-2", "A-3", and "A-4"). This motion was seconded by Commissioner Hoyt Simmons 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 submitted by the Volunteer Fire Department.**

As a follow-up to Agenda Item 6, the Chief returned to his discussion of invoices for various pieces of equipment to be used on the recently delivered fire truck. Among the equipment he requested to purchase was an external scene light; batteries; and a strainer to pump water from canals. In total, the cost for this equipment was \$2,867.00.

No action was taken on this Agenda Item as the invoice had previously been approved.

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

The Chief then informed the Commissioners that he applied for a grant offered by Motiva, in the amount of \$8,720.00. According to the Chief, this grant allows the recipient entity to purchase equipment in advance and then use the grant funds as reimbursements. Therefore, it was the Chief's plan to utilize the grant proceeds to reimburse the District for the equipment discussed in Agenda Item 7 and to purchase additional equipment for the new firetruck.

The Commissioners thanked the Chief for his efforts to secure the grant funds and afterwards, no action was taken.

**Agenda Item No. 9 - Discuss and take-action, if necessary, on approving the Certified Tax Roll for FY 2023-24.**

Moving to Agenda Item No. 9, Staff and Attorney Oxford presented the Commissioners with the 2023 Certified Tax Roll and asked the Commissioners to authorize the President to execute a Resolution approving the Tax Roll. *See Exhibit "B"*.

After a review of the Tax Roll, prepared by the Jefferson County, Texas Tax Assessor-Collector, a motion was made by Commissioner Mark Zambardino, which was seconded by Commissioner Robert Barnett, to approve the Certified Tax Roll for Fiscal Year 2023.

**Agenda Item No. 10 – Chief's Report.**

Lastly, the Commissioners then reviewed the September 2023 Chief's report

which are summarized below. The Department and the District's firefighters responded to nineteen (19) calls.

Date / Time	Response Address	Nature of Call	Disposition
*9/2/23 - 16:08	Old Sour Lake Rd.	Grass fire (electrical ark)	Extinguished fire
*9/3/23 - 17:23	Hwy #326 (HCESD#5)	Grass fire	Cancelled enroute
*9/5/23 - 09:06	Hwy #105	Snycopal episode	AEMS transported to Baptist
*9/7/23 - 10:04	Brooks Rd.	MVA -mutual aid	Cancelled enroute
*9/7/23 - 10:27	Big Oaks Rd.	Unauthorized burning	Extinguished fire
9/10/23 - 17:22	Blankinship Rd. (Vidor)	Forest fire (SNCA MA)	Assisted crews
*9/12/23 - 11:02	Tram Rd.	Snake bite	AEMS obtained a refusal
*9/12/23 -13:17	Dishman Rd.	Leg fracture	AEMS transported to St. Elizabeth
*9/12/23 - 15:52	Hwy #105	Smoke in building	A/C blower belt found burned
9/17/23 - 22:39	Old Sour Lake Rd.	MVA - roll-over	DOS
9/20/23 - 05:54	Koawood	Fall from roof	AEMS transported to St. Elizabeth
*9/21/23 - 09:15	Kolander	Breathing prob. - MA	AEMS transported to St. Elizabeth
*9/21/23 - 15:54	Hwy #90	Fire alarm activation	Cancelled enroute
*9/24/23 - 10:55	Black Gum	Unauthorized burning	Extinguished fire
9/26/23 - 06:00	Bertrand Rd.	Respiratory problem	AEMS tranported to Baptist
9/29/23 - 04:16	Alaskan	Fall	AEMS transported to St. Elizabeth
*9/29/23 - 09:38	Black Gum	Abdominal pains	AEMS transported to St. Elizabeth
*9/29/23 - 11:53	Birch Ln.	Unauthorized burning	Homeowner extinguished fire
9/30/23 - 18:56	Leaning Oaks	Unauthorized burning	Extinguished fire


\*Daytime FF Response - 13 responses  
 OPEN DAYS - 7 days

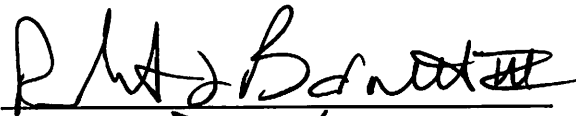
**Agenda Item No. 11 – Such other matters that may come before the Board.**

No other matters were brought before the Commissioners.

There being no other matters to discuss, Vice-President Simmons thanked the Commissioners for attending and then set the next meeting. He then advised that the next Regular Meeting of the District would be on November 27, 2023 at 6:00 p.m. Thereafter, Commissioner Brett Weldy made a motion to adjourn the meeting at 6:23 p.m. This motion was seconded by Commissioner Robert Barnett and was unanimously approved by all the Commissioners.

**ATTEST TO**

  
 Position: PRESIDENT  
 Date: 11-27-2023

  
 Position: Director  
 Date: 11/27/23