

**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 27<sup>th</sup> day of November 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, less Commissioners Hoyt Simmons and Brett 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
Hubert Oxford, IV	General Counsel

At 6:00 p.m., President Johnson 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 October 23, 2023 Regular Meeting.**

Turning to Agenda Item No. 5, to review and approval of the minutes of the October 23, 2023 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 October 23, 2023 Regular Meeting.

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

Turning to the Financials for October 2023, Mr. Ring informed the Commissioners that the District's beginning balance in its Checking account at Stellar Bank was \$180,738.57. During the month, there was a credit of \$390.24 in Tax Deposits. After considering the expenses of \$20,105.83 during the month, the ending balance in the District's checking account for the month was \$161,022.98. (See Exhibit "A-1").

Mr. Ring then addressed the District's savings account at Stellar Bank account. At the beginning of October, the balance was \$111,022.21 and after receipt of an interest payment of \$14.14, the ending balance was \$111,036.35. (See Exhibit "A-1").

Together, Mr. Ring advised that the District's funds available were \$272,059.33. However, after considering the Restricted Funds, the District's total unrestricted funds were \$149,059.33.

Mr. Ring then presented the Department's bank balances at Stellar Bank for October 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 \$13,115.73. (See Exhibit "A-3"). Mr. Ring directed the Commissioners to the following list of the invoices paid, or to be paid:

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Paid @ November 2023 Meeting						
Payee	Category	Check #	Date Incurred	Date Paid	Amount	
Dish	OE-18 Internet & TV	AUTO	10/31/2023	11/4/2023	\$140.41	
AT&T	OE-10 Telephone Service (Phone Fax Security)	AUTO	10/31/2023	11/8/2023	\$195.79	
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	10/31/2023	11/8/2023	\$57.99	
Sparklight	OE-18 Internet & TV	AUTO	10/31/2023	11/20/2023	\$84.99	
Entergy	OE-17 Utilities (Electric & Gas)	AUTO	10/31/2023	11/24/2023	\$168.76	
Dan Haver	OE-29 Meals	1499	10/21/2023	11/27/2023	\$35.53	
Terry Peady Pest Control	OE-23 Station Maintenance	1500	10/23/2023	11/27/2023	\$60.00	
VFIS of Texas	OE-2 Vehicle, A&S & Contents Pkg Insurance	ONLINE	11/2/2023	11/20/2023	\$2,389.79	
Kenneth Galloway	OE-23 Station Maintenance	1501	11/3/2023	11/27/2023	\$111.20	
Municipal Emergency Services	OE-21 SCBA Air Pak Testing Machine	1502	11/10/2023	11/27/2023	\$76.40	
Municipal Emergency Services	OE-5 Equipment Maint Repair Purchase	1503	11/14/2023	11/27/2023	\$149.78	
Card Service Center	OE-6 Fuel	POP	10/31/2023	11/25/2023	\$344.00	
Card Service Center	OE-9 Uniform Maintenance Purchases	POP	10/31/2023	11/25/2023	\$861.64	
Card Service Center	OE-23 Station Maintenance	POP	10/31/2023	11/25/2023	\$39.33	
Card Service Center	OE-29 Meals	POP	10/31/2023	11/25/2023	\$161.82	
John Stone - Unit #171	OE-12 Fuel Reimbursement	1504	11/22/2023	11/27/2023	\$139.12	
John Stone - Unit #171	OE-25 Paid Salaries	1504	11/22/2023	11/27/2023	\$1,530.00	
Kaleb Barner - Unit #176	OE-12 Fuel Reimbursement	1505	11/22/2023	11/27/2023	\$17.82	
Kaleb Barner - Unit #176	OE-25 Paid Salaries	1505	11/22/2023	11/27/2023	\$180.00	
Ehren Davis - Unit #177	OE-12 Member Fuel Reimbursement	1506	11/22/2023	11/27/2023	\$31.70	
Ehren Davis - Unit #177	OE-25 Paid Salaries	1506	11/22/2023	11/27/2023	\$342.00	
Matthew Behuken - Unit #178	OE-12 Fuel Reimbursement	1507	11/22/2023	11/27/2023	\$275.10	
Matthew Behuken - Unit #178	OE-25 Paid Salaries	1507	11/22/2023	11/27/2023	\$837.00	
Gabe Luke - Unit #183	OE-12 Fuel Reimbursement	1508	11/22/2023	11/27/2023	\$492.56	
Gabe Luke - Unit #183	OE-25 Paid Salaries	1508	11/22/2023	11/27/2023	\$635.00	
Joshua C. Hrenz	AE-4 Legal Expenses	1509	10/31/2023	11/27/2023	\$350.00	
Hubert Oxford, IV	AE-4 Legal Expenses	1510	10/31/2023	11/27/2023	\$350.00	
Chris Gonzales	AE-13 Staff	1511	10/31/2023	11/27/2023	\$1,120.00	
Chris Gonzales	OE-25 Paid Salaries	1511	10/31/2023	11/27/2023	\$1,440.00	
Robert Ring	AE-13 Staff	1512	10/31/2023	11/27/2023	\$500.00	
					\$13,115.73	

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

Lastly, the Commissioners asked to staff to discuss with Stellar Bank the possibility of moving its funds that are held in savings to Money Market Account so that the District may receive better interest rates. The Commissioners then discussed that if the Bank would not match the current rates paid by other banks, staff needed to investigate transferring the fund held in savings to TexStar where the District could secure a better interest rate. Staff agreed to initiate the discussions with Stellar Bank and if Stellar Bank was unable to pay a higher interest rate through a money market account that they would contact TexStar to open an account with a higher interest rate than what is currently being offered by Stellar Bank.

Upon the conclusion of the discussion on the District's finances, Commissioner Mark Zambardino made a motion to approve the October 2023: i) District and Department Account Summaries; ii) pay outstanding invoices; iii) approve the District's financial statements; and iv) approve Resolution to transfer funds to a Money Market account at Stellar Banks. If Stellar Bank will not increase

interest rate, close current account and open an account with TexStar. (See Exhibits “A-1”, “A-2”, “A-3”, and “A-4”). This motion was seconded by Commissioner Robert Barnett 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.**

The Chief requested authority to purchase a Battery-Operated Smoke Injector (FAN) with funds. The Chief then explained that the funds to purchase the FAN would derive from the Motiva Grant, which is discussed in Agenda Item No. 8. The approximate cost of the FAN was \$5,333.00.

In addition, the Chief was happy to inform the Commissioners that the old engine was listed online, and the current bid price was \$42,000.00. Per the Chief, the initial listing price was \$18,000.00. Therefore, the District has exceeded the anticipated selling price of the vehicle.

In response to the request to purchase the FAN, a motion was made by Commissioner Robert Barnett to authorize the purchase of the Fan. This motion was seconded by Commissioner Mark Zambardino and unanimously approved by all the Commissioners present.

**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 the District was awarded \$8,200.00 from Motiva. (See Exhibit “B”). The funds are to be used for i) Scene light, batteries, and strainer for canal from the previous month in the amount of \$2,867.00; and ii) Battery operated smoke injector in the amount of \$5,333.00.

No action was taken on this Agenda Item.

**Agenda Item No. 9 - Discuss and take-action, if necessary, on authorizing staff to prepare and file annual report, notices, and requests for reappointment.**

Moving to Agenda Item No. 9, the Commissioners were presented with a request by Attorney Oxford to submit a letter to the Jefferson County Commissioners Court for the re-appointment of Commissioners Simmons, Zambardino, and Barnett and to file the Annual Report.

The Commissioners concurred, and thereafter, a motion was made by Commissioner Robert Barnett to approve the request for re-appointment and the file the Annual Report. This motion was seconded by Commissioner Mark Zambardino and unanimously approved by all the Commissioners present.

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

Lastly, the Commissioners then reviewed the October 2023 Chief’s report which are summarized below. The Department and the District’s firefighters responded to twelve (12) calls.

<b>Date / Time</b>	<b>Response Address</b>	<b>Nature of Call</b>	<b>Disposition</b>
*10/2/23 - 10:10	Clubb Oaks Road	Auto-pedestrian	AEMS transported to St. Elizabeth
*10/3/23 - 11:20	Duncan Road	Unauthorized burning	Extinguished fire
*10/3/23 - 15:01	Sturrock Rd.	Fall	AEMS transported to St. Elizabeth
*10/4/23 - 10:04	Capitol Dr.	Fall (infant)	AEMS obtained a refusal
*10/4/23 - 15:07	Hwy #105	Psychatric	AEMS obtained a refusal
*10/6/23 - 11:19	Tram Rd.	Psychatric	Turned over to AEMS & JCSO
10/7/23 - 20:20	Moss Hill	Fall	AEMS transported to St. Elizabeth
*10/12/23 -10:37	Boutwell Rd.	Chest pains	Undetermined transport
10/12/23 - 21:53	Cashlee Ct.	Seizures	AEMS obtained a refusal
10:13/23 - 20:48	Forest Trail Cir	Fall - lift assist	AEMS obtained a refusal
*10/17/23 - 09:01	Forest Trail Cir	General illness	AEMS transported to Baptist
*10/21/23 - 10:30	Sequoia Ln.	Nausea-vomiting	AEMS transported to Baptist

\*Daytime FF Response - 9 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.

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There being no other matters to discuss, President Johnson 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 December 18, 2023 at 6:00 p.m. Thereafter, Commissioner Mark Zambardino made a motion to adjourn the meeting at 6:34 p.m. This motion was seconded by Commissioner Robert Barnett and was unanimously approved by all the Commissioners present.

**ATTEST TO**

  
\_\_\_\_\_  
Position: PRESIDENT  
Date: 12-18-2023

  
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Position: Vice President  
Date: 12-18-2023