

**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 6:01 p.m. on the 27th day of February 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:

| 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 | Administrative Assistant |
| Mr. Hubert Oxford, IV | Benckenstein & Oxford, LLP |
| Mr. Dan Haver | Interested Citizen |

At 6:01 p.m., President Johnson 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 – Discuss and take-action, if necessary, on accepting the 2021 Compiled Financial Statement.

Mr. Ring asked the Commissioners to table this agenda item because he had the 2021-2022 Compiled Financial Statement had not been finalized as of the

meeting. In response, Commissioner Mark Zambardino made a motion to table this agenda item. This motion was seconded by Commissioner Robert Barnett and unanimously approved by all the Commissioner's present

Agenda Item No. 6 – Approve Prior Minutes

Turning to Agenda Item No. 6, to review and approval of the January 23, 2023 Regular Meeting, the 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 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 January 23, 2023 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.

President Johnson then called on Mr. Ring to present the financial reports for the month of January 2023 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 \$97,835.82. During January 2023, there were credits for \$80,831.38 in Tax Deposits. After considering the debits for monthly expenses of (\$14,493.13) the ending balance for the month was \$164,174.07. (See Exhibit "A-1").

Next, Mr. Ring turned to the District's savings account at Allegiance Bank account. The beginning balance in January was \$110,897.72 and after receipt of an interest payment of \$14.13 the ending balance was \$110,911.85. (See Exhibit "A-2").

Combined, Mr. Ring advised that the District's funds available were \$275,085.92. However, after considering the Restricted Funds, the District's total unrestricted funds were \$152,085.92.

Afterwards, Mr. Ring presented the Department's bank balances at Community Bank for January 2023. According to Mr. Ring, the Department's

checking account remained at \$10,000.00. The Departments savings account balance also remained at \$16,113.02. (See Exhibit “A-3”).

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 \$14,454.62. (See Exhibit “A-4”). A list of the invoices paid, or to be paid, is set forth below.

| Paid @ February 2023 Meeting | | | | | |
|-----------------------------------|---|---------|---------------|-----------|--------------------|
| Payee | Category | Check # | Date Incurred | Date Paid | Amount |
| Dish | OE-18 Internet & TV | AUTO | 1-31-2023 | 2-4-2023 | \$135.35 |
| AT&T | OE-10 Telephone Service (Phone Fax Security) | AUTO | 1-31-2023 | 2-8-2023 | \$191.34 |
| CenterPoint Energy | OE-17 Utilities (Electric & Gas) | AUTO | 1-31-2023 | 2-9-2023 | \$143.05 |
| Sparklight | OE-18 Internet & TV | AUTO | 1-31-2023 | 2-20-2023 | \$84.99 |
| Entergy | OE-17 Utilities (Electric & Gas) | AUTO | 1-31-2023 | 2-27-2023 | \$264.48 |
| Stucker & Company Tax Service LLC | AE-8 Accounting Expenses | 1352 | 1-31-2023 | 2-27-2023 | \$250.00 |
| Terry Peddy Pest Control Inc | OE-23 Station Maintenance | 1353 | 2-1-2023 | 2-27-2023 | \$60.00 |
| Ehren Davis - Unit #177 | OE-13 Fire Training | 1354 | 2-7-2023 | 2-27-2023 | \$125.00 |
| Casco Industries, Inc | OE-5 Equipment Maint/Repair Purchase | 1355 | 2-8-2023 | 2-27-2023 | \$3,320.60 |
| Sieben Equipment Service, Inc. | OE-4 Vehicle Main/Repair Pump Recertification | 1356 | 2-9-2023 | 2-27-2023 | \$391.11 |
| Municipal Emergency Services | OE-21 SCBA Air Pak Testing Machine | 1357 | 2-27-2023 | 2-27-2023 | \$733.05 |
| Card Service Center | OE-4 Vehicle Main/Repair Pump Recertification | POP | 1-31-2023 | 2-25-2023 | \$265.82 |
| Card Service Center | OE-6 Fuel | POP | 1-31-2023 | 2-25-2023 | \$459.73 |
| Card Service Center | OE-23 Station Maintenance | POP | 1-31-2023 | 2-25-2023 | \$81.92 |
| Card Service Center | OE-29 Meals | POP | 1-31-2023 | 2-25-2023 | \$21.84 |
| Chris Gonzales - Unit #101 | OE-25 Paid Salaries | 1358 | 2-22-2023 | 2-27-2023 | \$360.00 |
| John Stone - Unit #171 | OE-12 Fuel Reimbursement | 1359 | 2-22-2023 | 2-27-2023 | \$46.37 |
| John Stone - Unit #171 | OE-25 Paid Salaries | 1359 | 2-22-2023 | 2-27-2023 | \$477.00 |
| Ehren Davis - Unit #177 | OE-12 Fuel Reimbursement | 1360 | 2-22-2023 | 2-27-2023 | \$31.70 |
| Ehren Davis - Unit #177 | OE-25 Paid Salaries | 1360 | 2-22-2023 | 2-27-2023 | \$360.00 |
| Matthew Behnken - Unit #178 | OE-12 Fuel Reimbursement | 1361 | 2-22-2023 | 2-27-2023 | \$220.08 |
| Matthew Behnken - Unit #178 | OE-25 Paid Salaries | 1361 | 2-22-2023 | 2-27-2023 | \$684.00 |
| Gabe Luke - Unit #183 | OE-12 Fuel Reimbursement | 1362 | 2-22-2023 | 2-27-2023 | \$369.42 |
| Gabe Luke - Unit #183 | OE-25 Paid Salaries | 1362 | 2-22-2023 | 2-27-2023 | \$511.50 |
| Will Roane - Unit #185 | OE-12 Fuel Reimbursement | 1363 | 2-22-2023 | 2-27-2023 | \$213.27 |
| Will Roane - Unit #185 | OE-25 Paid Salaries | 1363 | 2-22-2023 | 2-27-2023 | \$693.00 |
| Joshua C. Henz | AE-4 Legal Expenses | 1364 | 1-31-2023 | 2-27-2023 | \$350.00 |
| Hubert Oxford, IV | AE-4 Legal Expenses | 1365 | 1-31-2023 | 2-27-2023 | \$350.00 |
| Chris Gonzales | AE-13 Staff | 1366 | 1-31-2023 | 2-27-2023 | \$1,120.00 |
| Chris Gonzales | OE-25 Paid Salaries | 1366 | 1-31-2023 | 2-27-2023 | \$1,440.00 |
| Robert Rmg | AE-13 Staff | 1367 | 1-31-2023 | 2-27-2023 | \$500.00 |
| | | | | | \$14,454.62 |

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

Thereafter, Commissioner Hoyt Simmons made a motion to approve the 1) January 2023 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 staffing being steady with seven (7) routine firefighters, with three (3) shifts that opened during the month of February.

Per the Chief, Mr. Lee Wheeler, District's realtor, made an offer on the real property discussed during the January 2023 Regular Meeting for \$285,000.00. However, Mr. Wheeler, received a response from the potential Seller that they were countering at \$375,000.00. The Commissioners recommended that no other offers be made towards the purchase of this specific real property.

Lastly, Mr. Gonzales then discussed the need for a new engine as the older engines were reaching their maximum useful life. This has been discussed in the past, but the Chief located a demo engine that had already been sold and wanted authority to be able secure the purchase of a replacement engine if another demo becomes available. The cost of a new engine is \$500,000.00. The Commissioners then discussed, subject to the President's consent, to approve authorize the purchase of a new engine that cost up to \$500,000.00 by way of a ten percent (10%) earnest money agreement.

In response, a motion was made by Commissioner Mark Zambardino to authorize the purchase of a replacement engine up to \$500,000.00 with a ten percent (10%) earnest money contract. This motion was seconded by Commissioner Brett Weldy 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.

Per the Chief, a grant in the amount of \$10,000.00, was received from Motiva. In addition to the grant received from Motiva, the Chief received an email from Josh Heinz regarding an ARPA grant. Per the e-mail, it does not appear that the District will receive any ARPA grant funding. (See Exhibit "B").

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

Turning to Agenda Item No. 10 regarding the District’s mileage reimbursement policy, staff presented a draft policy that was prepared following the last meeting and presented to the Commissioners for confirmation that the policy was consistent with the action taken during the January 23, 2023 Regular Meeting. (See Exhibit “C”). After a review of the policy, no action was taken as the policy was consistent with prior Board action.

Agenda Item No. 11 – Chief’s Report

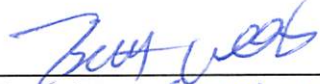
According to the Chief, in January 2023, the Department and the District’s firefighters responded to eighteen (18) calls. He then gave the Commissioners highlights of various calls set forth below.

| Date / Time | Response Address | Nature of Call | Disposition |
|------------------|-----------------------------|------------------------|---------------------------------------|
| *1/4/23 - 12:52 | Tram Road | Possible CVA | AEMS transported to St. Elizabeth |
| *1/4/23 - 14:38 | River Oaks Blvd @ Riverbend | Grass fire | Extinguished fire, no property damage |
| 1/5/23 - 18:36 | Tan Oak | Fire alarm activation | Unintentional activation |
| 1/6/23 - 03:48 | Davida Dr. | Fall - no injury | Lift assist |
| 1/6/23 - 07:04 | Tallow Dr. | Chest pains | AEMS transported to Baptist |
| *1/6/23 - 09:22 | Michael Rd. | Fall | Lift assist |
| 1/7/23 - 23:05 | Rolling Hills | Fall with injury | AEMS transported to Baptist |
| *1/10/23 - 14:47 | Cashlee Ct. | Grass fire | Extinguished fire |
| 1/13/23 - 06:53 | Chimney Rock | Seizures | Pt refusal - no transport |
| *1/13/23 - 08:49 | Hwy #105 @ Pine Island | Motor vehicle accident | 2 vehicles - 1 pt. |
| *1/13/23 - 14:25 | Tolivar Canal Rd. | Grass fire | Extinguished fire - protect church |
| *1/15/23 - 12:35 | Hwy #105 @ Sweet Gum | Motor vehicle accident | AEMS obtained two refusals |
| 1/25/23 - 01:35 | Rolling Hills Dr. | Structure fire | Extinguished storage bldg fire |
| *1/25/23 - 07:46 | Hwy #105 @ Riverbend | Motor vehicle accident | AEMS obtained refusals |
| 1/25/23 - 20:15 | Westchester | Diabetic episode | AEMS transported to Baptist |
| *1/28/23 - 10:09 | River Oaks Blvd. | Chest pains | AEMS obtained refusal |
| *1/30/23 - 09:51 | Sturrock Rd. | Fall with injury | AEMS transported to St. Elizabeth |
| *1/31/23 - 14:43 | Davida Dr. | Fire alarm activation | False alarm - no fire/smoke |


*Daytime FF Response - 11 responses
OPEN DAYS - 3 day

There being no other matters to discuss, President Johnson thanked the Commissioners for attending and then set the next meeting for Monday, March 27, 2023 at 6:00 p.m. Thereafter, Commissioner Mark Zambardino made a motion to adjourn the meeting at 06:36 p.m. This motion was seconded by Commissioner Robert Barnett and was unanimously approved by all the Commissioners.

ATTEST TO



Position: Secretary
Date: 3/27/23



Position: PRESIDENT
Date: 3-27-2023