

**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 28<sup>th</sup> day of August 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. 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
Joshua Heinz	General Counsel

At 6:00 p.m., Commissioner 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. 4 - Discuss and take-action, if necessary, on approving the minutes from the July 24, 2023 Regular Meeting.**

Turning to Agenda Item No. 4, to review and approval of the minutes of the July 24, 2023 Regular Meeting. The Commissioners reviewed the minutes of the meeting and there were no changes to be made.

There being no additional change, a motion was made by Commissioner Mark Zambardino, which was seconded by Commissioner Robert Barnett and the unanimous vote of all the Commissioners to approve the minutes as presented of the July 24, 2023 Regular Meeting.

**Agenda Item No. 5 - Review and approve and take-action, if necessary, on approving financial statement and approve payment of invoices for August 2023; and amending the budget.**

Turning to the month of July 2023, Mr. Ring informed the Commissioners that the District's beginning balance in its Checking account at Stellar Bank was \$222,985.73. During the month, there were credits of \$2,095.32 in Tax Deposits. After considering the expenses of (\$8,888.38) during the month, the ending balance in the District's checking account for July 2023 was \$216,192.67. (See Exhibit "A-1").

Mr. Ring then addressed the District's savings account at Stellar Bank account. At the beginning of July, the balance was \$110,980.24 and after receipt of an interest payment of \$14.14, the ending balance was \$110,994.38. (See Exhibit "A-1").

Together, Mr. Ring advised that the District's funds available were \$327,187.05. However, after considering the Restricted Funds, the District's total unrestricted funds were \$204,187.05.

Mr. Ring then presented the Department's bank balances at Stellar Bank for July 2023 and once again, 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").

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 \$11,279.05. (See Exhibit "A-3"). A list of the invoices paid, or to be paid, is set forth below.

Paid @ August 2023 Meeting					
Payee	Category	Check #	Date Incurred	Date Paid	Amount
Dish	OE-18 Internet & TV	AUTO	7.31.2023	8.4.2023	\$135.35
AT&T	OE-10 Telephone Service (Phone Fax Security)	AUTO	7.31.2023	8.9.2023	\$177.85
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	7.31.2023	8.10.2023	\$55.36
Sparklight	OE-18 Internet & TV	AUTO	7.31.2023	8.20.2023	\$84.99
Energy	OE-17 Utilities (Electric & Gas)	AUTO	7.31.2023	8.24.2023	\$215.25
Chris Gonzales	OE-29 Meals	1449	7.24.2023	8.28.2023	\$33.71
Municipal Emergency Services	OE-21 SCBA Air Pak Testing Machine	1450	7.28.2023	8.28.2023	\$785.64
Terry Peddy Pest Control	OE-23 Station Maintenance	1451	8.1.2023	8.28.2023	\$60.00
Municipal Emergency Services	OE-21 SCBA Air Pak Testing Machine	1452	8.16.2023	8.28.2023	\$633.15
Safe and Sound Security Services	OE-11 Fire Alarm Service	1453	8.16.2023	8.28.2023	\$614.80
Cal Bynum	OE-14 Medical Training (CPR &)	1454	7.18.2023	7.24.2023	\$100.00
Card Service Center	OE-5 Equipment Maint Repair Purchase	POP	7.31.2023	8.26.2023	\$21.11
Card Service Center	OE-6 Fuel	POP	7.31.2023	8.26.2023	\$277.22
Card Service Center	OE-23 Station Maintenance	POP	7.31.2023	8.26.2023	\$54.48
Card Service Center	OE-29 Meals	POP	7.31.2023	8.26.2023	\$128.06
John Stone - Unit #171	OE-12 Fuel Reimbursement	1455	8.23.2023	8.28.2023	\$123.66
John Stone - Unit #171	OE-25 Paid Salaries	1455	8.23.2023	8.28.2023	\$1,264.50
Kaleb Barner - Unit #176	OE-12 Fuel Reimbursement	1456	8.23.2023	8.28.2023	\$71.26
Kaleb Barner - Unit #176	OE-25 Paid Salaries	1456	8.23.2023	8.28.2023	\$675.00
Matthew Behnken - Unit #178	OE-12 Fuel Reimbursement	1457	8.23.2023	8.28.2023	\$275.10
Matthew Behnken - Unit #178	OE-25 Paid Salaries	1457	8.23.2023	8.28.2023	\$891.00
Gabe Luke - Unit #183	OE-12 Fuel Reimbursement	1458	8.23.2023	8.28.2023	\$369.42
Gabe Luke - Unit #183	OE-25 Paid Salaries	1458	8.23.2023	8.28.2023	\$472.14
Joshua C. Henz	AE-4 Legal Expenses	1459	7.31.2023	8.28.2023	\$350.00
Hubert Oxford, IV	AE-4 Legal Expenses	1460	7.31.2023	8.28.2023	\$350.00
Chris Gonzales	AE-13 Staff	1461	7.31.2023	8.28.2023	\$1,120.00
Chris Gonzales	OE-25 Paid Salaries	1461	7.31.2023	8.28.2023	\$1,440.00
Robert Rmg	AE-13 Staff	1462	7.31.2023	8.28.2023	\$500.00
					\$11,279.05

The Commissioners were then asked to review the District's balance sheet and Income Statement through July 2023. (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 July 2023: i) District and Department Account Summaries; ii) invoices; and iii) financial statements. This motion was seconded by Commissioner Robert Barnett and unanimously approved by all the Commissioners.

**Agenda Item No. 6 - Discuss and take-action, if necessary, on matters involving: 1) staffing; 2) purchases of real and/or personal property; and/or 3) repair requests.**

This month, there were no repairs, and all equipment is operating. Therefore, no action was taken on this agenda item.

**Agenda Item No. 7 - Discuss and take-action, if necessary, on applying for grants and/or accepting grants.**

The Chief and Mr. Ring provided information on grants currently being applied for. The Chief stated that he was going to once again apply for the Motiva grant and if approved, the Chief wanted to purchase additional equipment.

**Agenda Item No. 8 - Discuss and take-action, if necessary, to accept and approve the District's 2023 Certified Appraisal Roll (see attached form Resolution) and 2023 Tax Rate Calculation Worksheet.**

The Commissioners moved along to Agenda Item No. 8, at which time the Commissioners were presented with and reviewed the District's 2023 Certified Appraisal Roll dated July 20, 2023, as prepared and provided by the Jefferson County Appraisal District, and the District's 2023 Certified Tax Rate Calculation Worksheet dated July 20, 2023, as prepared and provided by the Jefferson County Tax Assessor/Collector, copies of which are attached hereto (See Exhibit "B-1" and "B-2").

After a review of the proposed tax rates, upon motion by Commissioner Barnett and seconded by Commissioner Weldy, the Commissioners unanimously accepted and approved the 2023 Certified Appraisal Roll and the 2023 Certified Tax Rate Calculation Worksheet and directed staff to post a copy of the Certified Appraisal Roll and Tax Rate Calculation Worksheet on the District's website. A copy of the Resolution approving the 2023 Certified Appraisal Roll is attached hereto (See Exhibit "B-3").

**Agenda Item No. 9 – Discuss and take-action, if necessary, to Review and discuss the District's fiscal year 2023-24 budget and take-action on District's proposed 2023-24 budget by record vote.**

President Johnson then directed the Commissioners to Agenda Item No. 9, at which time, the Commissioners reviewed and discussed a draft copy of the District's fiscal year 2023-24 budget. (See Exhibit "C"). Mr. Ring then reviewed the proposed budget and the Commissioners asked questions as he went through the various line items.

After completing the review of the proposed budget for 2023-24, Commissioner Mark Zambardino made a motion to approve the *proposed* fiscal year 2023-24 budget, a copy of which is attached hereto (*See Exhibit “C”*) The motion was seconded by Commissioner Robert Barnett and unanimously approved by all the Commissioners.

**Agenda Item No. 10 – Discuss and take-action, if necessary, on the District’s *proposed* property tax rate by record vote, schedule and announce meeting at which Board will vote to adopt the District’s 2023 property tax rate and authorize publication/posting of required notices concerning the 2023 property tax rate.**

After having approved the *proposed* fiscal year 2023-24 budget, the Commissioners were directed to Agenda Item No. 10 to discuss the District’s *proposed* 2023 tax rate. Staff recommended a proposed 2023 tax rate of \$0.062683/\$100.00. Attorney Heinz explained that this proposed tax rate exceeds the District’s 2023 no-new-revenue tax rate but not the voter-approval rate as such rate is sufficient to fund the District’s proposed fiscal year 2023-24 budget as approved.

If approved, the following table sets forth the estimated revenues that would be generated by the new proposed tax rate:

2022-2023-Voter Approved Tax Rate (i.e., Rollback Rate)							
COUNTY		PRELIMINARY CERTIFIED TAXABLE VALUE (Adjusted)	Per \$100			VATR	REVENUE
JCESD No. 1	2022-2023	\$313,833,668.00	÷ 100	\$3,138,336.68	X	0.064653	\$202,902.88
2023-2024-Voter Approved Tax Rate (i.e., Rollback Rate)							
COUNTY		PRELIMINARY CERTIFIED TAXABLE VALUE (Adjusted)	Per \$100			VATR	REVENUE
JCESD No. 1	2022-2023	\$356,224,708.00	÷ 100	\$3,562,247.08	X	0.062683	\$223,292.33

Mr. Heinz then explained the tax rate notice requirements for a “Small Taxing Unit,” and the Commissioners announced that they will vote to adopt the District’s

2023 tax rate during its September 25, 2023 Regular Meeting, which will begin at 6:00 p.m. Mr. Heinz will post and publish the required notice in accordance with Section 26.052 of the Texas Tax Code (Small Taxing Unit Notice). (See **Exhibit “D”**).

After the discussion on the proposed tax rate for 2023-24, Commissioner Hoyt Simmons made a motion to approve a *proposed* 2023 tax rate of \$0.062683/\$100.00 which exceeds the District’s 2023 no-new-revenue tax rate but not the voter-approval rate, and such rate being sufficient to fund the District’s *proposed* fiscal year 2023-24 budget as approved. The motion was seconded by Commissioner Robert Barnett. A record vote was taken on the *proposed* 2023 tax rate, the results of which were as follows: For: President Johnson, Vice President Simmons, Treasurer Zambardino, Secretary Weldy, and Director Barnett; Against: None; Present and Not Voting: None; and, Absent and Not Voting: None.

**Agenda Item No. 11 – Discuss and take-action, if necessary, to approve the disposal of surplus and salvage property.**

Turning to Agenda Item No. 11, the Chief has requested the Commissioners declare as surplus 2,000 feet of 2 ½ inch hose and authorize the Chief to sell at the best price offered.

The Commissioners concurred with the Chief’s recommendation, and then a motion was made by Commissioner Robert Barnett, which was seconded by Commissioner Brett Weldy and the unanimous vote of all the Commissioners to allow the Chief to declare as surplus 2,000 feet of 2 ½ inch hose and authorize the Chief to sell at the best price offered.

**Agenda Item No. 12 – Discuss and take-action, if necessary, to engage auditor to perform 2022-2023 compiled financial statement or audit.**

Turning to the final agenda item, the Commissioners reviewed engage letter from J.R. Edwards & Associates, LLC, to assist the District with making necessary adjustments and to engage J.R. Edwards & Associates, LLC, Certified Public Accountants, to prepare the District’s audit or compiled financial statement through the period ending on September 30, 2023. (See **Exhibit “E”**).

After the Commissioners discussed the need to retain J.S. Edwards &

Associates, LLC, Commissioner Brett Weldy made a motion to approve the engagement of J.R. Edwards & Associates, LLC to perform the District’s compiled financial statement or audit for the period ending on September 30, 2023. This motion was seconded by Commissioner Robert Barnett and unanimously approved by all the Commissioners.

**Agenda Item No. 13 – Chief’s Report.**

Lastly, the Commissioners then reviewed the July 2023 Chief’s report which are summarized below. The Department and the District’s firefighters responded to thirteen (13) calls.

Date / Time	Response Address	Nature of Call	Disposition
7/7/23 - 05:14	Carroll Lane	CP's/Difficulty Breathing	AEMS transported to St. Elizabeth
*7/7/23 - 13:06	1620 4th St./ ESD#3	Possible stucture fire	Mutual aid-cancelled enroute
7/8/23 - 16:55	Keith Road	Stabbing	AEMS obtained a refusal
*7/10/23 - 15:47	18732 Old Nome Rd.	Structure fire	Assisted w/engine & manpower
7/10/23 - 21:39	Hwy #105	DOS	Scene turned over to JCISO
7/16/23 - 16:47	Moss Hill	Breathing Problems	AEMS transported to St. Elizabeth
7/16/23 - 20:47	Moore Road	Abdominal pains	AEMS transported to St. Elizabeth
*7/22/23 -16:18	Thousand Oaks	Hand laceration	AEMS obtained a refusal
*7/23/23 - 21:52	Wayside Dr.	Breathing Problems	AEMS transported to Baptist
*7/24/23 - 12:40	Sweet Gum	Heat exposure	Cancelled enroute
*7/24/23 - 13:32	Sweet Gum	Heat exposure	AEMS transported to St. Elizabeth
*7/29/23 - 12:53	Saddlewood Ct.	Possilbe stroke	AEMS transported to Baptist
*7/30/23 - 10:04	Hwy #105	Motor vehicle accident	AEMS transported 2 pts.

\*Daytime FF Response - 8 responses

OPEN DAYS - 3 days

**{INTENTIONALLY LEFT BLANK}**

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 and Public Hearing would be on September 25, 2023 at 6:00 p.m. Thereafter, Commissioner Hoyt Simmons made a motion to adjourn the meeting at 7:01 p.m. This motion was seconded by Commissioner Robert Barnett and was unanimously approved by all the Commissioners.

**ATTEST TO**

John T. Johnson  
Position: PRESIDENT  
Date: 9-25-2023

Hoyt A. Simmons  
Position: Vice-President  
Date: 9/25/23