

**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 25<sup>th</sup> day of March 2024, 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 Commissioner Hoyt Simmons. 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	General Counsel

At 6:13 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. 5 - Discuss and take-action, if necessary, on approving the minutes from the February 26, 2024 Regular Meeting.**

Turning to Agenda Item No. 5, to review and approval of the minutes of the February 26, 2024 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 Robert Barnett, which was seconded by Commissioner Brett Weldy and the

unanimous vote of all the Commissioners present, to approve the minutes as presented of the February 26, 2024 Regular Meeting.

**Agenda Item No. 6 - Review and approve and take-action, if necessary, on approving financial statement and approve payment of invoices for February 2024; and amending the budget.**

Turning to the Financials for February 2024, Mr. Ring informed the Commissioners that the District's beginning balance in its Checking account at Stellar Bank was \$259,901.32. During the month, there was a credit of \$74,277.62 in Tax Deposits. After considering the expenses of \$15,336.01 during the month of February, the ending balance in the District's checking account for the month was \$318,842.93. (See **Exhibit "A-1"**).

Mr. Ring then addressed the District's savings account at Stellar Bank account. At the beginning of February, the balance was \$111,078.30 and after receipt of an interest payment of \$13.20, the ending balance was \$111,091.50. (See **Exhibit "A-1"**).

Together, Mr. Ring advised that the District's funds available were \$429,934.43. However, after considering the Restricted Funds, the District's total unrestricted funds were \$306,934.43.

Mr. Ring then presented the Department's bank balances at Stellar Bank for February 2024, 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 \$16,114.02. (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 \$11,114.62. (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 @ March 2024 Meeting					
Payee	Category	Check #	Date Incurred	Date Paid	Amount
Dish	OE-18 Internet & TV	AUTO	2/29/2024	3/4/2024	\$141.41
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	2/29/2024	3/11/2024	\$92.78
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	AUTO	2/29/2024	3/11/2024	\$190.73
Sparklight	OE-18 Internet & TV	AUTO	2/29/2024	3/20/2024	\$84.99
Entergy	OE-17 Utilities (Electric & Gas)	AUTO	2/29/2024	3/27/2024	\$176.34
Sabine Neches Chiefs Association	AE-12 Dues	1561	10/1/2023	3/25/2024	\$250.00
Sticker & Company Tax Service LLC	AE-8 Accounting Expenses	1562	1/22/2024	3/25/2024	\$275.00
Siddons-Martin Emergency Group	OE-4 Vehicle Main/Repair/Pump Recertification	1563	2/20/2024	3/25/2024	\$590.96
Terry Peddy Pest Control, Inc	OE-23 Station Maintenance	1564	3/5/2024	3/25/2024	\$60.00
JCAD	AE-7 JCAD Fees	1565	3/5/2024	3/25/2024	\$556.26
United Communications Inc	OE-4 Vehicle Main/Repair/Pump Recertification	1566	3/8/2024	3/25/2024	\$439.00
Kenneth Galloway	OE-4 Vehicle Main/Repair/Pump Recertification	1578	3/18/2024	3/25/2024	\$7.50
Cal Bynum	OE-14 Medical Training (CPR &	1567	3/19/2024	3/25/2024	\$100.00
Casco Industries, Inc	OE-4 Vehicle Main/Repair/Pump Recertification	1568	3/20/2024	3/25/2024	\$185.00
Card Service Center	OE-4 Vehicle Main/Repair/Pump Recertification	POP	2/29/2024	3/23/2024	\$7.00
Card Service Center	OE-5 Equipment	POP	2/29/2024	3/23/2024	\$83.65
Card Service Center	OE-6 Fuel	POP	2/29/2024	3/23/2024	\$244.63
Card Service Center	OE-23 Station Maintenance	POP	2/29/2024	3/23/2024	\$239.33
Card Service Center	OE-29 Meals	POP	2/29/2024	3/23/2024	\$219.37
John Stone - Unit #171	OE-12 Fuel Reimbursement	1569	3/20/2024	3/25/2024	\$79.06
John Stone - Unit #171	OE-25 Paid Salaries	1569	3/20/2024	3/25/2024	\$729.00
Kaleb Barner - Unit #176	OE-12 Fuel Reimbursement	1570	3/20/2024	3/25/2024	\$18.22
Kaleb Barner - Unit #176	OE-25 Paid Salaries	1570	3/20/2024	3/25/2024	\$180.00
Ehren Davis - Unit #177	OE-12 Fuel Reimbursement	1571	3/20/2024	3/25/2024	\$81.07
Ehren Davis - Unit #177	OE-25 Paid Salaries	1571	3/20/2024	3/25/2024	\$769.50
Matthew Behnken - Unit #178	OE-12 Fuel Reimbursement	1572	3/20/2024	3/25/2024	\$168.84
Matthew Behnken - Unit #178	OE-25 Paid Salaries	1572	3/20/2024	3/25/2024	\$540.00
Gabe Luke - Unit #183	OE-12 Fuel Reimbursement	1573	3/20/2024	3/25/2024	\$377.88
Gabe Luke - Unit #183	OE-25 Paid Salaries	1573	3/20/2024	3/25/2024	\$467.10
Joshua C. Heinz	AE-4 Legal Expenses	1574	2/29/2024	3/25/2024	\$350.00
Hubert Oxford, IV	AE-4 Legal Expenses	1575	2/29/2024	3/25/2024	\$350.00
Chris Gonzales	AE-13 Staff	1576	2/29/2024	3/25/2024	\$1,120.00
Chris Gonzales	OE-25 Paid Salaries	1576	2/29/2024	3/25/2024	\$1,440.00
Robert Ring	AE-13 Staff	1577	2/29/2024	3/25/2024	\$500.00
					\$11,114.62

Before concluding the discussion on the District's Financials, the Commissioners were asked to review the District's balance sheet and Income Statement for March 2024. Thereafter, a recommendation was made to move \$84,000.00 from the checking to savings account and move \$184,000.00 from the District's savings account to the District's TexStar account. (See Exhibit "A-4").

Upon the conclusion of the discussion on the District's finances, Commissioner Mark Zambardino made a motion to approve the February 2024: i) District and Department Account Summaries; ii) pay outstanding invoices; iii) approve the District's financial statements; iv) transfer \$84,000.00 from the District's checking to savings account and then move \$184,000.00 from the District's savings account to the District's TexStar account (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 reported on the number of shifts covered by the District's firefighters in the month of February but otherwise, no action was taken.

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

No action was taken on this Agenda Item.

**Agenda Item No. 9 - Discuss and take-action, if necessary, on engaging Touchstone District Services to assist with the passage of a sales tax election on behalf of the District.**

The Commissioners were then asked to discuss hiring Touchstone District Services ("Touchstone") to assist with a sales tax election. The Chief then reported that he was considering recommending the District engage Touchstone to assist the District to navigate a proposed sales tax election in May of 2025 but after talking to Attorneys Oxford and Heinz, he now recommends that the District call for this election in November 2025. Per the Chief, the main reason for his recommendation is because the costs associated with a May 2025 election would potentially be much higher than a November 2025 election. The reason being is because the Jefferson County Clerk's office runs the elections and divides the cost associated with the election with those public entities who participate in the election. Historically, the entities participating in the May elections do not include the County, who sponsors the federal and statewide elections including elections for constitutional amendments. In comparison, during November elections during odd years, the County must participate in the election, and this drives the costs down. Consequently, the Chief stated that it was his suggestion that the District plan to hold its sales tax election in November of 2025 and postpone engaging Touchstone until January of 2025. Attorney Oxford concurred with this recommendation as did those Commissioners present.

Therefore, no action was taken on this Agenda Item.

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

The Commissioners reviewed the February 2024 Chief’s report which are summarized below. The Department and the District’s firefighters responded to eleven (11) calls.


Date / Time	Response Address	Nature of Call	Disposition
2/1/24 - 14:46	Westbury Rd.	Structure fire	Assisted ESD#3 with shed fire
*2/2/24 - 12:20	Rolling Hills Dr.	Resipatory problems	AEMS transsported to Baptist
2/2/24 - 19:17	Thousand Oaks Dr.	Fire alarm activation	Cancelled enroute
2/8/24 - 18:16	Chesrnut LN.	Overdose	AEMS transported to St. Elizabeth
2/9/24 - 19:35	Rolling Hills Dr.	Fall w/ injury	AEMS transported to Baptist
*2/12/22 - 14:49	Tram Rd.	Fall w/ injury	AEMS transported to St. Elizabeth
*2/14/24 - 08:36	Duncan Rd.	Breathing problems	Transported by POV prior to arrival
*2/19/24 - 12:00	Black Gum Rd.	Breathing problems	AEMS transported to St. Elizabeth
2/21/24 - 21:09	Carroll Ln.	Laceration	AEMS transported to St. Elizabeth
2/24/24 - 08:34	Tallow Dr.	Public Assist	Lift assist only-no transport
*2/26/24 -13:19	Tallow Dr.	Public Assist	Lift assist only-no transport

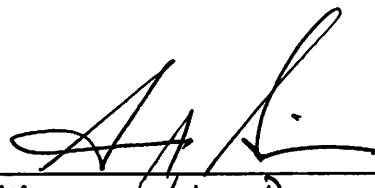
\*Daytime FF Response - 5 responses

Upon the completion of the Chief’s report, no other matters were brought before the Commissioners.

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 April 22, 2024 at 6:00 p.m. Thereafter, Commissioner Mark Zambardino made a motion to adjourn the meeting at 6:47 p.m. This motion was seconded by Commissioner Robert Barnett and was unanimously approved by all the Commissioners.

**ATTEST TO**

  
 Position: PRESIDENT  
 Date: 4-22-2024

  
 Position: Vice President  
 Date: 4/22/24