

**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 24th day of June 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:

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 less Commissioner Simmons and Commissioner Johnson. 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	General Counsel
Mr. James Edwards	J.R. Edwards & Associates, District Auditor

At 6:01 p.m., Commissioner Zambardino announced that a quorum was established and then called on Chief Gonzales to lead the group in prayer and the Pledge of Allegiance.

Agenda Item No. 7 – Discuss and take-action, if necessary, on receiving and accepting 2022-2023 Audit.

Commissioner Zambardino asked the Board to move to Agenda Item No. 7 to discuss the 2022-2023 audit. He then called on Mr. James Edwards, with J.R.

Edwards & Associates, to present the audit for 2022-2023. (See Exhibit “A”). Mr. Edwards started the audit by informing the Commissioners that the financial statements of the District have been prepared in conformity with generally accepted accounting principles (“GAAP”) as applied to governmental units. In addition, Mr. Edwards stated that the financial statements presented fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District, as of September 30, 2023, and the respective changes in financial position, for the year were in accordance with accounting principles generally accepted in the United States of America. Mr. Edwards then reviewed the District’s financial statements and in conclusion informed the Board that he did not identify any deficiencies in internal control that we consider to be material weaknesses.

Following discussions of the District’s financials, the Commissioners thanked Mr. Edward’s for his presentation. Thereafter, Commissioner Brett Weldy made a motion to accept the 2022-2023 District Audit and to submit the audit to the County as required by Section 775.082 of the Texas Health and Safety Code. Commissioner Robert Barnett seconded the motion, and the motion was unanimously approved with the consent of all the Commissioners present.

Agenda Item No. 8 – Discuss and take-action, if necessary, to engage auditor for 2023-2024 Audit.

Before Mr. Edwards left, Attorney Oxford asked Commissioner Zambardino to address Agenda Item No. 8 and presented the Commissioners with an Engagement Letter by J.R. Edwards & Associates for 2023-2024. (See Exhibit “B”). Attorney Oxford asked the Commissioners to approve the engagement so that the Auditors could help staff with verifying the District’s balance sheet.

Commissioner Robert Barnett made a motion to approve the engagement of submitted by J.R. Edwards & Associates for the 2023-2024 Audit. This motion was seconded by Commissioner Brett Weldy and unanimously approved by all the Commissioner’s present

Agenda Item No. 5 - Discuss and take-action, if necessary, on approving the minutes from the May 20, 2024 Regular Meeting.

Turning to Agenda Item No. 5, to review and approval of the minutes of the May 20, 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 Brett Weldy, which was seconded by Commissioner Robert Barnett and the unanimous vote of all the Commissioners present, to approve the minutes as presented of the May 20, 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 June 2024; and amending the budget.

Afterwards, Commissioner Zambardino called on Mr. Robert Ring to present the Financials for May 2024. Mr. Ring informed the Commissioners that the District's beginning balance in its Checking account at Stellar Bank was \$228,661.63. During the month, there was a credit of \$3,526.72 in Tax Deposits. After considering the expenses of \$9,617.92 for the May invoices, the ending balance in the District's checking account for the month was \$222,570.43. (*See Exhibit "C-1"*).

Mr. Ring then addressed the District's savings account at Stellar Bank account. At the beginning of May, the balance was \$195,123.41 and after receipt of (i) an interest payment of \$12.09; (ii) a deposit in the amount of \$10,000.00; and (iii) a withdrawal in the amount of \$184,00.00 to be deposited into the TexStar account, the ending balance was \$21,135.50. (*See Exhibit "C-1"*). Mr. Ring then advised that at the last meeting of the Department, the Department voted to return the \$10,000.00 given by the District several years ago to be used in case of an emergency. However, since the funds were conveyed by the District, they have not been used and the Department wanted to return the money in order to avoid having to pay bank fees.

Together, Mr. Ring advised that the District's funds available were \$428,161.40. However, after considering the Restricted Funds, the District's total unrestricted funds were \$305,161.40.

Mr. Ring then presented the Department's bank balances at Stellar Bank for May 2024. After the debit of \$10,000.00 discussed above, the Department's checking account balance was \$0.00, and the Departments savings account balance

remained at \$16,114.02. (See Exhibit “C-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 \$53,709.12 (See Exhibit “C-3”). Mr. Ring directed the Commissioners to the following list of the invoices paid, or to be paid, which included the first loan payment for the new Engine:

(Remainder of Page Intentionally Left Blank)

Paid @ June 2024 Meeting					
Payee	Category	Check #	Date Incurred	Date Paid	Amount
Dish	OE-18 Internet & TV	AUTO	5/31/2024	6/4/2024	\$141.41
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	AUTO	5/31/2024	6/7/2024	\$189.93
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	5/31/2024	6/7/2024	\$52.92
Sparklight	OE-18 Internet & TV	AUTO	5/31/2024	6/20/2024	\$84.99
Entergy	OE-17 Utilities (Electric & Gas)	AUTO	5/31/2024	6/26/2024	\$191.44
Southside Bank	OE-1 Engine #2 Annual Payment	1601	5/31/2024	6/11/2024	\$36,067.34
Terry Pedyk Pest Control, Inc	OE-23 Station Maintenance	1602	6/3/2024	6/24/2024	\$60.00
JCAD	AE-7 JCAD Fees	1603	6/3/2024	6/24/2024	\$56.26
J.R. Edwards & Associates, LLC	AE-9 Audit Expenses	1604	6/20/2024	6/24/2024	\$8,000.00
Card Service Center	OE-4 Vehicle Maint/Repair/Pump Recertification	POP	5/31/2024	6/21/2024	\$156.95
Card Service Center	OE-6 Fuel	POP	5/31/2024	6/21/2024	\$357.03
Card Service Center	OE-23 Station Maintenance	POP	5/31/2024	6/21/2024	\$95.24
Card Service Center	OE-29 Meals	POP	5/31/2024	6/21/2024	\$139.13
Chris Gonzales	OE-25 Paid Salaries	1605	6/19/2024	6/24/2024	\$540.00
John Stone - Unit #171	OE-12 Fuel Reimbursement	1606	6/19/2024	6/24/2024	\$31.62
John Stone - Unit #171	OE-25 Paid Salaries	1606	6/19/2024	6/24/2024	\$360.00
Kaleb Bamer - Unit #176	OE-12 Fuel Reimbursement	1607	6/19/2024	6/24/2024	\$72.90
Kaleb Bamer - Unit #176	OE-25 Paid Salaries	1607	6/19/2024	6/24/2024	\$693.00
Ehren Davis - Unit #177	OE-12 Fuel Reimbursement	1608	6/19/2024	6/24/2024	\$48.64
Ehren Davis - Unit #177	OE-25 Paid Salaries	1608	6/19/2024	6/24/2024	\$526.50
Matthew Behnken - Unit #178	OE-12 Fuel Reimbursement	1609	6/19/2024	6/24/2024	\$112.56
Matthew Behnken - Unit #178	OE-25 Paid Salaries	1609	6/19/2024	6/24/2024	\$360.00
Gabe Luke - Unit #183	OE-12 Fuel Reimbursement	1610	6/19/2024	6/24/2024	\$503.84
Gabe Luke - Unit #183	OE-25 Paid Salaries	1610	6/19/2024	6/24/2024	\$608.40
Joshua C. Henz	AE-4 Legal Expenses	1611	5/31/2024	6/24/2024	\$350.00
Hubert Oxford, IV	AE-4 Legal Expenses	1612	5/31/2024	6/24/2024	\$350.00
Chris Gonzales	AE-13 Staff	1613	5/31/2024	6/24/2024	\$1,120.00
Chris Gonzales	OE-25 Paid Salaries	1613	5/31/2024	6/24/2024	\$1,440.00
Robert Ring	AE-13 Staff	1614	5/31/2024	6/24/2024	\$500.00
					\$53,709.12

Before concluding the discussion on the District’s Financials, the Commissioners were asked to review the District’s balance sheet and Income Statement for May 2024. This month, no recommendations were made to transfer additional funds to TexStar. (See Exhibit “C-4”).

Upon the conclusion of the discussion on the District’s finances, Commissioner Robert Barnett made a motion to approve the May 2024: i) District and Department Account Summaries; ii) pay outstanding invoices; iii) approve the District’s financial statements and bank reconciliations (See Exhibits “C-1”, “C-2”, “C-3”, and “C-4”). 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 matters involving: 1) staffing; 2) purchase and/or 3) repair requests submitted by the Volunteer Fire Department.

The Chief reported the District needs to replace its 4 Gas Meter as the current meter was no longer working. The Chief received a bid for \$866.84 from Valen to purchase a replacement. He also received a revised bid from the Meeker Water District to purchase a fire hydrant to be installed on Tolivar Canal Road. Per the Chief, he was previously given \$4,500.00 in authority to spend on the hydrant but the final costs to purchase the hydrant came back at \$5,800.00 and he was requesting additional authority. Regarding the installation of the hydrant, the Chief confirmed that Meeker was going to cover the cost to install the meter.

In response, Commissioner Robert Barnett made a motion to approve the purchase of the 4 Gas Meters for up to \$900.00, and to authorize the Chief to purchase the fire hydrant for Tolivar Canal Road from the Meeker Water District for up to \$5,800.00. This motion was seconded by Commissioner Brett Weldy and unanimously approved by all the Commissioner's present.

Agenda Item No. 10 - 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. 11 – Chief's Report.

The Commissioners reviewed the May 2024 Chief's report which are summarized below. The Department and the District's firefighters responded to twenty-six (26) calls.

(Remainder of Page Intentionally Left Blank)

Date / Time	Response Address	Nature of Call	Disposition
5/3/24 - 07:45	S. Pine Island Rd.	Structure fire	Mutual aid - assisted ESD#3
5/3/24 - 11:38	Chimney Rock	Fallen tree on home	No hazard - no injuries
*5/6/24 - 07:48	Tolivar Canal Rd.	Fall - lift assist	Lift assist only, no transport
*5/7/24 - 21:29	Tolivar Canal Rd.	Dimished LOC	AEMS transported to Baptist
*5/10/24 - 15:40	Hwy 326	MVC	Disregarded enroute
5/10/24 - 19:27	Tallow Dr.	Difficulty breathing	AEMS transported to Baptist
5/11/24 -10:59	Hillary Rd.	Fall w/ injury	AEMS transported to St. Elizabeth
5/11/24 -20:22	Hillary Rd.	Lift assist	Lift assist only, no transport
5/13/24 - 06:25	Thousand Oaks	Abdominal pains	AEMS transported to Baptist
*5/15/24 - 11:44	Basswood Ln.	Medical alert activation	Accidental activation-cancelled
*5/15/24 - 16:39	Sweet Gum Rd.	Vehicle fire	Extinguished fire
5/18/24 - 17:06	Thousand Oaks	Chest pains	AEMS transported to St. Elizabeth
5/19/24 - 19:17	Old Sour Lake	Chest pains	Pt. transported by POV
*5/20/24 - 15:19	Reins Road	Breathing difficulty	AEMS transported to Baptist
*5/23/24 - 16:49	Sturrock Rd.	Breathing difficulty	AEMS transported to Baptist
5/25/24 - 09:12	Reserve Dr.	Chest pains	Pt. refusal
5/25/24 - 13:30	Reins Rd.	Abscess/bleeding	AEMS transported to St. Elizabeth
5/25/24 - 15:26	Tram Rd.	Fire alarm activation	No fire/smoke - located
5/25/24 - 21:54	Hwy #105	MVC/entrapment	1 pt transported/1 refusal
5/27/24 - 13:42	Tram Rd.	MVC/ major damage	2 pt's transported to St. E.
5/27/24 - 16:53	Rolling Hills	Chest pains	AEMS transported to Baptist
*5/28/24 - 12:53	Kolander Rd.	Fall w/ injury	AEMS transported to Baptist
*5/28/24 - 14:37	Shipley @ Leaning Oaks	Downed tree	Removed tree from roadway
*5/28/24 - 14:59	Irwood Dr.	Downed power lines	Awaiting Entergy
5/28/24 - 21:18	Wayside Dr.	Abdominal pains	AEMS transported to Baptist
*5/29/24 - 08:06	Niagara Dr.	Fall w/ injuries	AEMS transported to Baptist

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

There being no other matters to discuss, Commissioner Zambardino thanked the Commissioners for attending and then set the next meeting for July 29, 2024 at 6:00 p.m. Thereafter, Commissioner Brett Weldy made a motion to adjourn the meeting at 6:43 p.m. This motion was seconded by Commissioner Robert Barnett and was unanimously approved by all the Commissioners.

ATTEST TO



Position: PRESIDENT

Date: 7-29-2024


Position: Vice President

Date: 7/29/2024