

**MINUTES OF THE P 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 January 2025, 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
Robert "Lee" Barnett	Director
Wade Witt	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
Hubert Oxford, IV	General Counsel
Commissioner Brandon Willis	Jefferson County Precinct No. 1

At 6:12 p.m., Commissioner Johnson announced that a quorum was established and then lead the group in prayer and the Pledge of Allegiance.

**Agenda Item No. 6 - Discuss and take-action, if necessary, on approving the minutes from the November 25, 2025 Regular Meeting.**

Turning to Agenda Item No. 6, to review and approval of the minutes of the November 25, 2024 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 present, to approve the minutes as presented of the November 25, 2024 Regular Meeting.

**Agenda Item No. 7 – Review, approve, and take-action, if necessary, on approving financial statement; authorize payment of invoices; and amending the budget.**

President Johnson called on Mr. Robert Ring to present the District's financials for November and December 2024. (*See Exhibit "A-1"*). A summary of the checking account balances at Stellar Bank is set forth below.

<b>Stellar Bank Checking</b>		
	<b>Nov-24</b>	<b>Dec-24</b>
<b>Beginning Balance</b>	<b>\$7,712.90</b>	<b>\$15,320.55</b>
<b>Credits</b>		
Tax Deposits	\$4,388.31	\$9,602.46
Misc. Deposits	\$15,000.00	\$0.00
<b>Total Credits</b>	<b>\$19,388.31</b>	<b>\$9,602.46</b>
<b>Debits</b>		
Fees	\$0.00	\$0.00
Check Register	(\$11,780.66)	(\$17,472.17)
<b>Total Debits</b>	<b>(\$11,780.66)</b>	<b>(\$17,472.17)</b>
<b>Ending Balance</b>	<b>\$15,320.55</b>	<b>\$7,450.84</b>

Per Mr. Ring, in November 2024, the Miscellaneous Deposits were the result of transferring funds from the District's TexStar account to the checking account in order to cover expenses. In addition, Mr. Ring explained to the Board that starting in January of 2025, the District is going to begin to receive property tax funds for the current tax year.

Next, Mr. Ring reviewed the balance in the District's savings account at Stellar Bank and Texstar, which are summarized below. Per Mr. Ring, there were no changes to these accounts except for the withdraw of \$15,000.00 in November from the TexStar account and deposited into the District's checking account.

	<b>Nov-24</b>	<b>Dec-24</b>
<b>Stellar Bank Savings</b>		
<b>Beginning Balance</b>	<b>\$11,152.57</b>	<b>\$11,154.06</b>
Interest Earned	\$1.49	\$1.42
Deposits		
Withdraws		
<b>Ending Balance</b>	<b>\$11,154.06</b>	<b>\$11,155.48</b>
<b>TexSTAR</b>		
<b>Beginning Balance</b>	<b>\$289,526.03</b>	<b>\$275,624.20</b>
Interest Earned	\$1,098.17	\$1,068.28
Deposits		
Withdraws	(\$15,000.00)	
<b>Ending Balance</b>	<b>\$275,624.20</b>	<b>\$276,692.48</b>

Following the review of the District's accounts, Mr. Ring referred the Commissioners to the Recapitulation and Reserve Fund Section of the report. As shown below, the fun balances dropped between November and December 2024 because of the payment of payment of invoices in November that were going to be presented at this meeting for ratification.

	<b>Nov-24</b>	<b>Dec-24</b>
<b>RECAPITULATION</b>		
Stellar Bank Checking	\$15,320.55	\$7,450.84
Stellar Bank Savings	\$11,154.06	\$11,155.48
TexSTAR	\$275,624.20	\$276,692.48
<b>Total Fund Balances</b>	<b>\$302,098.81</b>	<b>\$295,298.80</b>
<b>RESERVE FUNDS</b>		
Land Acquisition	\$100,000.00	\$100,000.00
Equipment Acquisition	\$23,000.00	\$23,000.00
<b>Total Reserve Funds</b>	<b>\$123,000.00</b>	<b>\$123,000.00</b>
<b>Total Unrestricted Assets</b>	<b>\$179,098.81</b>	<b>\$172,298.80</b>

Mr. Ring then turned to the balance in the Department's savings account Stellar Bank for November 2024 and December 2024. Per Mr. Ring, the balance for this account has remained the same since October of 2024. at \$16,114.02. (See Exhibit "A-2").

Next, Mr. Ring reviewed the invoices paid in December 2024 in the absence of the Board meeting and the invoices that needed to be paid during the January 2025 meeting. Per Mr. Ring, the expenses paid in December were \$17,472.17 and the invoices to be paid during the meeting amounted to \$15,965.77. (See Exhibit "A-3"). A list of the invoices paid, or to be paid, is set forth below.

Paid @ December 2024 Meeting					
Payee	Category	Check #	Date Incurred	Date Paid	Amount
Dish	OE-18 Internet & TV	AUTO	11/30/2024	12/4/2024	\$148.37
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	11/30/2024	12/9/2024	\$51.45
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	ONLINE	11/30/2024	12/11/2024	\$64.53
Sparklight	OE-18 Internet & TV	AUTO	11/30/2024	12/20/2024	\$99.99
Entergy	OE-17 Utilities (Electric & Gas)	AUTO	11/30/2024	12/26/2024	\$191.68
Chris Gonzales	OE-4 Vehicle Main/Repair/Pump Recertification	1694	11/26/2024	12/5/2024	\$2,190.72
Meeker Municipal Water District	OE-19 Hydrants	1695	10/22/2024	12/16/2024	\$5,800.00
Terry Peddy Pest Control, Inc.	OE-23 Station Maintenance	1696	11/25/2024	12/16/2024	\$60.00
Jefferson Central Appraisal District	AE-7 ICAD Fees	1697	12/2/2024	12/16/2024	\$595.38
Card Service Center	OE-4 Vehicle Main/Repair/Pump Recertification	POP	10/31/2024	12/26/2024	\$253.02
Card Service Center	OE-5 Equipment Maint/Repair/Purchase	POP	10/31/2024	12/26/2024	\$84.73
Card Service Center	OE-6 Fuel	POP	10/31/2024	12/26/2024	\$248.76
Card Service Center	OE-29 Meals	POP	10/31/2024	12/26/2024	\$206.22
Chris Gonzales	OE-25 Paid Salaries	1698	12/15/2024	12/16/2024	\$200.00
John Stone - Unit #171	OE-12 Fuel Reimbursement	1699	12/15/2024	12/16/2024	\$15.81
John Stone - Unit #171	OE-25 Paid Salaries	1699	12/15/2024	12/16/2024	\$180.00
Kaleb Barner - Unit #176	OE-12 Fuel Reimbursement	1700	12/15/2024	12/16/2024	\$72.90
Kaleb Barner - Unit #176	OE-25 Paid Salaries	1700	12/15/2024	12/16/2024	\$990.00
Ehren Davis - Unit #177	OE-12 Fuel Reimbursement	1701	12/15/2024	12/16/2024	\$32.43
Ehren Davis - Unit #177	OE-25 Paid Salaries	1701	12/15/2024	12/16/2024	\$328.50
Matthew Behnken - Unit #178	OE-12 Fuel Reimbursement	1702	12/15/2024	12/16/2024	\$337.68
Matthew Behnken - Unit #178	OE-25 Paid Salaries	1702	12/15/2024	12/16/2024	\$1,560.00
Joshua C. Hein	AE-4 Legal Expenses	1703	11/30/2024	12/16/2024	\$350.00
Hubert Oxford, IV	AE-4 Legal Expenses	1704	11/30/2024	12/16/2024	\$350.00
Chris Gonzales	AE-13 Staff	1705	11/30/2024	12/16/2024	\$1,120.00
Chris Gonzales	OE-25 Paid Salaries	1705	11/30/2024	12/16/2024	\$1,440.00
Robert Ring	AE-13 Staff	1706	11/30/2024	12/16/2024	\$500.00
					<b>\$17,472.17</b>

Paid @ January 2025 Meeting					
Payee	Category	Check #	Date Incurred	Date Paid	Amount
Dish	OE-18 Internet & TV	AUTO	12/31/2024	1/3/2025	\$148.37
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	12/31/2024	1/7/2025	\$62.07
AT&T	OE-10 Telephone Service	ONLINE	12/31/2024	1/12/2025	\$63.73
Sparklight	OE-18 Internet & TV	AUTO	12/31/2024	1/20/2025	\$99.99
Entergy	OE-17 Utilities (Electric & Gas)	AUTO	12/31/2024	1/27/2025	\$218.37
American Welding & Gas	OE-15 Medical Supplies/Oxygen	1707	12/9/2024	1/27/2025	\$122.50
Sieben Equipment Services, Inc	OE-4 Vehicle Main/Repair/Pump	1708	12/18/2024	1/27/2025	\$1,850.54
Sieben Equipment Services, Inc	OE-4 Vehicle Main/Repair/Pump	1709	12/18/2024	1/27/2025	\$1,830.26
Municipal Emergency Services	OE-21 SCBA Air Pak Testing/Machine	1710	12/30/2024	1/27/2025	\$225.00
The Examiner Corp	AE-6 Office, Postage, Operations, Misc	1711	1/2/2025	1/27/2025	\$37.50
Orange County ESD2	OE-28 Dispatch (OCESD No. 3)	1712	1/3/2025	1/27/2025	\$124.20
Casco Industries, Inc	OE-5 Equipment Maint/Repair/Purchase	1713	1/10/2025	1/27/2025	\$2,023.00
Gulf Coast Generators	OE-24 Annual Generator PM	N/A	1/20/2025	1/27/2025	\$0.00
Card Service Center	AE-6 Office, Postage, Operations, Misc	POP	12/31/2024	1/25/2025	\$127.79
Card Service Center	OE-4 Vehicle Main/Repair/Pump	POP	12/31/2024	1/25/2025	\$189.61
Card Service Center	OE-5 Equipment	POP	12/31/2024	1/25/2025	\$97.30
Card Service Center	OE-6 Fuel	POP	12/31/2024	1/25/2025	\$506.79
Card Service Center	OE-23 Station Maintenance	POP	12/31/2024	1/25/2025	\$44.73
Card Service Center	OE-29 Meals	POP	12/31/2024	1/25/2025	\$174.92
Chris Gonzales	OE-25 Paid Salaries	1714	1/22/2025	1/27/2025	\$297.00
John Stone - Unit #171	OE-12 Fuel Reimbursement	1715	1/22/2025	1/27/2025	\$97.00
John Stone - Unit #171	OE-25 Paid Salaries	1715	1/22/2025	1/27/2025	\$1,137.50
Ehren Davis - Unit #177	OE-12 Fuel Reimbursement	1716	1/22/2025	1/27/2025	\$83.97
Ehren Davis - Unit #177	OE-25 Paid Salaries	1716	1/22/2025	1/27/2025	\$800.00
Matthew Behnken - Unit #178	OE-12 Fuel Reimbursement	1717	1/22/2025	1/27/2025	\$173.88
Matthew Behnken - Unit #178	OE-25 Paid Salaries	1717	1/22/2025	1/27/2025	\$1,980.00
Jacob Bilbo - Unit #185	OE-12 Fuel Reimbursement	1718	1/22/2025	1/27/2025	\$79.73
Jacob Bilbo - Unit #185	OE-25 Paid Salaries	1718	1/22/2025	1/27/2025	\$400.00
Joshua C. Hein	AE-4 Legal Expenses	1719	12/31/2024	1/27/2025	\$350.00
Hubert Oxford, IV	AE-4 Legal Expenses	1720	12/31/2024	1/27/2025	\$350.00
Chris Gonzales	AE-13 Staff	1721	12/31/2024	1/27/2025	\$1,120.00
Chris Gonzales	OE-25 Paid Salaries	1721	12/31/2024	1/27/2025	\$1,440.00
Robert Ring	AE-13 Staff	1722	12/31/2024	1/27/2025	\$500.00
					<b>\$15,965.77</b>

The Commissioners were then asked to review the District's balance sheet and Income Statement through December 2024. (*See Exhibit "A-4"*). As of the meeting, everything was in order and within the budget.

Before concluding the financial report, the Commissioners discussed transferring funds to the TexStar account in light of the receipt of property tax deposits made, or to be made, by the county into the District's account at Stellar. Mr. Ring stated that in January 2025, the District received its first tranche of property tax revenue and recommended that the District transfer \$80,000.00 to the Texstar savings account. Looking forward to February, Mr. Ring recommended transferring \$50,000.00 to the TexStar account once the tax revenue was received.

Upon the conclusion of the finances and necessary budget amendments, Commissioner Mark Zambardino made a motion to approve the: i) November and December 2024 District and Department Account Summaries; ii) ratify the payment of invoices paid in December 2024; (iii) approve the invoices to be paid pay during the January 2025 meeting; iv) approve the financial statements; and v) authorize the transfer of \$80,000.00 to the TexStar account and \$50,000.00 in February after the tax revenues are received. This motion was seconded by Commissioner Robert Barnett 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 submitted by the Volunteer Fire Department.**

This month, Chief advised the Board that the District was going to need to reprogram the radios, and the cost do this was going to be \$906.00. Moreover, the Chief advised that staffing levels were remaining steady, but he did ask the Board to consider a pay increase to keep up with neighboring districts' pay rates. In response, the Board asked the Chief and Mr. Ring to prepare a budget for the increased costs and to present a recommendation at the February 2025 meeting.

**Agenda Item No. 9 - 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. 10 - Discuss and take-action, if necessary on engaging Touchstone Consulting to assist with sales tax election.**

The Chief discussed the need to engage Touchstone Consulting to help facilitate the upcoming sales tax election. The Board asked the Chief to have Touchstone attend the next meeting so that the District could discuss their engagement.

As such, a motion was made by Commissioner Hoyt Simmons to table this agenda item. This motion was seconded by Commissioner Mark Zambardino and unanimously approved by all the Commissioners.

**Agenda Item No. 11 - Discuss and take-action, if necessary on engaging real estate agent to assist in identifying and purchasing property for a fire station.**

Lastly, the Chief was called on to Discuss Agenda Item No. 11. Per the Chief, he has identified some property to serve as a more centrally located fire station and he would like to engage a realtor to attempt to negotiate the acquisition of the property. Attorney Oxford then explained that a realtor fell within the professional services act and as such, the District needed to hire a realtor that the Board was best qualified to serve the District's needs. The Chief had some recommendations but asked that the matter be tabled until he had more information.

Consequently, like before, a motion was made by Commissioner Wade Witt to table this agenda item. This motion was seconded by Commissioner Mark Zambardino and unanimously approved by all the Commissioners.

**Agenda Item No. 12 – Chief's Report.**

Lastly, the Commissioners then reviewed the November and December 2024 run report which are summarized below. The Department and the District's firefighters responded to seventeen (17) calls in November of 2024 and twenty-six (26) calls in December. Summaries of the call reports are set forth below:

*[Remainder of page intentionally left blank]*

Date / Time	Response Address	Nature of Call	Disposition
11/2/24 - 05:54	Rosewood Ln.	Fall w/o injury	Cancelled AEMS - no transport
*11/2/24 - 09:12	Black Gum Rd.	Respiratory difficulty	AEMS transported to Baptist
*11/2/24 - 16:05	Moss Hill	Unauthorized burning (BB)	Homeowner asked to extinguish
*11/2/24 - 17:38	Yellowstone Dr.	Unauthorized burning (BB)	Homeowner asked to extinguish
**11/3/24-01:41	Moore Road	Fall w/ injury	AEMS transported to Baptist
*11/9/24 - 07:42	River Oaks Blvd.	Explosion investigation	Unable to locate
*11/11/24 -13:08	Black Gum Rd.	Unauthorized burning (BB)	Homeowner asked to extinguish
*11/13/24 -09:02	Rosewood Ln.	General weakness	AEMS transported to St. Elizabeth
*11/14/24 - 08:54	Hwy #105	Mutual aid - MVC	Scene turned over to HCESD#5
*11/15/24 - 10:10	Chimney Rock	Fall w/ injury	AEMS transported to St. Elizabeth
11/17/24 - 03:09	Sweet Gum Rd.	Vehicle fire	Extinguished fire
*11/19/24 - 12:33	N. Broadway	Mutual aid - electrical short	No fire - cleared circuits
*11/22/24 - 07:36	Chimney Rock	Fire alarm activation	No fire or smoke located
11/25/24 - 19:14	Alaskan Ln.	Chest pains	AEMS transported to St. Elizabeth
*11/28/24 - 19:37	Tallow Dr.	Respiratory difficulty	AEMS transported to Baptist
11/29/24 -20:28	Disman Rd.	MVC w/ injuries	AEMS transported 1 pt. to Baptist
11/30/24 - 04:28	Saddlewood Ct.	Chest pains	AEMS transported to St. Elizabeth
*Daytime FF Response - 11 responses			
**Nighttime FF Response - 1			

Date / Time	Response Address	Nature of Call	Disposition
12/2/24 - 19:46	Sweet Gum Rd.	Fall/ no injuries	Lift assss only-no transport
12/3/24 - 05:14	Sweet Gum Rd.	Sick person	AEMS transported to St. Elizabeth
12/4/24 - 06:42	Rosewood Dr.	Smoke scare	No fire - heating unit started
*12/5/24 - 10:44	Rosewood Dr.	Respiratory difficulty	AEMS transported to Baptist
*12/5/24 - 10:57	Thousand Oaks	Possible stroke	AEMS transported to Baptist
*12/6/24 - 12:10	Reins Road	Grass fire	Extinguished small fire in wooded area
*12/7/24 - 17:11	Duncan Road	Seizures	AEMS transported to St. Elizabeth
12/10/24 - 06:14	Hwy #90	Mutual aid - MVC	All units cancelled enroute
*12/10/24 - 15:30	Thousand Oaks	Sick person	AEMS transported to Baptist
12/10/24 - 19:03	Moore Road	Diabetic Episode	Cardiac arrest - no transport
12/12/24 - 22:21	Chimney Rock	Fall	AEMS transported to St. Elizabeth
12/14/24 - 03:03	Tallow Dr.	Breathing difficulty	AEMS transported to St. Elizabeth
12/15/24 - 04:16	Hwy 105	Breathing difficulty	AEMS transported to St. Elizabeth
12/18/24 - 04:10	Keith Road	Head injury	AEMS transported to St. Elizabeth
12/18/24 - 05:05	Rosewood Dr.	Fall - assistance needed	AEMS transported to St. Elizabeth
*12/20/24 - 14:32	Tallow Dr.	Breathing difficulty	AEMS transported to Baptist
12/23/24 - 00:41	River Bend Rd.	4-wheeler accident	2- pt.'s transported to St.E.
12/25/24 - 14:45	Village Lane	4-wheeler accident	AEMS transported to St. Elizabeth
12/25/24 - 17:52	Yorkshire Dr.	Mutual aid - structure fire	Assisted with structure fire
12/25/24 - 19:08	W. Railroad (China)	Mutual aid - grass fire	Investigation only
12/25/24 - 23:06	Yorkshire Dr.	Structure fire-rekindle	Assisted with structure fire
12/28/24 - 02:48	Koawood Ln.	Lift assist only	AEMS obtained a refusal
12/30/24 - 19:06	Dishman Rd.	MVC - no injuries	AEMS obtained a refusal
12/31/24 - 14:10	Tallow Circle	Cardiac issues	AEMS transported to St. Elizabeth
12/31/24 - 20:03	Carroll Lane	Syncopal episode	AEMS transported to Baptist
12/31/24 - 21:08	Thousand Oaks	Sick person-disoriented	AEMS transported to Baptist

**Agenda Item No. 13– Such other matters that may come before the Board.**

No other matters were brought before the Commissioners.

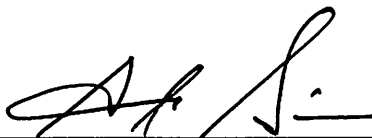
There being no other matters to discuss, President Johnson thanked the Commissioners for attending and then set the next meeting. He then advised that the next Regular Meeting of the District would be on February 24, 2025 at 6:00 p.m. Thereafter, Commissioner Robert Barnett made a motion to adjourn the meeting at 7:15 p.m. This motion was seconded by Commissioner Mark Zambardino and was unanimously approved by all the Commissioners.

**ATTEST TO:**



Position: PRESIDENT

Date: 2-24-2025



Position: Vice President

Date: 2-24-2025