

**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 24th day of March 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:

Commissioners	Position
John Johnson	President
Hoyt Simmons	Vice-President
Mark Zambardino	Treasurer
Robert "Lee" Barnett	Secretary
Wade Witt	Director

All said Commissioners were present except Directors Zambardino and Witt. In addition to the above-named Commissioners, the following persons were also present:

Attendee	Position
Chief, Chris Gonzales	Administrator
Mr. Robert Ring	Administrative Assistant
Hubert Oxford, IV	General Counsel
Simon VanDyk	Touchstone Consulting
Dan Haver	Volunteer-Department

At 6:13 p.m., Commissioner Johnson announced that a quorum was established and then asked Chief Gonzales to lead the group in prayer and the Pledge of Allegiance.

Agenda Item No. 4 – Public Comment

President Johnson called for public comment. Since there was none, he asked the Commissioners to turn address Agenda Item No. 8 first to accommodate the guest.

Agenda Item No. 8 - Discuss and take-action, if necessary on engaging Touchstone Consulting to assist with sales tax election.

President Johnson called on Mr. Simon VanDyk with Touchstone Consulting to present their proposed agreement for services to assist the District with securing unused sales taxes within District. (See **Exhibit “A”**). Mr. Van Dyk then reviewed the contract and discussed the scope of work, timeline for activities, and the cost for their services. According to the Mr. Van Dyk, the cost for their services includes an initial payment of \$3,950.00 and then a monthly fee of \$2,500.00 starting in April of 2025 running through January 2025. In total, Mr. Van Dyk told the Commissioners that they should budget approximately \$25,000.00 for their services. Regarding services provided, the Commissioners were told that Touchstone proposed breaking down the services into the following three phrases.

- Listening Phase: The initial phase would be a listening phase where Touchstone would work with the District, and chosen local residents, to receive input about the key influencers, decision makers, and community opinion leaders, and to find their opinion about the need for increased sale tax revenues and the communities willingness to support an increase in the sales tax revenue to assist the District with being able to provide more comprehensive firefighting services.
- Action Campaign: Once complete, Touchstone will work with the District, and community volunteers, to take the knowledge learned and observations gained from the listening campaign and take action to build the materials and resources needed for the next phase as well as begin to connect to residents and build community support.
- Education Campaign: Lastly, the residents within the District will receive stories and educational material via social media and community meetings on the District’s needs and the residents will also start receiving information about the November 2025 election when the sales tax increase will be on the ballot.

Following the presentation, Attorney Oxford then informed the Commissioners that he had reviewed and revised the agreement for services and that Touchstone concurred with the changes. As such, the version of the agreement that the Commissioners were being asked to consider and to approve is the version Attorney Oxford reviewed, revised, and approved.

Lastly, Mr. Van Dyk recommended that President appoint a committee of Commissioners to work with Touchstone on the various phases of the educational

support needed to facilitate the sales tax increase. In response, President Johnson appointed Commissioners Mark Zambardino, Robert Barnett, and staff to serve on the committee.

Thereafter, a motion was made by Commissioner Hoyt Simmons to authorize President Johnson to execute the agreement with Touchstone as set forth in **Exhibit “A”**. This motion was seconded by Commissioner Robert Barnett and unanimously approved by all the Commissioners.

Agenda Item No. 5 - Discuss and take-action, if necessary, on approving the minutes from the February 24, 2025 Regular Meeting.

Returning to Agenda Item No. 5, the Commissioners were asked to review and approve the minutes of the February 24, 2025 Regular Meeting. The Commissioners reviewed the minutes of the meeting and were informed by Mr. Robert Ring that the minutes were in order to be signed.

There being no additional change, a motion was made by Commissioner Hoyt Simmons, which was seconded by Commissioner Robert Barnett and the unanimous vote of all the Commissioners present, to approve the minutes as presented of the February 24, 2025 Regular Meeting.

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

President Johnson then called on Mr. Robert Ring to present the financials for February 2025. Mr. Ring then informed the Commissioners that the District’s beginning balance in its Checking account at Stellar Bank was \$20,305.49. During February of 2025, there was a Tax Deposit of \$80,171.60 but there were no other deposits. After considering: (i) the approved transfer to TexStar of \$50,000.00; and (ii) the expenses paid during the February meeting of \$13,905.10, the ending balance in the District’s checking account for the month was \$36,571.99. (See **Exhibit “B-1”**).

Mr. Ring then addressed the District’s savings account at Stellar Bank account. The beginning balance in the account as of February 2025 was \$11,157.89 and after receiving an interest payment of \$2.31 during the month, the ending balance was \$11,160.20. (See **Exhibit “B-1”**).

Next, Mr. Ring referred the Commissioners to the Texstar account section of

the report. At the beginning of February 2025, the District's balance in the account was \$357,733.51. During the month, the account was credited: (i) \$1,256.63 for interest; and (ii) \$50,000.00 from the transfer discussed above. Therefore, the ending balance in the account was \$408,990.14 at the end of the month. (See Exhibit "B-1")

Combined, Mr. Ring advised that the District's funds available were \$456,722.33. However, after considering funds reserved for the purchase of real estate and equipment, the District's unrestricted funds were \$333,722.33. (See Exhibit "B-1")

Mr. Ring then presented the Department's savings account balance at Stellar Bank for February 2025. The amount in the account remains at \$16,114.02. (See Exhibit "B-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 \$14,554.83. (See Exhibit "B-3"). A list of the invoices paid, or to be paid, is set forth below.

Paid @ March's 2025 Meeting					
Payee	Category	Check #	Date Incurred	Date Paid	Amount
Dish	OE-18 Internet & TV	AUTO	2/28/2025	3/4/2025	\$149.37
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	2/28/2025	3/10/2025	\$118.31
AT&T	OE-10 Telephone Service	ONLINE	2/28/2025	3/13/2025	\$63.20
Sparklight	OE-18 Internet & TV	AUTO	2/28/2025	3/20/2025	\$99.99
Entergy	OE-17 Utilities (Electric & Gas)	AUTO	2/28/2025	3/27/2025	\$184.74
Jefferson Central Appraisal District	AE-7 JCAD Fees	1743	3/4/2025	3/24/2025	\$595.38
GALLS, LLC	OE-9 Uniform Maintenance/Purchases	1744	3/9/2025	3/24/2025	\$69.68
GALLS, LLC	OE-9 Uniform Maintenance/Purchases	1745	3/14/2025	3/24/2025	\$69.77
Cal Bynum	OE-19 Medical Training (CTPA & OSHA)	1746	3/18/2025	3/24/2025	\$167.00
VFIS of Texas	AE-2 VFIS Property Insurance	1747	3/21/2025	3/24/2025	\$5,780.00
Card Service Center	OE-5 Equipment	POP	2/28/2025	3/22/2025	\$105.98
Card Service Center	OE-6 Fuel	POP	2/28/2025	3/22/2025	\$298.67
Card Service Center	OE-23 Station Maintenance	POP	2/28/2025	3/22/2025	\$236.29
Card Service Center	OE-29 Meals	POP	2/28/2025	3/22/2025	\$148.95
John Stone - Unit #171	OE-12 Fuel Reimbursement	1748	3/19/2025	3/24/2025	\$66.08
John Stone - Unit #171	OE-25 Paid Salaries	1748	3/19/2025	3/24/2025	\$646.60
Kaleb Barner - Unit #176	OE-12 Fuel Reimbursement	1749	3/19/2025	3/24/2025	\$38.08
Kaleb Barner - Unit #176	OE-25 Paid Salaries	1749	3/19/2025	3/24/2025	\$359.00
Matthew Behnken - Unit #178	OE-12 Fuel Reimbursement	1750	3/19/2025	3/24/2025	\$176.40
Matthew Behnken - Unit #178	OE-25 Paid Salaries	1750	3/19/2025	3/24/2025	\$1,452.00
Gabe Luke - Unit #183	OE-12 Fuel Reimbursement	1751	3/19/2025	3/24/2025	\$131.60
Gabe Luke - Unit #183	OE-25 Paid Salaries	1751	3/19/2025	3/24/2025	\$187.00
Jacob Bilbo - Unit #185	OE-12 Fuel Reimbursement	1752	3/19/2025	3/24/2025	\$40.74
Jacob Bilbo - Unit #185	OE-25 Paid Salaries	1752	3/19/2025	3/24/2025	\$220.00
Joshua C. Heinz	AE-4 Legal Expenses	1753	2/28/2025	3/24/2025	\$350.00
Hubert Oxford, IV	AE-4 Legal Expenses	1754	2/28/2025	3/24/2025	\$350.00
Chris Gonzales	AE-13 Staff	1755	2/28/2025	3/24/2025	\$350.00
Chris Gonzales	OE-25 Paid Salaries	1755	2/28/2025	3/24/2025	\$1,600.00
Robert Ring	AE-13 Staff	1756	2/28/2025	3/24/2025	\$500.00
					\$14,554.83

The Commissioners were then asked to review the District's balance sheet

and Income Statement through February 2025. (See Exhibit “B-4”). As of the meeting, everything was in order and within the budget.

Lastly, the Commissioners discussed a more efficient way to transfer funds on a monthly basis to and from the Texstar account. Currently, President Johnson and Commissioner Simmons travel to Stellar Bank and make these transfers in person. In order to abbreviate the process, Mr. Ring requested authority to make the transfers electronically with the written approval of two Commissioners. Attorney Oxford then suggested that when transfers were made, Mr. Ring prepare a transfer sheet for the Commissioners to sign so that there was a written record of the authority to make the transfers. The Commissioners concurred.

Upon the conclusion of the finances and necessary budget amendments, Commissioner Hoyt Simmons made a motion to approve the: i) February 2025 District and Department Account Summaries; ii) approve the invoices to be paid during the March 24, 2025 meeting; iii) approve the February 2025 financial statements; and iv) gave Mr. Ring authority to make electronic transfers or to request Stellar Bank and/or Texstar make the request subject to the receipt of the written consent of two Commissioners. 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) purchases and/or 3) repair requests submitted by the Volunteer Fire Department; and 4) grants requests.

This month, the Chief reported that there were no requests for equipment or updates on grants. In addition, the Chief informed the Commissioners that staffing was nearly full for the month of April. He then thanked the Commissioners for approving the pay increase for the paid firefighters because he believed this has definitely helped with the increased staffing levels.

Agenda Item No. 9 – Chief’s Report.

Lastly, the Commissioners then reviewed the February 2025 run report that is summarized below. Per the Chief, in February of 2025, the District responded to twenty-two (22) calls.

Date / Time	Response Address	Nature of Call	Disposition
**2/1/25 - 02:59	Forest Trail Cir	Fire alarm activation	False activation - no fire
**2/1/25 - 04:16	Rolling Hills Dr.	Fall - no injuries	Lift assist only - AEMS cancelled
*2/1/25 - 15:12	Rollings Hills Dr.	Fall	AEMS transferred to ER
2/1/25 - 18:39	Chimney Rock	Gas leak-HCESD#5	Scene turned over CP Entergy
*2/3/25 - 15:57	Rolling Hills Dr.	Cardiac arrest	Pt. transported to Baptist
2/4/25 - 05:28	Sweetgum	Diabetic episode	AEMS transported to Baptist
2/4/25 - 18:24	Thousand Oaks	Respiratory distress	AEMS transported to Baptist
*2/6/25 - 12:33	Hwy 326 (Sour Lake)	Major MVC	Assisted with LZ
2/8/25 - 19:56	Tallow Dr.	Sick person	AEMS obtained a refusal
2/8/25 - 22:08	Westbury Rd.	Possible structure fire	All units cancelled - bonfire
2/9/25 - 21:33	Hwy 105	Medical alarm activation	Sick person - no transport
2/9/25 - 23:43	Thelisma Ln.	Breathing problems	AEMS transported to Baptist
2/15/25 - 21:16	Sweetgum	Fall - lift assist only	AEMS obtained a refusal
**2/16/25 - 04:01	Hwy 105	Fall - no injuries	AEMS obtained a refusal
*2/17/25 - 07:34	Sweetgum	B/P issues	AEMS transported to Baptist
2/19/25 - 18:20	Moore Road	B/P episode	AEMS transported to Baptist
2/20/25 - 19:34	Sweetgum Rd.	Fall - no injuries	Lift assist only - AEMS cancelled
2/21/25 - 01:35	Flynn Rd.	Breathing problems	AEMS transported to Baptist
*2/24/25 - 10:13	Moore Road	Unresponsive	DOS
*2/24/25 - 17:47	Hwy #105	Possible drug overdose	AEMS transported to St. Elizabeth
*2/26/25 - 11:23	Thousand Oaks	Breathing problems	AEMS transported to Baptist
2/26/25 - 21:46	Rosewood Dr.	Chest pains	AEMS obtained a refusal

* Day FF Response

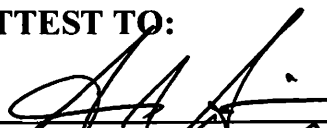
** Night FF Response

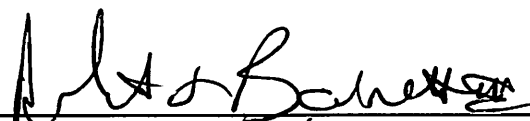
Agenda Item No. 10– Such other matters that may come before the Board.

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 April 28, 2025 at 6:00 p.m. Thereafter, Commissioner Robert Barnett made a motion to adjourn the meeting at 6:46 p.m. This motion was seconded by Commissioner Hoyt Simmons and was unanimously approved by all the Commissioners.

ATTEST TO:


 Position: President
 Date: 4/28/25


 Position: Secretary
 Date: 4/28/25