

**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 28th day of July 2025, at the 13550 River Oaks Blvd., Beaumont, Texas 77713, pursuant to notice duly posted according to law.

The roll was called of the Commissioners 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. 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
Mr. Kenneth Galloway	Volunteer Fire Department

At 6:07 p.m., President Johnson announced that a quorum was established and then led the group in prayer and the Pledge of Allegiance.

Agenda Item No. 4 – Public Comment

President Johnson called for public comment. There being none, President Johnson asked the Commissioners turn to Agenda Item No. 5

Agenda Item No. 5 - Discuss and take action, if necessary, on approving the minutes from the June 23, 2025 Regular Meeting.

The Commissioners were then asked to review and approve the minutes of the June 23, 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 Robert Barnett, which was seconded by Commissioner Mark Zambardino and the unanimous vote of all the Commissioners present, to approve the minutes as presented of the June 23, 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 June 2025. Mr. Ring then informed the Commissioners that the District's beginning balance in its Checking account at Stellar Bank was \$23,227.33. During the month, there was a Tax Deposit of \$3,126.47 and a deposit of \$50,000.00, which was from the TexSTAR transfer that was approved at the last meeting. After considering the expenses paid during the June meeting of \$55,167.63, the ending balance in the District's checking account for the month was \$21,186.17. (*See Exhibit "A-1"*).

Mr. Ring then addressed the District's savings account at Stellar Bank. The beginning balance in the account as of June 1, 2025 was \$11,164.42 and after receiving an interest payment of \$3.22 during the month, the ending balance was \$11,167.64. (*See Exhibit "A-1"*).

Next, Mr. Ring then referred the Commissioners to the TexSTAR account section of the report. At the beginning of June 2025, the District's balance in the account was \$413,460.60. During the month, the account was credited with \$1,297.40 in interest but after accounting for the \$50,000.00 transfer to the District's checking account, the ending balance for June 2025 in the TexSTAR account was \$364,758.00. (*See Exhibit "A-1"*).

Combined, Mr. Ring advised that the District's funds available were \$397,111.81. However, after considering funds reserved for the purchase of real estate and equipment, the District's unrestricted funds were \$274,111.81. (*See Exhibit "A-1"*).

Mr. Ring then presented the Department's savings account balance at Stellar Bank for June 2025. The balance in the account remained at \$16,114.02. (*See Exhibit "A-2"*).

Next, Mr. Ring reviewed the invoices to be paid during the meeting. Per Mr. Ring, the total expenses to be paid were \$23,968.89. A summary of the invoices is set forth in **Exhibit “A-3”**.

The Commissioners were then asked to review the District’s balance sheet and Income Statement through June 2025. (*See Exhibit “A-4”*). As of the meeting, everything was in order and within the budget.

Lastly, Mr. Ring recommended that the Commissioners transfer \$15,000.00 from the TexSTAR account to the District’s checking account. The Commissioners agreed with the recommendation.

Upon the conclusion of the finances and necessary budget amendments, Commissioner Mark Zambardino made a motion to approve the: i) June 2025 District and Department Account Summaries; ii) approve the invoices to be paid during the meeting; iii) approve the June 2025 financial statements; and iv) authorize the transfer of \$15,000.00 from the TexSTAR account to the District’s checking account. 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) grant requests.

President Johnson then called on Chief Gonzales to discuss Agenda Item No. 7. Per the Chief, in August, the District still had ten (10) to twelve (12) shifts still open. The Chief then reported that he believed the large number of shifts that remained open was due to the hourly rate paid. He then discussed possibly increasing the salaries and would prepare a budget and recommendation for the next meeting.

The Chief reported that all apparatus and equipment are operating properly. He noted, however, that the District’s self-contained breathing apparatus (SCBA) refill station (the “Refill Station”) is aging and replacement parts are increasingly difficult to obtain. He estimated the cost of a new Refill Station at approximately \$35,000 and stated he is considering applying for a Firehouse Subs grant to fund the purchase, but the District is ineligible for another Firehouse Subs grant until October.

Agenda Item No. 8 - Discuss and take-action, if necessary, on engaging auditor to audit the District's 2024-2025 fiscal year financials.

Following the discussion on the personnel and equipment, Mr. Ring was called on to discuss the proposed engagement letter for the 2024-2025 audit submitted by Roger Crowley with the Marino CPA firm. Mr. Ring then presented the proposed engagement letter and explained that the cost would be \$8,250.00. (*See Exhibit "B"*).

Commissioner Robert Barnett made a motion to approve the engagement of submitted by J Marino CPA firm for the 2024-2025 Audit. This motion was seconded by Commissioner Mark Zambardino and unanimously approved by all the Commissioner's present.

Agenda Item No. 9 - Discuss and take-action, if necessary on approving November 4, 2025 election and corresponding resolutions and agreements. *See attached Supplemental Meeting Agenda for election related items.*

- a. **Order Calling Election to Adopt a Local Sales and Use Tax within the District for November 4, 2025;**
- b. **Contract for Election Services for November 4, 2025, election, including Resolution Approving Contract for Election Services;**
- c. **Resolution Authorizing Secretary's Appointment of Agent to Perform Duties during Election Period;**
- d. **Order Adopting and Implementing Bilingual Election Requirements;**
- e. **Authorize District's attorney to give Notice of Election for November 4, 2025; and,**
- f. **Any other matters in connection with the District's November 4, 2025 Election.**

Since the election had been discussed at length in prior meetings, motions were quickly made on the above references Agenda Items.

a. Order Calling Election to Adopt a Local Sales and Use Tax within the District for November 4, 2025	Commissioner Mark Zambardino made a motion to call for an election on November 4, 2025 to adopt a local sales and use tax. This motion was seconded by Commissioner Wade Witt and unanimously approved by all the Commissioner's present. (<i>See Exhibit</i>
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	“C-1”).
b. Contract for Election Services for November 4, 2025, election, including Resolution Approving Contract for Election Services;	Commissioner Mark Zambardino made a motion to authorize the District to enter into an election agreement with Jefferson County, Texas to provide Election Services. This motion was seconded by Commissioner Wade Witt and unanimously approved by all the Commissioner's present. (<i>See Exhibit “C-2”</i>).
c. Resolution Authorizing Secretary's Appointment of Agent to Perform Duties during Election Period	Commissioner Mark Zambardino made a motion to authorize the Secretary's Appointment of Agent to Perform Duties during Election Period. This motion was seconded by Commissioner Wade Witt and unanimously approved by all the Commissioner's present. (<i>See Exhibit “C-3”</i>).
d. Order Adopting and Implementing Bilingual Election Requirements;	Commissioner Mark Zambardino made a motion implement an order to adopt the Bilingual Election Requirements. This motion was seconded by Commissioner Wade Witt and unanimously approved by all the Commissioner's present. (<i>See Exhibit “C-4”</i>).
e. Authorize District's attorney to give Notice of Election for November 4, 2025	Commissioner Mark Zambardino made a motion to authorize Attorney Oxford to give Notice of the November 4, 2025 Election. This motion was seconded by Commissioner Wade Witt and unanimously approved by all the Commissioner's present.
f. Any other matters in connection with the District's November 4, 2025 Election	No action was taken.

Agenda Item No. 10 – Chief's Report.

Lastly, the Commissioners were asked to review the June 2025 run report that

is summarized below. Per the Chief, in June, the District responded to twelve (12) calls.

Date / Time	Response Address	Nature of Call	Disposition
6/2/25 - 13:47	Sherman Road	Structure fire	Mutual aid - assisted ESD3
6/3/25 - 21:17	Tallow Dr.	Unconscious	AEMS transported to St. E.
6/7/25 - 17:58	HWY 105 @ Sweet Gum	Vehicle fire	No fire - smoking oil residue on hot engine
6/10/25 - 17:57	HWY 105	Medical alarm	False activation
6/11/25 - 12:36	Moore Rd.	Tree fire	No active fire burning
6/13/25 - 00:13	Leaning Oaks	Respiratory distress	AEMS transported to St. E.
*6/16/25 - 18:05	West Ln.	Structure fire	Mutual aid - assisted ESD3
*6/17/25 - 13:40	Reins Road	MVC - 1 vehicle	AEMS transported 1 pt. to St. E.
*6/24/25 - 16:37	Michael Rd.	Medical alarm activation	False activation - cancelled enroute
6/25/25 - 06:00	Disman Rd.	Odor investigation	Unable to Locate
*6/28/25 - 11:44	Blackgum Rd.	Breathing difficulty	AEMS transported to Baptist
6/30/25 - 22:41	Chimney Rock	Fire alarm activation	No fire - transformer faulty, Entegy contacted

*Daytime FF Response - 4 responses

Open Shifts - 10

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 set the next meeting. He then advised that the next Regular Meeting of the District will be on August 25, 2025, at 6:00 p.m. Thereafter, Commissioner Robert Barnett made a motion to adjourn the meeting at 7:03 p.m. This motion was seconded by Commissioner Mark Zambardino and was unanimously approved by all the Commissioners.

ATTEST TO:


Position: PRESIDENT
Date: 8-25-2025


Position: SECRETARY
Date: 8/25/2025