



JIM WELLS COUNTY EMERGENCY SERVICE DISTRICT # 1

REGULAR MEETING MINUTES – October 08, 2024

Notice is hereby given that a regular monthly meeting of the Board of Commissioners of Jim Wells County Emergency Services District #1 was held on Tuesday October 08, 2024, at 7:00 p.m. at the Abel Perez Fire House (APFH) located at 101 FM 1540 in Sandia, Texas 78383 for the following purposes.

1. CALL TO ORDER AND DETERMINATION OF A QUORUM

- Meeting started at 7:03. All Fire Commissioners (A. Aguilar, P. Carter, M. Schmidt, and K. Knolle) were present except D. Hernandez.

2. PUBLIC COMMENT

- No public comment.

3. INVITED GUEST SPEAKERS and/or VISITORS IN ATTENDANCE

- Guest was JWC Sheriff's Deputy P. Chapa.

4. SECRETARY'S REPORT

- September 10, 2024 minutes were emailed to all Commissioners.
- Modification of minutes to reflect that Jim Long's company JMM Construction and Judge Matthew Schmidt were working together to get the road around the station paved. Both stated they were willing to donate time and services. Commissioner Carter made motion to accept the minutes with modification. Commissioner Schmidt seconded. Motion passed unanimously.

5. TREASURER'S REPORT

- ESD's bank statement had an ending balance of \$30,960.23. The actual register balance after all uncleared transactions are processed was \$22,877.23. We finished our year with a higher balance than last year. Motion made by Commissioner Schmidt to accept the report. Commissioner Carter seconded it. Motion passed unanimously
- Commissioners discussed the actual expenditures vs. budget financials for the Fiscal Year ending September 30, 2024. Had to shift some money from categories where money was not spent to categories that were utilized and over budget. Over budget categories included the maintenance (gutter replacement), higher electricity costs, Unit #2 repairs, and the higher cost of web hosting. Overall, the ESD was still within overall budget after paying all bills and loan payments for one of the units.
- Commissioners are interested in keeping a budget vs actual report on a quarterly basis.

6. SVFD COMMAND STAFF REPORT

- Fire Chief's/ Asst. Fire Chief's report.
 - i. Able Perez Firehouse responded to 2 Calls, Sandia 534 Substation Responded to 2 Calls, Total calls for September 2024 =2.
 - ii. Units 1, 2, 4, 5, 7, and 8 are in service, Unit #3 is in Service /waiting on bid to replace fan Clutch, Unit#6 is Out of Service due to Unsafe driving conditions.
- Station 2 Report
 - i. All good, nothing else to report at this time.
- Safety Officer's Report
 - i. No safety concerns to report for September.



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7. NEW BUSINESS– Discuss, consider, and take action regarding:

- Discussed, considered and take action on establishing a fiscal year for the District and adopting a resolution for same.
 - i. Commissioner Knolle made the motion to continue with the current Fiscal Year of October 1st through September 30th; Commissioner Carter seconded. Motion & Resolution passed unanimously.
- Discuss, consider, and take action on establishing District depository bank account(s) and investment accounts.
 - i. Commissioner Carter made a motion to continue to use Value Bank Texas (Orange Grove Branch). Commissioner Schmidt seconded. Motion passed unanimously. At the present time the ESD does not have enough funds to consider an investment account at this time.
- Discuss, consider, and take action on Resolution Designating Authorized Persons for District Bank Account(s)
 - i. Tabled to future meeting.
- Discuss, consider, and take action on letter to County Judge regarding financial audit as required by Chapter 775.082 of the Texas Health and Safety Code and requesting 30 day extension from County Commissioners Court if needed.
 - i. Commissioner Carter made motion; Commissioner Schmidt seconded. Motion passed unanimously.
- Discuss, consider, and take action on Resolution Regarding Public Participation at Open Meetings to ratify policy adopted previously.
 - i. Tabled to future meeting.
- Discuss, consider, and take action on Resolution Regarding Investment Policy, Strategies, Guidelines and Management Practices for District and Designate Investment Officer.
 - i. Tabled to future meeting.
- Discuss, consider, and take action on adoption of records management program; including
 - i. Order Establishing Records Management Program, Appointing Management Office, and appointing Public Information Coordinator, and
 - ii. Declaration of Compliance with Records Scheduling requirements of the local Government Records Act;
 - i. Tabled to future meeting.
- Approval for obtaining an additional JWCESD 1 Debit Card from Value Bank in Abraham Aguilar's name.
 - i. Commissioner Knolle made a motion to obtain said card. Commissioner Schmidt seconded and the motion passed unanimously.



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- Approval for obtaining a Sandia Volunteer Fire Department Debit Card from Value Bank in David Bradfute's name.
 - i. This action is not under the ESD Commissioners management and it was asked to be stricken from the record. Commissioner Carter made a motion to strike. Commissioner Schmidt seconded and the motion passed unanimously.
- Approval to contract with Target Solutions Learning, LLC for firefighter training.
 - i. This was discussed thoroughly. Will consist of online/webinars with the cost of \$98 per firefighter, or \$1666.00, plus an annual maintenance fee of \$435.00 for a total cost of \$2101.00. This does not include "live trainings" or classes for the State Fire Fighter designation. Commissioner Schmidt made a motion to contract with Target Solutions Learning, LLC. Commissioner Carter seconded and the motion passed unanimously.
- Unit 6 Repair or Surplus and look for replacement.
 - i. Report of 2 mainframes being cracked and Chief Bradfute will get repair estimates. No action was taken at this time until estimates are received.
- Apparatus Insurance review.
 - i. Commissioner Aguilar wants more time to investigate other insurance options. No action was taken.
- Approval of security Fence bids.
 - i. After some discussion it was agreed that the work would be awarded to the low bidder, Aguilar Services. Total bid amount is \$4385.00. Work will not start until road improvements around station are completed.

8. OLD BUSINESS (Items tabled for further deliberation, updates, and/or action, or review of quotes/information)

- Establishment of a travel policy for attending conferences and training meetings.
 - i. Ongoing.
- Update on establishing a Priority Projects list to present to perspective donors.
 - i. Ongoing.
- Update on Sure Fire Recovery Services or similar company.
 - i. Ongoing, still researching companies.
- Update on new website.
 - i. Ongoing, no new updates.
- Update on utilization of the Respirator Fit Testing Program.
 - i. Ongoing but no utilization so far.



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9. PENDING ITEMS (Items previously approved or in process)

- Update on planning for future disaster events.
 - i. Ongoing; research and bids being compiled on a whole station generator with Aransas Propane Gas LLC submitting the first for \$31,783.40.
- Update on development of Roles and Responsibilities, Operational, and Organizational SOPs for the JWCESD#1/SVFD.
 - i. No new updates, ongoing.
- Discuss, consider, and take action on establishing a financial operating procedure for the maintenance and operation of the Search and Rescue Vessel, Unit 8.
 - i. No action taken. This will be removed from future agendas as the Sandia Volunteer Fire Department will be responsible for the maintenance and Operation of Unit 8 and will report status in SVFD Command Staff Report.
- Update on possible driveway repairs to the APFH by Precinct 3 Commissioners office to repair damage to APFH well caused by Precinct 3 workers.
 - i. Ongoing, work to begin in near future.
- Update on progress for the acquisition of a mini pumper/rescue apparatus and possible funding opportunities.
 - i. No progress for now. Chief Bradfute asked that this be removed from future agendas.

10. ADJOURNMENT

Commissioner Knolle made a motion to adjourn the meeting and Commissioner Schmidt seconded the motion. Motion passed unanimously. Commissioner Aguilar adjourned the meeting at 8:05 pm.

Commissioner Diana Hernandez, Secretary
Jim Wells County ESD #1

Date Submitted 11-10-24