



## **JIM WELLS COUNTY EMERGENCY SERVICE DISTRICT # 1**

### **REGULAR MEETING MINUTES – September 10, 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 September 10, 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 was called to order by Board President Abraham Aguilar at 7:02 pm. Commissioners present were Patrick Carter, Matthew Schmidt, and Diana Hernandez. Commissioner Karin Knolle was not present. Business Administrator, Brien Nicolau, joined via phone. The firefighters present were Asst. Fire Chief David Bradfute, Captain Ron Cole, Safety Officer Isaiah Pena, Lieutenant Melinda Molina, and Liza Ochoa. Lieutenant Molina asked to speak and tendered her resignation.

#### **2. PUBLIC COMMENT**

Tommie Aguilar was in attendance and stated that she was there to support the fire department.

#### **3. INVITED GUEST SPEAKERS and/or VISITORS IN ATTENDANCE**

A Deputy from the Jim Wells County Sheriff's Department attended.

#### **4. SECRETARY'S REPORT**

Commissioner Schmidt made a motion to accept the minutes of August 13, 2024, meeting as presented. Commissioner Carter seconded the motion. Motion passed unanimously.

#### **5. TREASURER'S REPORT**

Mr. Nicolau presented the Treasurer's Report. The beginning ESD #1 balance was \$55,922.42. The total for cleared checks and payments was \$ 8,541.07, total deposits were \$ 1,161.97, which included \$ 2.05 in interest. This brings the statement ending balance to \$48,543.32. The total for uncleared checks and new pending transactions was \$ 3,442.89, resulting in an ending register balance of \$45,100.43. Commissioner Hernandez made a motion to accept the report as presented. Commissioner Carter seconded the motion. Motion passed unanimously.

#### **6. SVFD COMMAND STAFF REPORT**

##### **i. Fire Chiefs Incident, Operations, Vehicle, and APFH Maintenance Reports August 2024.**

Asst. Chief Bradfute reported that Unit 2 is out of service, waiting for parts, Unit 6 is out of service permanently after a safety inspection was done on it and major work is needed to get it road worthy. All other Units are in service. Asst. Chief Bradfute stated that they will start doing DOT Inspections on all the units starting in October. Commissioner Schmidt made a motion to allow \$500.00 limit per truck for DOT Inspections. Commissioner Carter seconded the motion. Motion passed unanimously.

##### **ii. Station 2 Report.**

Captain Cole reported that everything is running well at Station 2. Unit is in service.

##### **iii. Safety Officers Report.**

Safety Officer Pena reported that there were no injuries for August. Still waiting for delivery of some safety equipment.



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

- i. Approval of Workman’s Compensation Policy Renewal.

Mr. Nicolau reported that he had a couple of quotes from Texas Mutual. The quote for the Out of Network policy is \$5,430 and quote for In-Network policy is \$4,825. We usually get the out of network policy so there will not be any issues with going to an out of network provider. Commissioner Carter made a motion to accept the quote from Texas Mutual out of network workers’ compensation policy, Commissioner Schmidt seconded the motion. Motion passed unanimously.

- ii. Changing Monthly Meeting Day/Time to avoid conflicts with Commissioner’s schedules.

Commissioner Aguilar had this put on the agenda in case it was needed to change the date of the monthly meeting due to scheduling conflicts. No changes will be made at this time.

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

- i. Establishment of a travel policy for attending conferences and training meetings.

Mr. Nicolau asked this to be tabled for the new year.

- ii. Update on establishing a Priority Projects list to present to perspective donors.

Commissioner Schmidt would like to get quotes for installing a chain link fence around the perimeter of the fire station. Commissioner Schmidt made a motion to get quotes for the materials and installation of a chain link fence and gates not to exceed \$5,000, with the work going to the lowest bidder. Commissioner Carter seconded the motion. Motion passed unanimously.

- iii. Update on Sure Fire Recovery Services or similar company.

Mr. Nicolau is still checking different companies for services that are provided. He will keep looking into it.

- iv. Update on new website.

Mr. Nicolau stated there is nothing new to report. Ongoing.

- v. Update on utilization of the Respirator Fit Testing Program. Ongoing.

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

- i. Update on planning for future disaster events.

Ongoing, Tabled for now.

- ii. Update on development of Roles and Responsibilities, Operational, and Organizational SOPs for the JWCESD#1/SVFD.

Asst. Chief Bradfute stated that they will be working on redoing the SOPs.



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- iii. Discuss, consider, and take action on establishing a financial operating procedure for the maintenance and operation of the Search and Rescue Vessel, Unit 8.

Commissioner Schmidt made a motion to approve a credit card for use of maintenance and operation of Search and Rescue Vessel, Unit 8. Commissioner Carter seconded the motion. Motion passed unanimously.

- iv. Update on possible driveway repairs to the APFH by Precinct 3 Commissioners office to repair damage to APFH well caused by Precinct 3 workers.

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.

- v. Update on progress for the acquisition of a mini pumper/rescue apparatus and possible funding opportunities.

This will be tabled for later.

### 10. ADJOURNMENT

Commissioner Aguilar adjourned the meeting at 7:49 pm.

A handwritten signature in black ink, appearing to read "Diana Hernandez".

Commissioner Diana Hernandez, Secretary  
Jim Wells County ESD #1

Date Submitted

11-9-24