



JIM WELLS COUNTY EMERGENCY SERVICE DISTRICT # 1 REGULAR MONTHLY MEETING MINUTES – November 12, 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 November 12, 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 Karin Knolle, Matthew Schmidt, and Diana Hernandez. Commissioner Patrick Carter was not present. Business Administrator, Brien Nicolau, joined via phone. Firefighters present were Fire Chief David Bradfute, Captain Ron Cole, Liza Ochoa, and Gilbert Medrano.

2. PUBLIC COMMENT

No Public Comment.

3. INVITED GUEST SPEAKERS and/or VISITORS IN ATTENDANCE

No Invited Guests.

4. SECRETARY'S REPORT

Commissioner Schmidt made a motion to accept the minutes of October 8, 2024, meeting as presented. Commissioner Hernandez seconded the motion. Motion passed unanimously.

5. TREASURER'S REPORT

Mr. Nicolau presented the Treasurer's Report. The beginning ESD #1 balance was \$30,960.23. The total for cleared checks and payments was \$11,527.74, total deposits were \$ 906.79, which included \$ 0.90 in interest. This brings the statement ending balance to \$ 20,339.28. The total for uncleared checks and new pending transactions was \$2,836.94, resulting in an ending register balance of \$17,502.34. Commissioner Hernandez made a motion to accept the report as presented. Commissioner Schmidt seconded the motion. Motion passed unanimously. Mr. Nicolau also stated that there was an oversight made to the old website when ESD #1 switched to a new website and there was a charge of \$1,058.75. There will be a refund to ESD #1 by NCS LLC because of the oversight made.

6. SVFD COMMAND STAFF REPORT

i. Fire Chiefs Incident, Operations, Vehicle, and APFH Maintenance Reports October 2024.

Fire Chief Bradfute presented there were 7 calls out of APFH and 0 calls for Sandia 534 Substation for October 2024. All Units are in service except for Unit 6 because of unsafe conditions. Unit 6 was relocated to 534 Substation and will be used for water storage only. Chief Bradfute will look into getting quotes to replace the front door at the station.

ii. Station 2 Report.

Everything is good at Station 2, nothing to report.

iii. Safety Officers Report.

a) Update on utilization of the Respirator Fit Testing Program.

There are no updates currently.

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

i. Resolution Designating Authorized Persons for District Bank Account(s);

Mr. Nicolau stated that this will be tabled until the December meeting.



JIM WELLS COUNTY EMERGENCY SERVICE DISTRICT # 1 REGULAR MONTHLY MEETING MINUTES – November 12, 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 November 12, 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.

- ii. Resolution Regarding Investment Policy, Strategies, Guidelines and Management Practices for District and Designate Investment Officer;

This will also be tabled till December meeting.

- iii. Adoption of records management program; including
 - a) Order Establishing Records Management Program, Appointing Management Office, and appointing Public Information Coordinator, and
 - b) Declaration of Compliance with Records Scheduling requirements of the local Government Records Act;

This is usually done by the ESD secretary, and the Board is trying to figure out the best possible way for this to be an effective program due to the workload required. Tabled until December meeting.

- iv. Changing APFH Grounds Maintenance service.

Commissioner Schmidt will take over this duty. He said that he will not be charging the fire department for this service. Commissioner Hernandez made a motion for Commission Schmidt to take over the APFH Grounds Maintenance service which he will do at no cost to the station. Commissioner Knolle seconded the motion. Motion passed unanimously. President Aguilar will inform the current contractor of the decision.

- v. Christmas Party

Captain Cole stated that the Christmas Party will be on Sunday December 8, 2024, from 6:00-8:00pm. It will be potluck.

- vi. Update on all pending grants including the Health and Wellness application and documents needed

Chief Bradfute stated that the equipment and apparatus grants that were submitted this year were not approved. He will re-submit for approval for this upcoming year. Health and Wellness Grants are still under review and have not been approved at this point in time.

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

- i. Update on contract with Vector Solutions/Target Solutions Learning, LLC for firefighter training.

Chief Bradfute stated that the website is running, and he is working on getting the firefighters set up on it so they can use it to train.

- ii. Update on the approval for obtaining an additional JWCESD 1 Debit Card from Value Bank in Abraham Aguilar's name.

Mr. Nicolau stated that this has been approved and the minutes have been done so Commissioner Aguilar just needs to go to the bank to set up.

- iii. Update on Unit 6 Repair or Surplus and look for replacement.

This was discussed during the SVFD Command Staff Report.

- iv. Update on Apparatus Insurance review

Mr. Nicolau is working on this. Still getting information.



JIM WELLS COUNTY EMERGENCY SERVICE DISTRICT # 1 REGULAR MONTHLY MEETING MINUTES – November 12, 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 November 12, 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.

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

This was tabled until December Meeting.

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

This was tabled until December Meeting.

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

Mr. Nicolau has been researching, no new info yet.

- viii. Update on new website.

Mr. Nicolau is still working on it.

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

- i. Update on planning for future disaster events.

Mr. Medrano had a quote from Aransas Propane for a diesel generator, turnkey, for \$38,581.76. Mr. Medrano also had two quotes from Tanks Alot for a water tank. One is for a 20,243-gallon tank and the other is for 29,093 gallons. One quote is for \$29,246.70 and the other is for \$33,246.70 respectively. He will still need to get more information on this.

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

Assistant Chief Pena is working on them.

- iii. Update on driveway repairs to the APFH.

Commissioner Schmidt stated that the project is finished. Precinct Commissioner Chapa also did help with fixing the driveway area.

10. ADJOURNMENT

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

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

Date Submitted 1-14-25

Commissioner Diana Hernandez, Secretary