



JIM WELLS COUNTY EMERGENCY SERVICE DISTRICT # 1

REGULAR MONTHLY MEETING MINUTES – January 14, 2025

Notice is hereby given that a regular monthly meeting of the Board of Commissioners of Jim Wells County Emergency Services District #1 will be held on Tuesday January 14, 2025, 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 7:01 pm. Commissioners present were Matthew Schmidt and Diana Hernandez. Commissioners not present were Karin Knolle and Patrick Carter. Business Administrator, Brien Nicolau, joined via phone. Firefighters present were Fire Chief David Bradfute, Captain Ron Cole and Gilbert Medrano.

2. PUBLIC COMMENT ([Resolution Regarding Public Participation at Open Meetings](#))

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 November 12, 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 for November 2024 was \$20,339.28. Total for cleared checks and payments was \$ 8,952.67, total deposits were \$ 349.50, which included \$ 0.56 in interest. This brings the statement ending balance to \$11,736.11. The total for uncleared checks and new pending transactions was \$ 262.50, resulting in an ending register balance of \$11,473.61 for November 2024. Commissioner Schmidt made a motion to accept the report as presented for November 2024. Commissioner Hernandez seconded the motion. Motion passed unanimously.

The beginning ESD #1 balance for December 2024 was \$11,736.11. Total for cleared checks and payments was \$ 3,170.80, total deposits were \$ 6,026.38, which included \$ 0.57 in interest. This brings the statement ending balance to \$14,591.69. The total for uncleared checks and new pending transactions was \$ 247.50, resulting in an ending register balance of \$14,344.19 for December 2024. Commissioner Schmidt made a motion to accept the report as presented for December 2024. Commissioner Hernandez seconded the motion. Motion passed unanimously.

6. SVFD COMMAND STAFF REPORT

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

Chief Bradfute presented there were 2 calls out of APFH and 0 calls for Sandia 534 Substation for November 2024. For December 2024 there were 5 calls out of APFH and 1 call for Sandia 534 Substation. All units are in service except Unit 6 because of unsafe conditions, it is at 534 substation and being used for water storage only. Unit 3 has a hydraulic leak that needs to be looked at.

a) Update on Training Program utilization.

Ongoing, no updates at this time

ii. Station 2 Report.

Everything is good at Station 2, nothing to report.

iii. Safety Officers Report.



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

Fire Chief Bradfute is still trying to find a different vendor to be able to get information.

- b) Update on the Annual SCBA testing and certification.

Chief Bradfute said they turned in some old masks to be able to recertify but the company stated they cannot be recertified. They will be returned to APFH and they might be able to be donated to another station.

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

- a) Approve and accept statements and oaths of office for appointed / reappointed commissioners.

Mr. Nicolau stated that we need to approve and accept the statements and oaths of office. Commissioner Schmidt made a motion to approve and accept the statements and oaths of office for appointed/reappointed commissioners. Commissioner Hernandez seconded the motion. Motion passed unanimously.

- b) Action regarding election of officers for board.

Commissioner Schmidt made a motion to reelect all the officers to their current positions. Commissioner Hernandez seconded the motion. Motion passed unanimously.

- c) Review training requirements and compliance status for each commissioner.

Commissioner Schmidt will sign up to go to the conference in February. Mr. Nicolau will give us more information about the online training courses.

- d) Approve publication of notice of address of administrative office location.

Commissioner Schmidt made a motion to approve publication of notice of address of administrative office location. Commissioner Hernandez seconded the motion. Motion passed unanimously.

- e) Approve renewal of AED service contract and purchase of AED units for Station 2.

Chief Bradfute stated that to get annual service contract renewal for 2 existing AEDs and to get 2 more service contracts for units to be housed at Station 2, the renewal price for the existing AED units is \$697.40 and the 2 AED units for station 2 will be \$924.00 for a total of \$1,621.40.

Commissioner Schmidt made a motion to approve the renewal of the service contracts for the 2 AED units at Station 1 and to get service contracts for 2 AED units for Station 2. Commissioner Hernandez seconded the motion. Motion passed unanimously.

- f) Approve renewal of SFFMA membership.

Mr. Nicolau stated that the price for this membership is \$200 for the department and \$50 for each firefighter officer. Chief Bradfute stated there are currently 4 officers and they will be getting one more later. Commissioner Schmidt made a motion to approve the renewal of SFFMA membership for APFH, at a cost of \$200 for the department and \$50 for each officer. Commissioner Hernandez seconded the motion. Motion passed unanimously.



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- g) Review bids obtained for the repair, and or, replacement of Unit 6.

Chief Bradfute had a couple of quotes to submit. One quote was for a truck only at a price of \$146,567.20, another quote was for a new cab and chassis with the same tank for \$156,176.91. A totally new truck would cost \$204,152.35. Currently that is not in the department's budget. We will wait till more money comes in and take another look at it later. Commissioner Schmidt made a motion to table this item. Commissioner Hernandez seconded the motion. Motion passed unanimously.

- h) Discuss and review bids for generator acquisition.

Mr. Medrano and Mr. Nicolau are getting information on different options that could possibly work for the station. Mr. Medrano had a quote from Site Pro for a used diesel generator for \$27,500. Mr. Nicolau will follow up on the cost and possible financing.

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

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

This is a resolution designating authorized people for the District Bank Accounts, this will have all the board of commissioner's names added on the bank account to be able to write checks for ESD #1. Resolution was accepted and all paperwork was signed and notarized if needed.

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

This was tabled for further consideration.

- 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 was tabled for further consideration.

- iv. Update on the acquisition of a JWCESD 1 Debit Card from Value Bank in Abraham Aguilar's name.

Commissioner Aguilar does have the card in his possession.

- v. Update on Apparatus Insurance review.

Mr. Nicolau got information about increasing insurance coverage on Unit 4 because it was under insured. Commissioner Schmidt made a motion to increase the insurance coverage on Unit 4 to \$450,000.00 at an additional yearly cost of \$554.00, Commissioner Hernandez seconded the motion. Motion passed unanimously.



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- vi. Update on establishment of a travel policy for attending conferences and training meetings.

No update.

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

No update.

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

No update.

- ix. Update on new website.

No update.

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

- i. Update on planning for future disaster events.

SVFD will purchase a second heater for the station.

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

Captain Cole stated they are working on getting those redone.

10. ADJOURNMENT

Commissioner Aguilar adjourned the meeting at 7:50 pm.

A handwritten signature in black ink, appearing to read "Diana Hernandez", written over a horizontal line.

Date Submitted 3-11-25

Commissioner Diana Hernandez, Secretary