



JIM WELLS COUNTY EMERGENCY SERVICE DISTRICT # 1

REGULAR MONTHLY MEETING MINUTES – March 11, 2025

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 March 11, 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 7:08 pm. Commissioners present were Patrick Carter, Karin Knolle, Matthew Schmidt and Diana Hernandez. Business Administrator, Brien Nicolau, joined via phone. Firefighters present were Fire Chief David Bradfute, Asst. Fire Chief Joe Pena, and Liza Ochoa.

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 or visitors

4. SECRETARY'S REPORT

Commissioner Schmidt made a motion to accept the minutes from January 14, 2025 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 January 2025 was \$14,591.69. Total for cleared checks and payments was \$11,470.23, total deposits were \$24,042.63, which included \$1.00 in interest. This brings the statement ending balance to \$27,164.09. The total for uncleared checks and new pending transactions was \$247.50, resulting in an ending register balance of \$26,916.59 for January 2025. Commissioner Schmidt made a motion to accept the report as presented for January 2025. Commissioner Carter seconded the motion. Motion passed unanimously.

The beginning ESD #1 balance for February 2025 was \$27,164.09. Total for cleared checks and payments was \$3,446.35, total deposits were \$126,230.66, which included \$5.04 in interest. This brings the statement ending balance to \$149,948.40. The total for uncleared checks and new pending transactions was \$247.50, resulting in an ending register balance of \$149,700.90 for February 2025. Commissioner Schmidt made a motion to accept the report as presented for February 2025. Commissioner Carter seconded the motion. Motion passed unanimously.

There are several checks for firefighters that have not been cashed in several months and still show as uncleared checks. Mr. Nicolau will check with Value Bank as to what their policy is on wait time for cashing checks. A new policy for APFH firefighters will now be that after 90 days if a check has not been cashed then it will be removed from the books, and it can be re-issued only after the persons asks for it to be re-issued.

6. SVFD COMMAND STAFF REPORT

Fire Chiefs Incident, Operations, Vehicle, and APFH Maintenance Reports January 2025 and February 2025.

Chief Bradfute presented that in January 2025 there were 2 total calls and Sandia 534 Substation responded to one of those calls. In February 2025 there were 3 total calls and Sandia 534 Substation responded to 2 of those calls. 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 was out of service because of an anti-freeze coolant leak and hydraulic leak but at the time of this meeting it has been fixed and in service.

a) Update on Training Program utilization.

Chief Bradfute stated that they have done a couple of the training scenarios and some of the firefighters have done them, but not all of the firefighters have participated yet.



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- b) Update on the installation of a new radio system for Jim Wells County.

Chief Bradfute has been in contact with Lance Brown and he has stated that the county wants to use an 800 system for radios for communication. That would be a better service for them to use.

- ii. Station 2 Report.

Currently, the roll up door is not operational. Firefighters will be working on repairing it.

- iii. Safety Officers Report.

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

Nothing to report.

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

- a) The purchase of batteries for Jaws of Life equipment.

Chief Bradfute has been trying to find the batteries, but they are not easy to find. Chief Bradfute and Mr. Nicolau will follow up and get more information and buy new batteries for the equipment, they need 4 batteries for each station so 8 batteries total. Commissioner Schmidt made a motion to buy 8 batteries for the Jaws of Life equipment not to exceed \$2000. Commissioner Carter seconded the motion. Motion passed unanimously.

- b) The purchase of dress shirts for Commissioners.

Commissioner Schmidt suggested purchasing dress shirts for the commissioners to be able to wear when we are representing the fire department and be able to look professional. Commissioner Schmidt will get the details on how much it would be to purchase 2 dress shirts for each commissioner and will let us know. Commissioner Hernandez made a motion to purchase 2 dress shirts per commissioner not to exceed \$600 total. Commissioner Carter seconded the motion. Motion passed unanimously.

- c) The purchase of a generator for the APFH.

Mr. Nicolau will look into getting more information online for purchasing a used portable generator at least 30kw size. There is also an option to finance if needed. Commissioner Schmidt made a motion to go ahead and try to purchase a 30kw generator for APFH and have finance options if available. Commissioner Knolle seconded the motion. Motion carried unanimously.

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

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

Item was tabled for further consideration.

- ii. Adoption of records management program; including

- a) Order Establishing Records Management Program, Appointing Management Office, and appointing Public Information Coordinator, and

Item was tabled for further consideration.



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b) Declaration of Compliance with Records Scheduling requirements of the local Government Records Act.

Item was tabled for further consideration.

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

i. Update on planning for future disaster events.

Asst. Fire Chief Pena stated they are working on it, and it is moving along as planned.

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

Chief Bradfute stated they are working on several ideas.

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

Asst. Fire Chief Pena stated that they are rewriting the SOPs.

iv. Update on the establishment of a travel policy for attending conferences and training meetings.

No update available

v. Update on Sure Fire Recovery Services or similar company.

No update available

vi. Update on new website.

No update available

10. ADJOURNMENT

Commissioner Knolle made a motion to adjourn the meeting and Commissioner Carter seconded the motion. Motion passed unanimously. Commissioner Aguilar adjourned the meeting at 8:03 pm.

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

Date Submitted 4-8-25

Commissioner Diana Hernandez, Secretary