



## JIM WELLS COUNTY EMERGENCY SERVICE DISTRICT # 1 REGULAR MONTHLY MEETING MINUTES – May 13, 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 May 13, 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 7:00 pm. The Commissioners present were Patrick Carter, Matthew Schmidt and Diana Hernandez. Commissioner Karin Knolle was not present. Business Administrator, Brien Nicolau, joined via phone. Firefighters present were Fire Chief David Bradfute, Asst. Fire Chief Joe Pena, Captain Ron Cole, Gilbert Medrano 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 Carter made a motion to accept the minutes from April 08, 2025, meeting as presented. Commissioner Schmidt seconded the motion. Motion passed unanimously.

### 5. TREASURER'S REPORT

Mr. Nicolau presented the Treasurer's Report. The beginning ESD #1 balance for April 2025 was \$168,527.20. Total for cleared checks and payments was \$ 2,067.62, total deposits were \$ 5804.67, which included \$ 7.14 in interest. This brings the statement ending balance to \$172,264.25. The total for uncleared checks and new pending transactions was \$ 2070.25, resulting in an ending register balance of \$170,194.00 for April 2025.

Commissioner Carter made a motion to accept the report as presented for April 2025. Commissioner Hernandez seconded the motion. Motion passed unanimously.

### 6. SVFD COMMAND STAFF REPORT

#### i. Fire Chiefs Incident, Operations, Vehicle, and APFH Maintenance Reports April 2025.

Chief Bradfute presented that in April 2025 there were 3 total calls and Sandia 534 Substation responded to 0 calls. He stated that all Units are in service, with Unit 6 out of service and located at Substation for water storage.

#### a) Update on Training Program utilization.

Asst. Fire Chief Pena stated that the training is going well. They have been training at the lake using different scenarios.

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

Chief Bradfute has talked to Lance Brown and he said that the new radio system should be ready to start by September.

#### c) Update on repairs to Unit 2 and Unit 5.

Chief Bradfute said that both Units are back in service.

#### d) Update on roof damage and repairs.

Chief Bradfute stated that repairs were made on the roof damage the day after the storm that caused the damage. Repairs were made by ARS and the total was \$3500.00



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- e) Update on repairs to water storage tank.

Chief Bradfute stated that repairs were made to the main water tank, the main valve was replaced, and they are still waiting for parts so they can make a few more adjustments to it.

- ii. Station 2 Report.

Captain Cole stated that everything is going well at Station 2.

- iii. Safety Officers Report.

No Safety Officer's Report currently.

- a) Selection of a new Safety Officer.

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

- a) Value Bank 6-month check cashing policy.

Business Administrator Nicolau stated that he verified with Value Bank, and they do have a 6-month

- b) CONEX Box purchase.

Asst. Chief Pena had 3 bids for a 40ft. 2-door Conex container. When they can get a container, it will serve as storage for the fire department and for emergency planning purposes. The best quote is from a company from Houston. Commissioner Aguilar asked Asst. Chief Pena to get a paper quote for the 4-door container, Asst. Chief Pena had a verbal quote from that company, and it seemed reasonable. Commissioner Schmidt made a motion to approve the purchase of a Conex container with the 4-doors not to exceed \$4000. Commissioner Carter seconded the motion. Motion passed unanimously.

- c) Purchase of a water drop to expediate tank fill times.

Chief Bradfute had a quote for a water drop for the fire department for \$1600. Commissioner made a motion to approve \$1600 for a water drop. Commissioner Carter seconded the motion. Motion passed unanimously.

- d) Installation of AC on Unit 3.

Chief Bradfute had a quote from Aguilar Services to buy the parts and install AC on Unit 3 for \$1,790. Commissioner Schmidt made a motion to approve \$1,790 to get AC installed on Unit 3. Commissioner Carter seconded the motion. Motion passed unanimously.

- e) Approval of District's financial audit and filing audit with county (or request 30 day extension if needed).

Commissioner Schmidt made a motion to approve for Business Administrator to request a 30-day extension to file our financial audit from the County Commissioners. Commissioner Carter seconded the motion. Motion passed unanimously.

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



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- i. Update on the purchase of batteries for Jaws of Life equipment and future purchase of new equipment.

Chief Bradfute had information from Batteries Plus in Corpus for the purchase of replacement batteries. Commissioner Carter made a motion to approve \$1000 for purchase of 6 batteries at the cost of \$99.99 each and 3 batteries at the cost of \$119.99 each, for the Jaws of Life equipment. Commissioner Hernandez seconded the motion. Motion passed unanimously.

- ii. Update on purchase of generator (s) from Site-Pro and the installation of transfer switch on building.

Commissioner Carter made a motion to approve the purchase of a generator from Site-Pro and the installation of a transfer switch from Aguilar Services not to exceed \$15,000. Commissioner Schmidt seconded the motion. Motion passed unanimously.

- iii. Update on the purchase of dress shirts for Commissioners.

Commissioner Schmidt delivered the dress shirts to all Commissioners.

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

Paperwork was signed by Commissioner Aguilar and Commissioner Hernandez. Paperwork was also notarized by Commissioner Schmidt.

- v. 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.

Paperwork was signed and notarized also.

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

- i. Update on planning for future disaster events.

Asst. Chief Pena said they are still working towards their goal.

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

No updates at this time.

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

Asst. Chief Pena said they are working on that and he also had examples of some of the SOPs they have been working on.



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

No update.

- v. Update on website.

No update.

### 10. ADJOURNMENT

Commissioner Schmidt made a motion to adjourn the meeting and Commissioner Carter seconded the motion. Motion passed unanimously. Commissioner Aguilar adjourned the meeting at 7:44 pm.



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Commissioner Diana Hernandez, Secretary

Date Submitted

6-10-25