



JIM WELLS COUNTY EMERGENCY SERVICE DISTRICT # 1 REGULAR MONTHLY MEETING MINUTES – July 08, 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 July 08, 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

The meeting was called to order by Board President Abraham Aguilar at 7:00 pm. 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 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 of June 10, 2025, meeting as presented. Commissioner Schmidt seconded the motion. Motion passed unanimously.

5. TREASURER'S REPORT

The beginning ESD #1 statement balance for June 2025 was \$149,877.89. Total cleared checks and payments were \$ 29,306.43, total deposits were \$ 4,744.34, which included \$ 5.99 in interest. This brings the statement ending balance to \$125,315.80. The total for uncleared checks and new pending transactions was \$ 3,389.20, resulting in an ending register balance of \$121,926.60 on June 30, 2025. Uncleared transactions after June 30, 2025, were \$ 43.21, this makes the register balance of \$121,833.39 as of July 2, 2025.

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

6. SVFD COMMAND STAFF REPORT

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

Chief Bradfute presented the report for June 2025. There were 4 total calls and Sandia 534 Substation responded to 2 calls. He stated all Units are in service except for Unit 3 for AC installation, Unit 6 is used as water storage at 534 Substation, and Unit 10 is still being outfitted for service. Roy Aguilar will be doing the yearly service on all Units as soon as he is done with Unit 3 AC installation.

a) Update on new Officer (Lieutenant) appointment.

Gilbert Medrano was voted as the new Lieutenant.

b) Update on Training Program utilization.

This program is being used by some of the firefighters but not all.



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

Chief Bradfute stated that he checked with Lance Brown, and the radio system is still scheduled to be ready by September.

d) Update on installation of AC in Unit 3.

Roy Aguilar ordered more parts that were missing from the AC kit, so he is still working on it.

e) Update on installation of transfer switch and testing of new generator system.

Chief Bradfute stated that it was tested and everything was working well.

f) Update on the purchase of batteries for Jaws of Life equipment.

Chief Bradfute stated that all 6 batteries were purchased and that is complete.

g) Update on construction and installation of the water drop.

Chief Bradfute stated that he spoke with Wesley Grey, and it should be completed in the next few days.

h) Update on receiving/outfitting Unit 9 and the Push In Ceremony.

Chief Bradfute said that this has been completed.

i) Update on receiving/outfitting Unit 10.

Chief Bradfute stated that this is still in progress and going well.

ii. Safety Officers Report.

a) Selection of a new Safety Officer.

Chief Bradfute stated that there is not a safety officer report because they do not have a safety officer at this time.

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

a) Review and approve quarterly investment report for 2nd quarter.

Business Administrator Nicolau asked for this to be tabled. Report is in development.

b) Discuss and consider taking action on 2025-26 budget.

No action taken.

c) Discuss and consider scheduling budget meetings/workshops.

Commissioner Schmidt made a motion to discuss and consider scheduling informal budget meetings/workshops, Commissioner Hernandez seconded the motion.



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Motion passed unanimously. Chief Bradfute will work with the firefighters and Business Administrator Nicolau will work with the commissioners.

- d) Discuss and consider taking action on tax planning process.

Commissioner Carter made a motion for Business Administrator Nicolau to be able to work with our attorneys and the appraisal district to discuss and consider taking action on tax planning process. Commissioner Schmidt seconded the motion. Motion passed unanimously.

- e) Discuss and consider taking action on purchase of a coffee bar for the turnout room.

Commissioner Schmidt made a motion for a coffee bar setup for the turnout room not to exceed \$ 750.00. 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).

- i. SFFMA membership for all active volunteer firefighters. Tabled from June 10, 2025 meeting pending more information on the program benefits and ascertaining if firefighters will take advantage of the membership.

Chief Bradfute stated that the firefighters were interested in taking advantage of the benefits that this offers. Business Administrator Nicolau said that membership costs are \$50.00 per member. This is another good benefit to offer the volunteer firefighters. Commissioner Schmidt made a motion to approve getting the SFFMA membership for all active volunteer firefighters. Commissioner Carter seconded the motion. Motion passed unanimously.

- ii. Purchase of volunteer firefighter badges, name plates, and official firefighter ID cards. Tabled from June 10, 2025 meeting pending more information on pricing.

Chief Bradfute had information about getting firefighter badges and firefighter ID cards for the active volunteer firefighters. Commissioner Carter made a motion to approve the purchase of firefighter badges and ID cards for the active volunteer firefighters not to exceed \$500 in total. Commissioner Schmidt seconded the motion. Motion passed unanimously.

- iii. Update on the District's financial audit extension request before the Jim Wells County Commissioners.

The request for the extension was received and approved but the accountant has not got the paperwork ready yet. Family medical issues.

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

- i. Update on planning for future disaster events.

No update currently.



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

This is ongoing. No update.

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

Ongoing. No update.

- 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 Carter made a motion to adjourn the meeting; Commissioner Schmidt seconded the motion. Motion passed unanimously. Commissioner Aguilar adjourned the meeting at 7:38 pm.

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

Date Submitted 8-12-25

Commissioner Diana Hernandez, Secretary

Jim Wells County ESD #1