



## JIM WELLS COUNTY EMERGENCY SERVICE DISTRICT # 1 REGULAR MEETING MINUTES, OCTOBER 10, 2023

The Board of Commissioners of Jim Wells County Emergency Services District #1 held a meeting on Tuesday October 10, 2023 at 7:00 PM, in the Abel Perez Fire House located at 101 FM 1540 in Sandia, Texas 78383 for the following purposes.

### 1. CALL TO ORDER AND DETERMINATION OF A QUORUM

Meeting called to order by ESD #1 Board President, Commissioner Abraham Aguilar on October 10, 2023, at 7:14 pm.

ESD #1 Commissioners present were Patrick Carter, Diana Hernandez, and Judge Matthew Schmidt. Commissioner Karin Knolle was absent. Business Administrator, Brien Nicolau joined via phone. Firefighters present were Chief Henry Barajas, Assistant Chief David Bradfute, Captain Ron Cole, Lieutenant Melinda Molina, and Jon Davis.

### 2. PUBLIC COMMENT

There was no public comment.

### 3. INVITED GUEST SPEAKERS/VISITORS

Vistors present were Sergeant Zamora, Jim Wells County Sheriff's Department.

### 4. SECRETARY'S REPORT

Minutes from the September 2023 meeting had been emailed to the Commissioner's before today's meeting. Commissioner Carter made a motion to accept the minutes as emailed, Commissioner Schmidt seconded the motion. Motion carried unanimously.

### 5. TREASURER'S REPORT

The ESD #1 and SVFD September 2023 reconciliation reports were emailed to the Commissioners by Business Administrator, Mr. Nicolau prior to the meeting. ESD #1 September beginning balance was \$79,034.24. A total of \$4,840.99 were regular expenses and payments for the month. Total deposits were \$1,240.59, which included tax monies and interest bringing the cleared balance to \$75,433.84. The total for uncleared transactions and future commitments was \$22,423.10, making the ending balance for September \$53,010.74.

SVFD September 2023 beginning balance was \$2,852.02. Several checks for call out pay were cashed, and there was a deposit of \$0.23 for interest from the bank that brought the cleared balance to \$2,747.25. Outstanding transactions once cleared will leave a balance of \$2,672.25. Commissioner Carter made a motion to accept the financial reports for September 2023 as presented, Commissioner Schmidt seconded the motion. Motion carried unanimously.

### 6. SVFD COMMAND STAFF REPORT

Chief Barajas reported a total of 6 calls for September 2023. They included 3 mutual aid calls, 2 in Mathis and 1 in Orange Grove. Unit 1, Unit 2, Unit 3, Unit 4, Unit 6 and Unit 7 are all in service. Unit 5 is out of service, Chief Barajas and Assistant Chief Bradfute are doing repairs and Unit 5 should be ready by the end of the month. Unit 2 is now stationed at the new substation on FM 534. Chief Barajas reported on the approval of a \$20,000 grant for Wildland and Structural items and provided a list of eligible items. Chief Barajas and Lt. Molina will also start working on the 2024 Health and Wellness grants for \$5,000.

Safety Officer, Isaiah Pena was not in attendance, so no report was given.

### 7. NEW BUSINESS

- i. Take action on outstanding invoices from South Texas Equipment Repair LLC. (Units 2, 3, and 7).

Chief Barajas stated that Invoice #111 for Unit 5 work on the bumper was approved by him and would be reimbursed from the Texas Forrest Service for \$5,412.22.

Invoice #112 for Unit 7 is for wiring and lights and total is \$1,300.00, SVFD officers looked it over and it is approved for payment.

Invoice #113 for Unit 2, was to repair power issues and work was done on sensors, pressure hose, and fuel filter. The total for that invoice is \$1,511.47, and SVFD officers agree the work was done on that unit and approve payment.



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Invoice #118 for Unit 7 to secure the skid unit to the unit because it was not originally secured correctly. The total is \$970.75, SVFD officers agree the work was done on this unit and approve payment.

Invoice #119 for Unit 3, is for an AC unit kit. The total for that invoice is \$1425.11. This was not approved because it is missing several parts from the kit. The main part that is missing is the compressor. SVFD officers are asking for this invoice not to be paid because of the missing parts. Chief Barajas also stated that Justin Boultinghouse returned the fire department's welder, but he did not return any welder leads. The estimated total for the leads is \$1,000.00.

The total for the approved invoices is \$3,782.22, Commissioner Carter made a motion to pay that total and Commissioner Hernandez seconded the motion. Motion carried unanimously.

- ii. Discuss required training hours for Commissioners.

Mr. Nicolau stated that all commissioners are required to have a total of 6 training hours every 2 years. There are online courses that can be taken at home and Mr. Nicolau can give provide the information on how to register and take those courses online. Mr. Nicolau suggested that another option is to attend the Annual SAFE-D Conference that takes place in February. Information for the conference can be found [www.safe-d.org](http://www.safe-d.org).

- iii. Consider attendance at Texas State Association of Fire and Emergency Services District (SAFE-D) Annual Conference February 22-24, 2024.

Discussed above.

### 8. OLD BUSINESS

- i. Update on FM 534 substation and donated supplies.

Captain Cole stated that there were several items donated for the substation on FM 534 from the Refinery Terminal Fire Company and stated that they can donate other items later. Captain Cole also said they are having a Trunk or Treat at the new substation on October 31<sup>st</sup>. Firefighter Joe Pena and Captain Cole are working on installing an extra door at the new substation. That way if the power is out in that area, then firefighters can still get inside the building through the extra side door.

- ii. Discuss and consider the purchase of snacks/water/ice chests to be stocked on each Unit. (Tabled from August 22, 2023 meeting).

Assistant Chief Bradfute asked this item to be tabled until November's meeting.

- iii. Discuss and consider purchase of T-Shirts for Firefighters. (Tabled from August 22, 2023 meeting).

Assistant Chief Bradfute obtained a quote from T-Wear in Mathis for \$268.00, this will be for 1 t-shirt per firefighter. Commissioner Carter made a motion to purchase 2 t-shirts per firefighter, which will come out to an estimate of \$268.00 X 2. Commissioner Schmidt seconded the motion. Motion carried unanimously.

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

Command staff is still working on adjusting and adding sections to the SOPs.

- v. Other Miscellaneous Items and/or updates

Lt. Molina will give information at the next meeting for Radio Handsets.

### 9. PENDING ITEMS

- i. Update on purchase of three sets of Wildland gear.

Still on back order.

- ii. Update on Jim Wells County radio grant.

Chief Barajas said only 6 were approved and that Mr. Brown stated that the Fire Chief will receive 1.



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- iii. Update on the purchase of a CONEX storage box.  
No updates.
- iv. Air Pack Refill Station  
Still pending grant information.
- v. Consideration of the purchase of Rescue Equipment for Rope Rescue.  
Pending TEEEX and other Grant Information. Lt. Molina had a video on this subject from Elevated Safety Video. It would a good idea to have a few of the firefighters that are trained with rope rescue.
- vi. Update on planning for future disaster events.  
Ongoing, no updates.
- vii. Update on second water well construction and monies from Jim Wells County.  
Bids given to Jim Wells County Commissioners who will award the contract. Commissioners Aguliar and Schmidt working on this item and reapplying for a new grant for approval as the previous grant information expired due to the county commissioners not turning in the grant on time.  
  
Lt. Molina had a question of why not get a water well in the Pernitas Point area, that could be an option also. Firefighter Davis also brought obtaining information on a dry hydrant for Pernitas Point area.

**10. ADJOURNMENT**

Commission Schmidt made a motion to adjourn the meeting and Commissioner Carter seconded. Motion passed unanimously and Commissioner Aguilar adjourned the meeting at 8:09 pm.

\_\_\_\_\_ Date Submitted \_\_\_\_\_

Commissioner Diana Hernandez, Secretary  
Jim Wells County ESD #1