



## JIM WELLS COUNTY EMERGENCY SERVICE DISTRICT # 1 REGULAR MEETING MINUTES, NOVEMBER 14, 2023

The Board of Commissioners of Jim Wells County Emergency Services District #1 held a meeting on Tuesday November 14, 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

The meeting was called to order by ESD #1 Board President, Commissioner Abraham Aguilar on November 14, 2023, at 7:00 pm.

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

### 2. PUBLIC COMMENT

There was no public comment.

### 3. INVITED GUEST SPEAKERS/VISITORS

Vistors present were Deputy C. Guterrez, Jim Wells County Sheriff's Department.

### 4. SECRETARY'S REPORT

Minutes from the October 2023 meeting had been emailed to the Commissioner's before today's meeting. There were no comments or corrections. 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 October 2023 reconciliation reports were emailed to the Commissioners by Business Administrator, Mr. Nicolau prior to the meeting. ESD #1 beginning balance was \$75,433.84. Larger amount checks were written to VFIS to pay for yearly insurance, Raul Hernandez for yearly audit, ESI for the Employee Assistance Program, and Justin Boultinghouse for the repairs of Unit #2,5 and 7, and Oil Patch Petroleum for diesel fuel. Deposits totaled \$184.36, cleared checks totaled \$30,806.18, and uncleared and future commitment checks totaled \$5,928.75, ending balance was \$38,883.27. Board members asked about the air conditioner unit that Justin Boultinghouse wants back in his possession. Discussion was tabled for a later date as this wasn't on the agenda.

SVFD October 2023 beginning balance was \$2,747.25. A \$1,000.00 donation was made by Coby Trees, a friend of Judge Schmidt's. We have 18 uncleared checks – the Firemen's' stipend for out of county calls for a total of \$1,359.84. Outstanding transactions once cleared will leave a balance of \$2,387.41. Commissioner Schmidt made a motion to accept the financial reports for October 2023 as presented, Commissioner Carter seconded the motion. Motion carried unanimously.

### 6. SVFD COMMAND STAFF REPORT

Chief Barajas emailed the Response Report to the Board prior to the meeting for October 2023 showing that there were 2 Call-Outs but both were cancelled. Unit 5 is still out of service. Waiting on parts for the pressure gauge. Unit 6 is in service; however it should only be driven locally because the steering gear box is not working properly. Fireman Boultinghouse was supposed to work on it and there was someone in Alice that might work on it. Commissioner Aguilar suggested having former SVFD President Roy Aguilar (Aguilar Services) look at it and determine if he could fix it. Unit 7 still needs to have the lights put on. Lights are at the station and the wires have already been installed. Commissioner Schmidt made a motion that the Chief or Assistant Chief would have Unit 6 repaired but not to spend over \$2000.00. Knolle seconded the motion and the motion passed.

Maintenance report on the Abel Perez Fire House shows gutters need to be replaced since they are rusted. Captain Cole will get bids for these repairs. Dec. 9<sup>th</sup> is a workday for the firemen at the Fire station. It was also noted that a plaque will be presented to George Perez's family during the Christmas party on December 18<sup>th</sup> at the Fire House.

Safety Officer Peña reported no concerns or injuries for the month.



## JIM WELLS COUNTY EMERGENCY SERVICE DISTRICT # 1 REGULAR MEETING MINUTES, NOVEMBER 14, 2023

### 7. NEW BUSINESS

- i. Discuss and consider utilizing the Texas Forest Service Grant to purchase PPE.  
Chief Barajas waiting on invoice for Bunker Gear. Trying to use TX Forest Service grant to pay for it and include other safety clothing.
- ii. Discuss and consider the purchase of radio headsets.  
Lt. Molina showed the Board info on the 2 different types of Headsets. These are only for the Driver of the apparatus and one fireman in the back. The cost is approximately \$4,972. Firefighters thought it would make communication a lot easier and better over the roar of fire and truck engine. Lt. Molina stated she would ask other fire departments which set firemen preferred. It was also mentioned the Jim Wells County Emergency Management Coordinator stated in a meeting that all first responders would be getting new radios so everyone was communicating on the same equipment. This would happen sometime in 2024.
- iii. Discuss and consider regular maintenance schedules for equipment.  
A regular standardized maintenance scheduled is needed on all equipment as we had to pay \$1,706.00 for repairs to the Jaws of Life that may have been avoided.

### 8. OLD BUSINESS

- i. Update on FM 534 substation and donated supplies.  
All is good at station. However, proper procedure was not followed regarding the clothing/equipment donated by the Refinery Terminal Fire Company as it was supposed to go through the Texas Forest Service first. Chief Barajas and Captain Cole were going to visit with the donor and Gilbert Medrano. The firemen and ESD Board appreciate the donation and in the future we need to follow the TX Forest Service methodology.
- ii. Discuss and consider the purchase of snacks/water/ice chests to be stocked on each Unit. (Tabled from August 22, 2023 meeting).  
Ice chests and food was tabled. Knolle said she and her husband bought a cooler for the firemen but forgot to bring it to the station.
- iii. Discuss and consider purchase of T-Shirts for Firefighters. (Tabled from August 22, 2023 meeting).  
The logo for the T-shirts is done and Assistant Chief Bradfute will place the order.
- iv. Update on development of Roles and Responsibilities, Operational, and Organizational SOPs for the JWCESD#1/SVFD.  
Commissioner Aguilar stated the SOP manual needs to be updated with the substation added and what to do about donations.
- v. Other Miscellaneous Items and/or updates  
Judge Schmidt and Mary Lou's party will be on December 15th at the Fire House.  
Christmas party for firefighters will be December 18<sup>th</sup> at 7 pm at the Station. Members need to bring side dishes. Chief Barajas stated that George Perez's family will be invited to attend. Beside George's plaque, his name will be engraved along with Abel Perez in Austin.

### 9. PENDING ITEMS

- i. Update on purchase of three sets of Wildland gear.  
Still on back order with a vague delivery estimate of 6 to 9 months.
- ii. Update on Jim Wells County radio grant.  
Radio grant was lost for the whole county. Not certain what happened.



**JIM WELLS COUNTY EMERGENCY SERVICE DISTRICT # 1  
REGULAR MEETING MINUTES, NOVEMBER 14, 2023**

- 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.  
Still pending grant information.
- vi. Update on planning for future disaster events.  
Ongoing, no updates.
- vii. Update on second water well construction and monies from Jim Wells County.  
Ongoing, No updates.

**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 8:02 pm.

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

Commissioner Karin Knolle, Treasurer for  
Commissioner Diana Hernandez, Secretary  
Jim Wells County ESD #1