



## JIM WELLS COUNTY EMERGENCY SERVICE DISTRICT # 1 REGULAR MEETING MINUTES, DECEMBER 12, 2023

The Board of Commissioners of Jim Wells County Emergency Services District #1 held a meeting on Tuesday December 12, 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 12, 2023, at 7:14 pm.

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

### 2. PUBLIC COMMENT

There was no public comment.

### 3. INVITED GUEST SPEAKERS/VISITORS

There were no invited guest speakers or visitors.

### 4. SECRETARY'S REPORT

Minutes from the November 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 Hernandez seconded the motion. Motion carried unanimously.

### 5. TREASURER'S REPORT

The ESD #1 and SVFD November 2023 reconciliation reports were emailed to the Commissioners by Business Administrator, Mr. Nicolau prior to the meeting. ESD #1 November beginning balance was \$44,812.02. A total of \$6,550.08 were regular expenses and payments for the month. Total deposits were \$873.36 from tax monies and interest. That brought the cleared balance to \$39,135.30. The total for uncleared and future transactions and checks that have not cleared yet is \$5,974.82. There is also a deposit for \$5,412.22 that was made on 12-6-23 from Texas Forest Service for reimbursement for fire truck damage. This would make the ending balance \$38,572.70. Mr. Nicolau will also void check #3385 for Harry Sanchez that was made out on November 7, 2022 because it still has not been cleared and it is over a year old.

SVFD November 2023 beginning balance was \$2,702.41. Several checks for call out pay were cashed, and we had total deposits of \$1,126.46, which included a deposit of \$126.33 from Value Bank described as miscellaneous deposit. The cleared balance was \$2,608.87. There are a few call out checks that still need to be cleared and that will bring the November ending balance to \$2,513.87. Commissioner Hernandez made a motion to accept the financial reports for November 2023 as presented, Commissioner Carter seconded the motion. Motion carried unanimously.

### 6. SVFD COMMAND STAFF REPORT

Chief Barajas reported a total of 1 call for November 2023, it was a major accident in Sandia on Hwy 359. Jim Wells ESD #1 Substation also responded to the scene for traffic control. Unit 1, Unit 2, Unit 3, Unit 4 and Unit 7 are all in service. Unit 5 is out of service; they are working on the pressure gauges for that unit. Unit 6 is out of service; it is currently in the shop for repairs to the steering pump. Safety Officer, Isaiah Pena stated there were no incidents to report.

### 7. NEW BUSINESS

- i. Discuss and consider payment of invoice to South Texas Equipment Repair LLC. (\$1,425.11).

Justin Boultinghouse sent a Demand Letter for Payment to Jim Wells ESD 1 for \$1,425.11. The invoice shows that it was for an air conditioning kit that was ordered for Unit 3. The following discussion took place concerning this issue:



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Chief Barajas stated that he asked Mr. Boultinghouse to bring back the air conditioning kit after the work on that unit was cancelled and he would be refunded the amount for the kit. The kit was given to Captain Cole and was brought back to the APFH station and at that time it was discovered that there were a couple of parts missing. The parts missing were the compressor and one of the condenser fans. At that time, they called Mr. Boultinghouse and let him know that we could not pay him for the kit because there were a couple of parts missing. Mr. Boultinghouse let them know that he had bought those items separately and that he had already returned the items back and gotten a refund. Assistant Chief Bradfute and Chief Barajas looked online to check what really came in that air conditioning kit that was ordered and it does show that a compressor and 2 condenser fans are part of the kit. Chief Barajas stated that when the package with the kit was first delivered to the station, he and Lt. Molina were present when Mr. Boultinghouse first opened the package to check the items in it. Lt. Molina and Chief Barajas saw that those two items were in the package when it was delivered, and they did see the compressor and two fans as part of the items. Commissioner Knolle stated that Mr. Boultinghouse had told her that he had not ordered all the parts as a kit, he told her that he ordered parts separately and put the kit together and was selling to SVFD at a great price.

Chief Barajas and Assistant Chief Bradfute will call the company where the kit was ordered from and try to get information on how that air conditioning kit can be ordered or what individual parts can be ordered from them and get some prices. They will also try to see if we can get a packing list or invoice for that package that was previously delivered. Commissioner Aguilar suggested that any witnesses that saw what was delivered or anything else that pertains to this invoice make written statements with facts included in the statements in case we do need information if this gets taken to court, stating we need to be ready if it gets taken further.

Commissioner Schmidt made a motion to wait to do anything or respond to the letter until we can get more information from the company where the kit was ordered from, and we can make an informed decision on what our next step will be. Commissioner Hernandez seconded the motion. Motion carried unanimously.

Commissioner Knolle also made a motion that after we can get the information from the company that Mr. Nicolau send an email to Mr. Boultinghouse stating what we found out and what we are willing to do about this invoice. Commissioner Schmidt seconded the motion. Motion carried unanimously.

- ii. Discuss and consider purchasing parts needed to repair the pump on Unit 5 (\$1,680.00 + shipping).

Assistant Chief Bradfute was getting information on ordering the parts. Commissioner Schmidt made a motion to approve up to \$2,000 for the pump to fix Unit 5. Commissioner Knolle seconded the motion. Motion carried unanimously.

### 8. OLD BUSINESS

- i. Update on purchase of T-shirts for Firefighters.

Assistant Chief Bradfute stated that they had been ordered and some had been received and issued. When they get the rest then they will be distributed also. We also clarified that two shirts were approved for each firefighter.

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

Captain Cole and Chief Barajas are working on Thank You letters for the donations previously made.

- iii. 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 for more time to work on this matter and to table until January 2024 meeting.

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

Chief Barajas said that they are working on adding some things to involve the substation and how to handle call outs.



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v. Other Miscellaneous Items and/or updates

Chief Barajas stated that he received the plaque for George Perez, and it had a misspelling on his name, it will be corrected but not until next year. They will try to present it to AJ Perez at the Christmas party and when the corrected one gets delivered then it can be replaced.

**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 there will be no radios at this time so this can be taken off agenda.

iii. Air Pack Refill Station

Chief Barajas asked that this item be removed from the agenda.

iv. Consideration of the purchase of Rescue Equipment for Rope Rescue.

Chief Barajas asked that this item be removed from the agenda.

v. Update on planning for future disaster events.

Ongoing, no updates.

vi. Update on second water well construction and monies from Jim Wells County.

Commissioner Aguilar spoke to Jim Wells County Judge Trevino about this, and they have some money allocated for this item and are working on that information for the water well. Commissioner Schmidt stated that Mr. Lance Brown is doing water wells now and he can do it for a good price. Bid information is forthcoming.

**10. ADJOURNMENT**

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

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

Commissioner Diana Hernandez, Secretary

Jim Wells County ESD #1