

MINUTES OF THE WORKSHOP AND REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF THE  
JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 3

A workshop and regular meeting of the Board of Commissioners of the Jefferson County Emergency Services District No. 3 (“District”) was called for at 3:00 p.m. on May 11, 2026, at the District’s administrative office, located at 3554 S. Pine Island Rd., Beaumont, Texas 77713, pursuant to notice duly posted according to law.

At approximately 3:07 p.m., the workshop was called to order. The roll was called of the duly constituted officers and members of the Board, to wit:

Brandon Rose	President
Darby Doguet	Vice President
Rich Courville	Secretary
Bryan Phelps	Treasurer
Colin Garrett	Assistant Treasurer

All of said Board members were present, with the exception of President Rose and Assistant Treasurer Garrett, thus constituting a quorum. Also present at the workshop were: Daniel Diaz, District Administrator; Phillip Kibodeaux, Fire Chief; Mary Ellen Robertson, the District’s accountant; and, various members of the fire department.

Upon establishing that a quorum was present, Vice President Doguet directed the Board’s attention to Workshop Agenda Item No. 3 regarding the proposed paid firefighter program, at which time Chief Kibodeaux and the Board reviewed and discussed the following: Sec. 419.0322 of the Texas Government Code Sec. 419.0322, entitled Categories and Designation of Persons Performing Fire Protection Duties; expectations of duty crew; and, differences between contract labor and W-2 employees. Chief Kibodeaux estimates an annual cost of \$200,000-\$250,000 for 3 paid personnel to work 10-hour shifts, Monday-Friday. Per the Board’s request, Chief Kibodeaux is going

to gather additional regional data. The Board will hold another workshop on July 13, 2026 to again discuss the proposed paid firefighter program.

Being as there were no further discussions concerning the proposed paid firefighter program, the workshop was adjourned at approximately 4:13 p.m.

Immediately thereafter, the regular meeting was called to order, and as being as all of the aforementioned Board members remained present, a quorum was again established.

Vice President Doguet then asked for public comment as set forth in Regular Meeting Agenda Item No. 3, and being as there was none, the Board moved along to Regular Meeting Agenda Item No. 4, at which time Mr. Diaz and Chief Kibodeaux reviewed with the Board their written monthly Administrator and Chief Reports, copies of which are attached hereto as **Exhibit A**.

Next, the Board was directed to Regular Meeting Agenda Item No. 5 for review of the Minutes of the regular meeting held on April 13, 2026. Upon motion by Treasurer Phelps and seconded by Secretary Courville, and with the unanimous consent of the Board members present, the Minutes were approved.

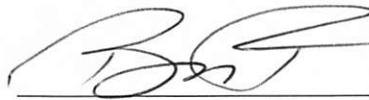
Thereafter, the Board was directed to Regular Meeting Agenda Item No. 6 for review of the financial statements and payment of the District's bills. Mr. Diaz and Ms. Robertson then reviewed and discussed with the Board the monthly financial statements and listing of bills being presented for approval and payment, copies of which are attached hereto as **Exhibit B**, and the proposed transfer of \$130,000 from the District Stellar checking account (9872) to the District's TexSTAR investment account (2220). Upon motion by Secretary Courville and seconded by Treasurer Phelps, and with the

unanimous consent of all the members present, the Board approved payment of the bills reflected in the check list and checking account register (Check Nos. 4963 and 5274-5293, and the Entergy, Mastercard Card Services, and other auto-debit/ACH payments), and the above-described account fund transfer.

Then, under Regular Meeting Agenda Item No. 7, Chief Kibodeaux discussed with the Board the proposed purchase of an ID Card making machine, which is estimated to cost approximately \$2,500.00. Upon motion by Treasurer Phelps and seconded by Secretary Courville, the Board members present unanimously approved and authorized the ID Card machine purchase as requested.

The Board then moved along to Regular Meeting Agenda Item No. 8, at which time Mr. Diaz reviewed with the Board the bunker gear items described on Exhibit C attached hereto, all of which are more than 10 years old and no longer NFPA compliant, which he recommends be declared as salvage property and donated to the Texas Forest Service Helping Hands Program. Upon motion by Treasurer Phelps and seconded by Secretary Courville, the Board members present unanimously declared the items as salvage property and authorized donation of same to the Helping Hands Program.

Being as there were no other matters to come before the Board under Regular Meeting Agenda Item No. 9, the regular meeting was adjourned at approximately 5:11 p.m.

  
\_\_\_\_\_  
Brandon Rose, President  
Date: 6/22/2024

ATTEST:

  
\_\_\_\_\_  
Rich Courville, Secretary

Date: 6/22/2026

# Exhibit A



# Chief's Report

April 2026

## Station 1

- Bay Lights complete
- Apparatus
  - None
- Station 2
  - No building issues
  - No apparatus issues
- Station 3
  - No building issues
  - No apparatus issues
- Equipment requests for purchase
  - ID badge maker
- Calls for service-50
- New tanker
  - Chassis delivered to factory
  - Tank/pump/doors ship in May
  - Body fab to begin next week
  - Expected completion date 7/23
- Citizen complaint regarding an overgrown field and hay bales behind 2415 Diamond D Drive.

# Exhibit B

**Jefferson County ESD No. 3**  
**Statement of Activities ( Cash Basis)**  
**All Locations**

	1 Month Ended 4/30/2026 Actual	7 Months Ended 4/30/2026 Actual	Annual Budget	Over (Under) Budget	% of Budget Used to Date
<b>Revenue</b>					
Property Tax Revenue	\$ 11,315	\$ 509,332	\$ 534,345	\$ (25,013)	95.32%
Sales and Use Tax Income	92,787	758,030	703,000	55,030	107.83%
Grants	-	7,525	20,000	(12,475)	37.63%
Interest Income	5,975	34,064	35,000	(936)	97.33%
Fire Recovery (Billing Svc)	-	-	2,500	(2,500)	0.00%
Delinquent Property Taxes	-	-	7,500	(7,500)	0.00%
Other Income	-	1,142	20,000	(18,858)	5.71%
<b>Total Revenue</b>	<u>110,077</u>	<u>1,310,093</u>	<u>1,322,345</u>	<u>(12,252)</u>	<u>99.07%</u>
<b>Operating Expenses</b>					
ISO/Hydrant Maint., Compliance & Improv.	-	-	4,500	(4,500)	0.00%
Software	-	5,660	6,200	(540)	91.29%
Office Supplies	-	370	500	(130)	74.00%
Cleaning Supplies	-	292	1,200	(908)	24.33%
Station Maintenance	1,067	4,304	14,000	(9,696)	30.74%
Insurance - Liability & Windstorm	-	35,501	40,000	(4,499)	88.75%
Insurance - Worker's Compensation	-	10,569	13,000	(2,431)	81.30%
Fuel	1,156	7,031	11,000	(3,969)	63.92%
Maintenance - Preventative - Trucks	5,984	6,902	12,000	(5,098)	57.52%
Repairs and Maintenance - Trucks	687	10,705	33,000	(22,295)	32.44%
Tests - Pump/Hose	-	-	6,500	(6,500)	0.00%
Training-China	102	7,183	13,500	(6,317)	53.21%
Equipment Purchase (< \$5,000)	-	5,406	7,000	(1,594)	77.23%
Legal	800	9,245	16,000	(6,755)	57.78%
Accounting	525	4,019	15,300	(11,281)	26.27%
Advertising, Promotion, Public Relations	-	2,059	5,000	(2,941)	41.18%
Utilities	621	5,169	7,500	(2,331)	68.92%
Website Expense	248	1,654	2,960	(1,306)	55.88%
Phone/Cable/Internet	372	3,558	6,000	(2,442)	59.30%
Dues, Subscriptions and Fees	-	1,607	3,500	(1,893)	45.91%
Communication Repairs	-	-	1,500	(1,500)	0.00%
Communication Maintenance Fee	-	11,318	11,000	318	102.89%
Communication Equipment Purchases	-	129	3,000	(2,871)	4.30%
Contract Labor	750	5,250	10,000	(4,750)	52.50%
Dispatch Expense	-	899	13,000	(12,101)	6.92%
District Fire Chief	950	6,650	11,400	(4,750)	58.33%
Assistant Chief Compensation	750	5,250	9,000	(3,750)	58.33%
Assistand Fire Chief - Insp/Inv	750	5,250	9,000	(3,750)	58.33%
Battalion Chief - Operations	750	5,250	9,000	(3,750)	58.33%
Fire Fighter Healthcare	1,020	5,950	31,000	(25,050)	19.19%
Fire Fighter Recognition	140	1,220	4,000	(2,780)	30.50%
Uniforms	-	1,399	4,000	(2,601)	34.98%
Travel	-	1,676	6,000	(4,324)	27.93%
Meals/emergency scenes	151	635	1,000	(365)	63.50%
Personal Protective Equipment	868	10,472	30,000	(19,528)	34.91%
Personal Protective Airpacks	-	86	10,000	(9,914)	0.86%
Rent - Nome Fire station	-	600	600	-	100.00%
Supplies-EMS	-	93	7,500	(7,407)	1.24%
Supplies - Firefighting	-	2,528	1,500	1,028	168.53%
Other Costs	-	430	500	(70)	86.00%
<b>Total Operating Expenses</b>	<u>17,691</u>	<u>186,319</u>	<u>391,660</u>	<u>(205,341)</u>	<u>47.57%</u>

*These financial statements have not been audited or reviewed and no CPA expresses an opinion or a conclusion nor provides any assurance on them.*

**Jefferson County ESD No. 3**  
**Statement of Activities ( Cash Basis)**  
**All Locations**

	1 Month Ended 4/30/2026 Actual	7 Months Ended 4/30/2026 Actual	Annual Budget	Over (Under) Budget	% of Budget Used to Date
<b>Administrative Expenses</b>					
Administrative Wages	3,400	23,800	40,800	(17,000)	58.33%
Office Supplies	-	182	900	(718)	20.22%
Postage/Delivery	-	41	400	(359)	10.25%
Interest Expense - Notes Payable	-	2,028	24,132	(22,104)	8.40%
Licenses, Fees, Permits	9	65	150	(85)	43.33%
Training	2,320	2,905	3,000	(95)	96.83%
Bank Service Charges	-	-	100	(100)	0.00%
Service Fees- Tax Collection	-	-	4,800	(4,800)	0.00%
Service Fees - Tax Office	2,594	5,376	3,300	2,076	162.91%
State Sales Tax Service Fee	1,856	15,161	14,060	1,101	107.83%
Consulting	23,915	27,090	4,500	22,590	602.00%
Uniforms - Admin	-	-	400	(400)	0.00%
Travel - Admin	-	3,123	6,000	(2,877)	52.05%
Notes Payable - Principle	-	27,799	104,423	(76,624)	26.62%
Payroll Tax Expense	260	1,926	3,500	(1,574)	55.03%
Contingency	-	-	20,220	(20,220)	0.00%
Purchase of a Fixed Asset	26,046	178,727	300,000	(121,273)	59.58%
Capital Fund Allocation	-	1,425	400,000	(398,575)	0.36%
<b>Total Administrative Expenses</b>	<u>60,400</u>	<u>289,648</u>	<u>930,685</u>	<u>(641,037)</u>	<u>31.12%</u>
 <b>Total Expenses</b>	 <u>78,091</u>	 <u>475,967</u>	 <u>1,322,345</u>	 <u>(846,378)</u>	 <u>35.99%</u>
 <b>Net Change in Fund Balance</b>	 <u>\$ 31,986</u>	 <u>\$ 834,126</u>	 <u>\$ 0</u>		

*These financial statements have not been audited or reviewed and no CPA expresses an opinion or a conclusion nor provides any assurance on them.*

**JEFFESD3 - Jefferson County ESD No. 3**

**Check List**

All Bank Accounts

May 11, 2026

Check Number	Check Date	Payee	Amount
<b>Payroll Checks</b>			
4963	05/11/26	Diaz, Daniel J	2,827.90
			<b>Payroll Check Total</b>
			<u>2,827.90</u>
<b>Vendor Checks</b>			
5274	05/11/26	Benckenstein & Oxford, L.L.P.	125.00
5275	05/11/26	Bound Tree Medical, LLC	693.79
5276	05/11/26	Christopher Electric, Inc	4,739.00
5277	05/11/26	Clicktunity	247.89
5278	05/11/26	Ethan Chick	750.00
5279	05/11/26	Hubert Oxford IV	400.00
5280	05/11/26	Joshua Carl Helnz	400.00
5281	05/11/26	Justin C. McGraw	750.00
5282	05/11/26	Lewis A. Kibodeaux	750.00
5283	05/11/26	Louis' Yazoo Sales & Service LLC.	822.35
5284	05/11/26	M&D Supply Inc.	110.44
5285	05/11/26	Mary Ellen Robertson, CPA, PLLC	525.00
5286	05/11/26	O'Reilly Auto Parts	249.78
5287	05/11/26	Phillip Kibodeaux	950.00
5288	05/11/26	Scooter's Lawn Mower	381.81
5289	05/11/26	Sean Gray	143.66
5290	05/11/26	Sean Gray	750.00
5291	05/11/26	Texas Proud H2O	357.00
5292	05/11/26	Triangle Engine Dist. Inc.	141.84
5293	05/11/26	WEX Bank	1,273.93
			<b>Vendor Check Total</b>
			<u>14,561.49</u>
			<b>Check List Total</b>
			<u>17,389.39</u>

Check count = 21

**Jefferson County ESD No. 3  
Bank Account Register**

Checking-Stellar Bank  
April 14, 2026 - May 11, 2026

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance	
04/14/26			Beginning Balance			117,517.38	
04/15/26		Sparklight	Sparklight- St 1 Internet Services	183.74		117,333.64	
04/15/26		Phillip MC	EFTPS Q2 PMT	832.20		116,501.44	
04/15/26		Daniel MC	Card Service Center	119.74		116,381.70	
04/15/26		TWC	Card Service Center	2,936.64		113,445.06	
04/17/26			Texas Workforce Commission	171.00		113,274.06	
04/22/26			Property Tax Revenue- April Deposit for March		11,314.98	124,589.04	
04/27/26			Stellar Checking to TexSTAR Deposit	100,000.00		24,589.04	
04/27/26		ENTERGY	Entergy- Acct 135558120- St 1	165.45		24,423.59	
05/01/26		ENTERGY	Entergy- Acct 135554277- China Warehouse	52.53		24,371.06	
05/07/26		Next Level	Next Level Medical	1,020.00		23,351.06	
05/08/26			Texas Forestry Service Insurance Grant Funds- Workers Comp, A&S		9,790.00	33,141.06	
05/11/26			Sales Tax Revenue May Deposit for March Revenue 2026		131,501.68	164,642.74	
05/11/26	4963		Diaz, Daniel J	2,827.90		161,814.84	
05/11/26	5274	BENCK	Benckenstein & Oxford, L.L.P.	125.00		161,689.84	
05/11/26	5275	BOUNDTREE	Bound Tree Medical, LLC	693.79		160,996.05	
05/11/26	5276	Chris Elec	Christopher Electric, Inc	4,739.00		156,257.05	
05/11/26	5277	Clicktunity	Clicktunity	247.89		156,009.16	
05/11/26	5278	Ethan	Ethan Chick	750.00		155,259.16	
05/11/26	5279	H Oxford	Hubert Oxford IV	400.00		154,859.16	
05/11/26	5280	Josh Heinz	Joshua Carl Heinz	400.00		154,459.16	
05/11/26	5281	McGraw	Justin C. McGraw	750.00		153,709.16	
05/11/26	5282	Lewis	Lewis A. Kibodeaux	750.00		152,959.16	
05/11/26	5283	YAZOO SALES	Louis' Yazoo Sales & Service LLC.	822.35		152,136.81	
05/11/26	5284	MDSUPPLY	M&D Supply Inc.	110.44		152,026.37	
05/11/26	5285	MER	Mary Ellen Robertson, CPA, PLLC	525.00		151,501.37	
05/11/26	5286	OREILLY	O'Reilly Auto Parts	249.78		151,251.59	
05/11/26	5287	Phillip	Phillip Kibodeaux	950.00		150,301.59	
05/11/26	5288	Scooters	Scooter's Lawn Mower	381.81		149,919.78	
05/11/26	5289	Gray	Sean Gray	143.66		149,776.12	
05/11/26	5290	Gray	Sean Gray	750.00		149,026.12	
05/11/26	5291	TX Proud	Texas Proud H2O	357.00		148,669.12	
05/11/26	5292	Triangle	Triangle Engine Dist. Inc.	141.84		148,527.28	
05/11/26	5293	ExxonMobil	WEX Bank	1,273.93		147,253.35	
				<b>Totals</b>	<u>122,870.69</u>	<u>152,606.66</u>	<u>147,253.35</u>

Transaction count = 33



Good Morning, Daniel Diaz

### Priority Accounts



[View all](#)

Available: \$198,040.46 ⓘ

Current: \$198,040.46 ⓘ

#### Stellar Bank Checking Account 9872

Available Balance  
Current Balance

**\$172,392.93**  
**\$172,392.93**

#### Stellar Bank Savings Account 7793

Available Balance  
Current Balance

**\$25,647.53**  
**\$25,647.53**

Secure your account with alerts.



**Manage Alert Settings →**

[View all accounts](#)



JEFFERSON COUNTY ESD 3  
 ATTN DANIEL J DIAZ  
 3554 S PINE ISLAND RD  
 BEAUMONT TX 77713-3260

**MONTHLY STATEMENT OF ACCOUNT**

**ACCOUNT:** 1231112220

**ACCOUNT NAME:** TS SAVINGS

**STATEMENT PERIOD:** 04/01/2026 - 04/30/2026

TEXSTAR MONTHLY SUMMARY: THE AVERAGE MONTHLY RATE WAS 3.6378%. THE AVERAGE WEIGHTED AVERAGE MATURITY WAS 39 DAYS AND THE NET ASSET VALUE FOR 4/30/26 WAS 0.999976.

**MONTHLY ACTIVITY DETAIL**

TRANSACTION DATE	DESCRIPTION	CONFIRMATION NUMBER	TRANSACTION AMOUNT	BALANCE
	BEGINNING BALANCE			1,968,102.29
04/22/2026	ACH DEPOSIT	6222396	100,000.00	2,068,102.29
04/30/2026	MONTHLY POSTING	9999888	5,974.71	2,074,077.00
	ENDING BALANCE			2,074,077.00

**MONTHLY ACCOUNT SUMMARY**

BEGINNING BALANCE	1,968,102.29
TOTAL DEPOSITS	100,000.00
TOTAL WITHDRAWALS	0.00
TOTAL INTEREST	5,974.71
ENDING BALANCE	2,074,077.00
AVERAGE BALANCE	1,998,102.29

**ACTIVITY SUMMARY (YEAR-TO-DATE)**

ACCOUNT NAME	DEPOSITS	WITHDRAWALS	INTEREST
TS SAVINGS	730,000.00	0.00	21,629.43

# Exhibit C



## Helping Hands Program Donation Form

Donor: Jefferson County ESD #3 Manager/Chief: Phillip Kibodeaux  
 Address: 3554 S. Pine Island Rd Contact Person: Daniel J Diaz  
Beaumont, TX 77713 Telephone: 409-201-3136  
 Email: Admin@jcesd3.com

I do not wish to designate a recipient.

I wish to designate a recipient.

Item/Description	Quantity	Estimated Value	Designated Recipient* (And Quantity to Receive)
Bunker Coats	5	500.00	
Bunker Pants	8 <sup>(0.5)</sup>	500.00	
Bunker FF Boots	2 Sets	150.00	
FF Helmets	3	75.00	

*\*The specified recipient must claim their donation within three (3) calendar months of Helping Hands receiving the donation. If the designated recipient does not claim the donation within three (3) calendar months, the donation shall be forfeited and assigned to the first available recipient per the standard placement process.*

I would like this donation to be: Public  Private

Donor Signature:   
 Texas A&M Forest Service Signature: \_\_\_\_\_

Date: 5-11-21  
 Date: \_\_\_\_\_

**Submit this form to:**  
 helpinghands@tfs.tamu.edu

**For More Information:**  
 Lufkin: (936) 639-8134  
 McGregor: (254) 451-8375  
 Email: helpinghands@tfs.tamu.edu

## Donated Bunker Gear Surplus/Salavge

<i>Brand</i>	<i>MFG Date</i>	<i>SN</i>	<i>Date OOS</i>	<i>Type</i>
Lakeland	Aug-15	U84051	3/1/2026	Coat
Lakeland	15-Jul	U83335	3/1/2026	Coat
Lakeland	Aug-15	U84053	3/1/2026	Coat
Lakeland	Juy 2015	U83342	3/1/2026	Coat
Lakeland	May-16	M91901	3/1/2026	Pants
Lakeland	Nov-16	M99771	3/1/2026	Pants
Lakeland	Jun-16	M92308	3/1/2026	Pants
Lakeland	Jun-16	M91899	3/1/2026	Pants
Lakeland	Jun-16	M91902	3/1/2026	Pants
Lakeland	Jun-16	G1910P	3/1/2026	Pants
Lakeland	Aug-16	1606006780	3/1/2026	Pants
Lakeland	Jun-16	5118034	3/1/2026	Pants
Lakeland	Jun-16	M92301	3/1/2026	Coat
Bullard	Jul-15	1507001266	3/1/2026	Helmet
Bullard	Juy 2015	15807001265	3/1/2026	Helmet
Bullard	Apr-13	1304014282	3/1/2026	Helmet
Globe	May-16	R260DM194772	3/1/2026	Boots
Globe	Oct-16	RS000230502	3/1/20226	Boots