

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

A regular meeting of the Board of Commissioners of the Jefferson County Emergency Services District No. 3 ("District") was called for at 4:00 p.m. on May 12, 2025, 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 4:00 p.m., the regular meeting was called to order. The roll was called of the duly constituted officers and members of the Board, to wit:

Doug Saunders	President
Brandon Rose	Vice President
Rich Courville	Secretary
Mike Doguet	Treasurer
Bryan Phelps	Assistant Treasurer

All of said Board members were present (Secretary Courville arrived after the meeting had started), thus constituting a quorum. Also present at the meeting were: Daniel Diaz, District Administrator; Mary Ellen Robertson, the District's accountant; Joshua Heinz of Benckenstein & Oxford, L.L.P., attorneys for the District; Cody Abshire with Heat Safety; Jefferson County Commissioner Brandon Willis; and, various members of the fire department.

Upon establishing that a quorum was present, President Saunders asked for public comment as set forth in Agenda Item No. 3, at which time Cody Abshire advised the Board that his company, Heat Safety, provides SCBA flow testing services.

Then, under Agenda Item No. 4, Mr. Diaz reviewed with the Board his written monthly Administrator Report and Chief Kibodeaux's Chief Report, copies of which are attached hereto as **Exhibit A**.

The Board then moved along to Agenda Item No. 5 for review of the minutes of the regular meeting held on April 14, 2025. Upon motion by Assistant Treasurer Phelps and seconded by Vice President Rose, and with the unanimous consent of the Board members present, the Minutes were approved.

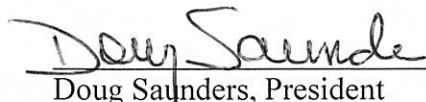
Next, the Board was directed to Agenda Item No. 6 for review of the financial statements and payment of the District's bills. Mr. Diaz and Ms. Robertson reviewed and discussed with the Board the monthly financial statements and listing of bills being presented for approval and payment, copies of which are attached hereto as **Exhibit B**. Mr. Diaz also recommended that \$20,000 be transferred from the District's savings account (Stellar account ending 7793) to the checking account (Stellar account ending 9872). Upon motion by Vice President Rose and seconded by Assistant 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. 4949 and 5016-5034), and the Entergy, Mastercard Card Services, and other auto-debit/ACH payments), and the \$20,000 fund transfer from the District savings account to the checking account.

Thereafter, the Board was directed to Agenda Item No. 7, at which time Mr. Diaz advised that the District is expected to receive a \$5,000 health & wellness reimbursement grant from Texas Mutual, which the department plans to use on the purchase of a new treadmill and rowing machine for the fire station (total cost: \$4,989.99). Upon motion by Vice President Rose and seconded by Treasurer Douget, the Board unanimously approved and authorized the exercise equipment purchase subject to confirmation that the District has been approved to receive the grant.

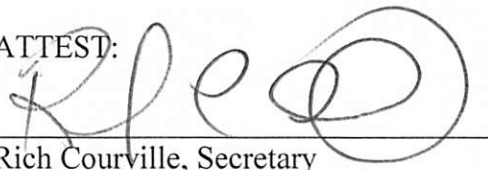
The Board then moved along to Agenda Item No. 8, at which time Mr. Diaz reviewed and discussed with the Board the finance options received from Government Capital for the new Engine 31 purchase (expected delivery in late June). The matter was tabled so that Mr. Diaz can verify the rates and confirm any prepayment penalties.

President Saunders then directed the Board to Agenda Item No. 9, at which time Mr. Diaz reviewed with the Board the following items which are recommended to be declared as salvage/surplus property and disposed of: (1) FireIce Brush Skid Unit, Serial No. 154004 ("skid unit"); (2) Bauer SCBA fill station/compressor, Model No. K14BPHB1, Serial No. 32620 ("fill station"); and, (3) Chevrolet pickup truck, Model No. C2500, VIN: 1GCHC43K29F113585 ("truck"). Vice President Rose made a motion to declare and authorize the following: (1) skid unit – surplus property, to be donated to Angelina River Authority VFD through Helping Hands program; (2) fill station – salvage property, donated to/for Helping Hands program; and, (3) truck – surplus property, to be sold through Horn Auction. The motion was seconded by Secretary Courville and approved by a 4 in favor/1 against vote of the Board members.

Being as there were no other matters to come before the Board under Agenda Item No. 10, the regular meeting was adjourned at approximately 4:45 p.m.

  
\_\_\_\_\_  
Doug Saunders, President  
Date: 6/9/2025

ATTEST:

  
Rich Courville, Secretary

Date:

6/9/2025

# Exhibit A



**DISTRICT ADMINISTRATOR'S**  
**MONTHLY REPORT- May 12th, 2025**

Updates-

Sales Tax for Feb 2025 Deposited in April was \$59,179.18

Property Tax Revenue- No deposit information as of meeting time today.

Transfer from Stellar Checking to TexSTAR Account handled on 04/15/2025

JCESD 3 to participate in full scale hurricane drill June 11<sup>th</sup> w/ JCEM and JC VFDs/ESDs.

**JCESD #3's Calls for Service**

**Total- 20**

**China 8, Nome-4 Meeker-8 Mutual Aid (OOD) – 0**

Station 1- New Breathing Air Compressor/Cascade unit installed. All annual PMs done.

Station 2- No new changes.

Station 3- No updates

Daniel J Diaz

**ESD EXPENSES OVER \$2,500.00  
/REQUIRING BOARD APPROVAL. Siebens-  
5,564.89- Ann. PM/Pump Test**

**Advanced Rescue Jaws Upgrade-  
\$10,100.00**

**Siddons- New Breathing Air Comp-  
\$56,465.54**

## Chief's Report

April 2025

- New Breathing air compressor has been installed and training complete. Old compressor has been moved to warehouse waiting for surplus to be given to Texas Forest Service Helping Hands Program
- New E-31 is on track for mid-June delivery. Truck is on the line having pump/body/pump panel installed as of week of 5/5/25.
- New extrication tools for E31 are in and old battery tools have been upgraded.
- New mobile radio and accessories have been ordered for new E31
- Dist 3 will be participating in a full-scale hurricane drill on June 11, 2025 with JCEM and all JC VFDs/ESDs
- Total of 20 calls for month of April.

# Jefferson County ESD #3

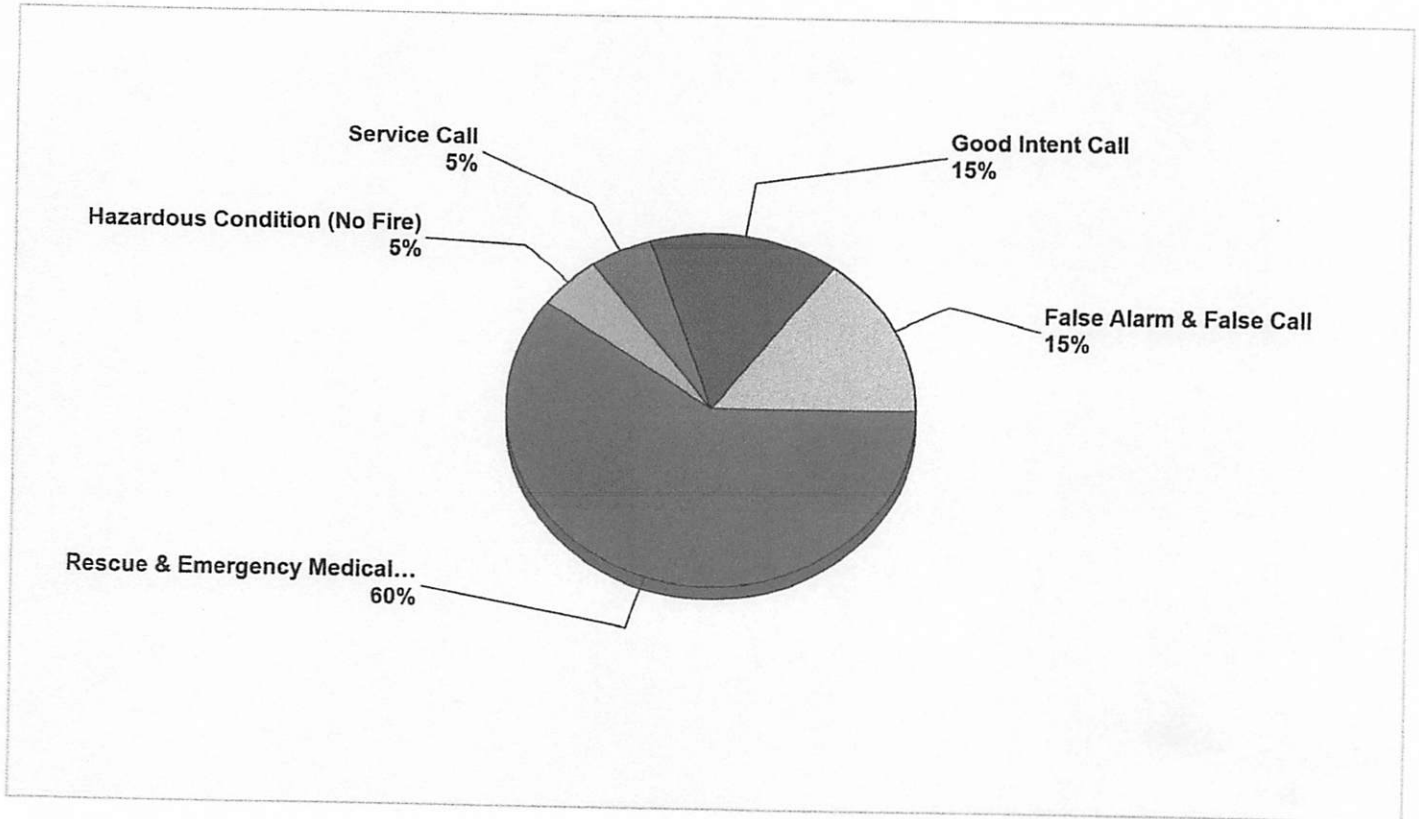
China, TX

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 04/01/2025 | End Date: 04/30/2025



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	12	60%
Hazardous Condition (No Fire)	1	5%
Service Call	1	5%
Good Intent Call	3	15%
False Alarm & False Call	3	15%
TOTAL	20	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



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Doc Id: 553

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# Jefferson County ESD #3

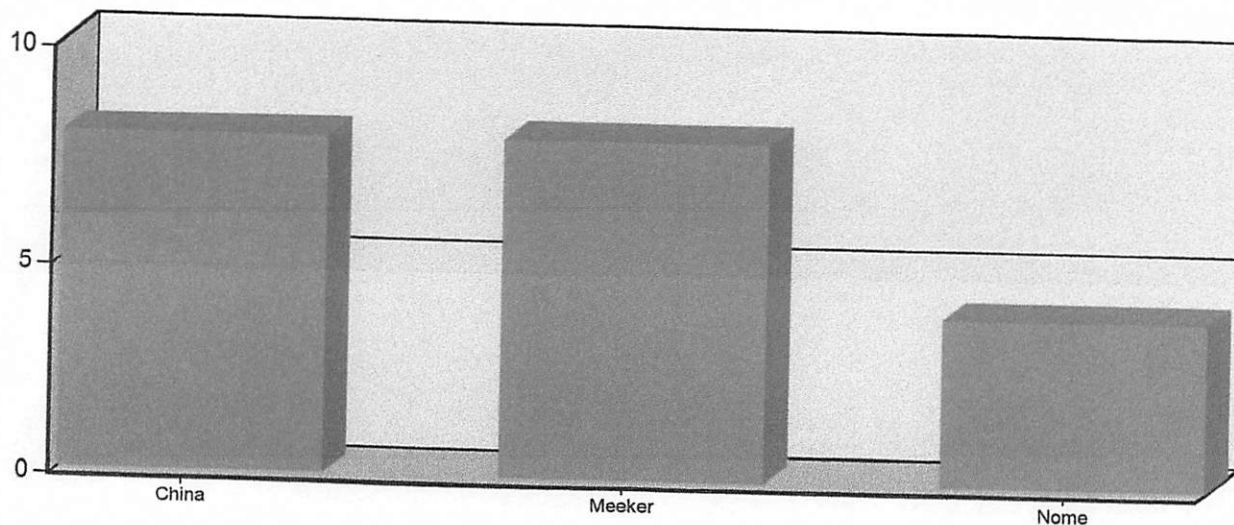
China, TX

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## Incident Count per Zone for Date Range

Start Date: 04/01/2025 | End Date: 04/30/2025



ZONE	# INCIDENTS
China - China City Limits	8
Meeker - Meeker Areas (All)	8
Nome - Nome City Limits	4
TOTAL:	20

Zone information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included. Archived Zones cannot be unarchived.

# Exhibit B

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

	<b>1 Month Ended 4/30/2025 Actual</b>	<b>7 Months Ended 4/30/2025 Actual</b>	<b>Annual Budget</b>	<b>Over(Under) Budget By Account</b>	<b>% of Budget Used to Date</b>
<b>Revenue</b>					
Property Tax	\$ 15,770	\$ 502,097	\$ 497,000	\$ 5,097	101.03%
Sales and Use Tax	65,984	471,285	600,000	(128,715)	78.55%
Interest Income	-	13,537	2,500	11,037	541.48%
Grants	-	14,850	20,000	(5,150)	74.25%
Fire Recovery	-	400	2,500	(2,100)	16.00%
Other Income	75	4,814	10,000	(5,186)	48.14%
<b>Total Revenue</b>	<u>81,829</u>	<u>1,006,983</u>	<u>1,132,000</u>		
<b>Operating Expenses</b>					
Accounting	525	3,572	14,800	(11,228)	24.14%
Advertising, Promotion, Public Relations	-	1,990	2,580	(590)	77.13%
Fire Chief Compensation	825	5,775	9,900	(4,125)	58.33%
Assit Chief Compensation	550	3,850	6,600	(2,750)	58.33%
Cleaning Supplies	21	338	1,200	(862)	28.17%
Communication Repairs	-	-	1,500	(1,500)	0.00%
Communication Maintenance Fee	-	10,387	5,000	5,387	207.74%
Communication Equipment Purchase	-	430	3,000	(2,570)	14.33%
ISO Hydrant Maint. Compliance & Imp.	-	179	4,500	(4,321)	3.98%
Contract Labor	650	4,550	10,000	(5,450)	45.50%
Dispatch Expense	-	934	13,000	(12,066)	7.18%
Dues, Subscriptions and Fees	-	2,445	3,500	(1,055)	69.86%
Equipment Purchase (< \$5,000)	-	800	6,100	(5,300)	13.11%
Fire Fighter Recognition/Retention	1,965	3,075	4,000	(925)	76.88%
Fuel	1,330	5,577	11,000	(5,423)	50.70%
Insurance - Liability & Windstorm	2,305	31,819	32,500	(681)	97.90%
Insurance - Workers Compensation	-	11,798	13,000	(1,202)	90.75%
Interest Expense - Credit Cards	-	-	200	(200)	0.00%
Legal	1,175	10,897	15,000	(4,103)	72.65%
Meals/emergency scenes	354	470	1,000	(530)	47.00%
Office Supplies	-	70	500	(430)	14.00%
Other Cost	-	-	500	(500)	0.00%
Personal Protective Equipment	1,410	13,875	20,000	(6,125)	69.38%
Personal Protective Airpacks	713	1,972	10,000	(8,028)	19.72%
Phone/Cable/Internet	357	3,458	6,000	(2,542)	57.63%
Maintenance-Preventative-Trucks	-	2,258	12,000	(9,742)	18.82%
Rent - Nome Fire Station	-	600	600	-	100.00%
Repairs & Maintenance - Trucks	323	14,117	33,000	(18,883)	42.78%
Software - reporting system	-	6,157	6,200	(43)	99.31%
Station Maintenance	1,105	4,247	14,000	(9,753)	30.34%
Supplies - EMS	-	1,757	3,500	(1,743)	50.20%
Supplies - Firefighting	140	140	1,500	(1,360)	9.33%
Test - Pump/Hose	3,185	3,185	4,000	(815)	79.63%
Training	92	885	13,200	(12,315)	6.70%
Travel	-	5,290	3,000	2,290	176.33%
Uniforms	-	713	4,000	(3,287)	17.83%
Utilites	527	4,569	7,500	(2,931)	60.92%
Website	217	1,519	2,650	(1,131)	57.32%
<b>Total Operating Expenses</b>	<u>17,769</u>	<u>163,698</u>	<u>300,530</u>		
<b>Administrative Expenses</b>					
Administrative Wages	3,400	23,800	40,800	(17,000)	58.33%
Office Supplies	53	241	822	(581)	29.32%
Postage/Delivery	-	146	350	(204)	41.71%
Interest Expense - Notes Payable	-	2,970	7,148	(4,178)	41.55%
Licenses, Fees, Permits	-	45	150	(105)	30.00%
Training	-	1,180	3,000	(1,820)	39.33%
Bank Service Charges	-	-	100	(100)	0.00%
Service Fees- Tax Collection	-	2,002	4,800	(2,798)	41.71%
Service Fees - Tax Office	1,218	4,624	3,300	1,324	140.12%
State Sales Tax Service Fee	1,320	9,426	12,000	(2,574)	78.55%
Consulting	-	-	4,500	(4,500)	0.00%
Uniforms - Admin	-	-	400	(400)	0.00%
Travel - Admin	-	-	4,000	(4,000)	0.00%
Notes Payable - Principle	-	26,857	76,580	(49,723)	35.07%
Payroll Tax Expense	260	1,980	3,300	(1,320)	60.00%
Contingency	-	-	20,220	(20,220)	0.00%
Purchase of a Fixed Asset	6,975	41,791	150,000	(108,209)	27.86%
Capital Fund Allocation	-	-	500,000	(500,000)	0.00%
<b>Total Administrative Expenses</b>	<u>13,226</u>	<u>115,062</u>	<u>831,470</u>		
<b>Total Expenses</b>	<u>30,995</u>	<u>278,760</u>	<u>1,132,000</u>		
<b>Net Change in Fund Balance</b>	<u>\$ 50,834</u>	<u>\$ 728,223</u>	<u>\$ -</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

March 14, 2025 - April 14, 2025

Check Number	Check Date	Payee	Amount
<b>Payroll Checks</b>			
4683	04/14/25	Diaz, Daniel J	2,815.90
<b>Payroll Check Total</b>			<u>2,815.90</u>
<b>Vendor Checks</b>			
4991	04/14/25	Advanced Rescue Systems	6,423.00
4993	04/14/25	Christopher Electric, Inc	180.00
4995	04/14/25	Cook Parker and Associates, LLC	375.00
4996	04/14/25	Ethan Chick	183.33
4997	04/14/25	Grainger	552.19
4998	04/14/25	Hubert Oxford IV	400.00
4999	04/14/25	Jefferson Central Appraisal District	1,217.55
5000	04/14/25	Joshua Carl Heinz	400.00
5001	04/14/25	Justin C. McGraw	183.33
5002	04/14/25	Lewis A. Kibodeaux	650.00
5003	04/14/25	M&D Supply Inc.	386.98
5004	04/14/25	Modica Brothers Tire Centers	118.57
5005	04/14/25	O'Reilly Auto Parts	67.89
5006	04/14/25	Overhead Door Company of Beaumont, Inc.	751.25
5007	04/14/25	Phillip Kibodeaux	52.83
5008	04/14/25	Phillip Kibodeaux	825.00
5009	04/14/25	Sean Gray	183.34
5010	04/14/25	Sharp Testing Service, Inc.	3,185.00
5011	04/14/25	Sutherland Lumber Southwest, Inc.	92.34
5012	04/14/25	VFIS of Texas	2,305.00
5013	04/14/25	Lewis A. Kibodeaux	65.00
5014	04/14/25	WEX Bank	1,330.27
5015	04/14/25	Mary Ellen Robertson, CPA, PLLC	525.00
<b>Vendor Check Total</b>			<u>20,452.87</u>
<b>Check List Total</b>			<u><u>23,268.77</u></u>

Check count = 24

# JEFFESD3 - Jefferson County ESD No. 3

## Bank Account Register

Checking-Stellar Bank  
April 15, 2025 - May 12, 2025

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
			Beginning Balance			84,442.70
04/15/25	4990	24HR	24HR Safety, LLC	712.83		83,729.87
04/15/25	4992	Courvilles	Cajun Flavor, Inc	1,500.00		82,229.87
04/15/25	4994	Clicktunity	Clicktunity	217.00		82,012.87
04/21/25		Jody MC	Card Service Center	407.50		81,605.37
04/21/25		Daniel MC	Card Service Center	400.00		81,205.37
04/22/25			Transfer of Sales Tax Revenue to TexStar	66,000.00		15,205.37
			Investment Acct			
04/22/25			Space Rental- St 3- Herrera		75.00	15,280.37
04/23/25		DELTA	Delta Industrial Service and Supply- PPE	1,409.63		13,870.74
			Cleaning/Inspection/Repairs			
04/25/25		ENTERGY	Entergy- Acct #-135554277- Warehouse	46.89		13,823.85
			China			
04/30/25			EFTPS Payment Q1/2025	2,532.60		11,291.25
05/09/25			Sales Tax Revenue March Deposited May		59,179.18	70,470.43
			2025			
05/12/25	4949		Diaz, Daniel J	2,815.90		67,654.53
05/12/25	5016	A1FILTER	A 1 Filter Service	15.00		67,639.53
05/12/25	5017	ADVANCED	Advanced Rescue Systems	10,100.00		57,539.53
05/12/25	5018	Clicktunity	Clicktunity	217.00		57,322.53
05/12/25	5019	Ethan	Ethan Chick	183.33		57,139.20
05/12/25	5020	Fotronic	Fotronic Corporation	519.00		56,620.20
05/12/25	5021	H Oxford	Hubert Oxford IV	400.00		56,220.20
05/12/25	5022	Josh Heinz	Joshua Carl Heinz	400.00		55,820.20
05/12/25	5023	McGraw	Justin C. McGraw	183.33		55,636.87
05/12/25	5024	MDSUPPLY	M&D Supply Inc.	176.62		55,460.25
05/12/25	5025	MER	Mary Ellen Robertson, CPA, PLLC	525.00		54,935.25
05/12/25	5026	Metro	Metro Apparatus Specialists Inc	1,380.00		53,555.25
05/12/25	5027	Phillip	Phillip Kibodeaux	825.00		52,730.25
05/12/25	5028	PrimeLights	Prime Lights	115.00		52,615.25
05/12/25	5029	Gray	Sean Gray	183.34		52,431.91
05/12/25	5030	Siddons Equ	Siddons-Martin Loose Equipment	56,465.54		(4,033.63)
05/12/25	5031	SIEBEN	Sieben Equipment Service, Inc.	5,564.89		(9,598.52)
05/12/25	5032	ExxonMobil	WEX Bank	390.29		(9,988.81)
05/12/25	5033	Lewis	Lewis A. Kibodeaux	650.00		(10,638.81)
05/12/25	5034	Lewis	Lewis A. Kibodeaux	25.00		(10,663.81)
<b>Totals</b>				<u>154,360.69</u>	<u>59,254.18</u>	<u>(10,663.81)</u>

Transaction count = 31

**JEFFESD3 - Jefferson County ESD No. 3**  
**Bank Account Register**

TexStar  
April 15, 2025 - May 12, 2025

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
04/22/25			Beginning Balance			1,355,896.84
			Transfer of Sales Tax Revenue to TexStar		66,000.00	1,421,896.84
			Investment Acct			
			<b>Totals</b>	<u>0.00</u>	<u>66,000.00</u>	<u>1,421,896.84</u>

Transaction count = 1



Good Afternoon, Daniel Diaz

## ACCOUNTS



## Stellar Bank Checking Account 9872

Available Balance

\$70,671.02

Current Balance

\$70,671.02

## Stellar Bank Savings Account 7793

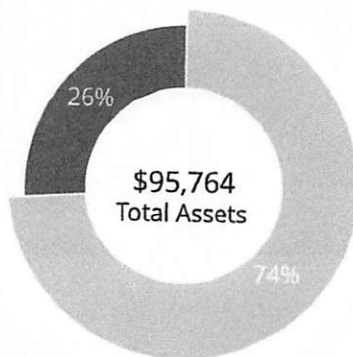
Available Balance

\$25,093.30

Current Balance

\$25,093.30

## ASSET SUMMARY



## Checking Account

21279872

73.80%

Available Balance

\$70,671.02

Current Balance

\$70,671.02



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: 04/01/2025 - 04/30/2025

TEXSTAR MONTHLY SUMMARY: THE AVERAGE MONTHLY RATE WAS 4.3288%. THE AVERAGE WEIGHTED AVERAGE MATURITY WAS 41 DAYS AND THE NET ASSET VALUE FOR 4/30/25 WAS 1.000016.

### MONTHLY ACTIVITY DETAIL

TRANSACTION DATE	DESCRIPTION	CONFIRMATION NUMBER	TRANSACTION AMOUNT	BALANCE
	BEGINNING BALANCE			1,355,896.84
04/22/2025	ACH DEPOSIT	6204982	66,000.00	1,421,896.84
04/30/2025	MONTHLY POSTING	9999888	4,894.46	1,426,791.30
	ENDING BALANCE			1,426,791.30

### MONTHLY ACCOUNT SUMMARY

BEGINNING BALANCE	1,355,896.84
TOTAL DEPOSITS	66,000.00
TOTAL WITHDRAWALS	0.00
TOTAL INTEREST	4,894.46
ENDING BALANCE	1,426,791.30
AVERAGE BALANCE	1,375,696.84

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

ACCOUNT NAME	DEPOSITS	WITHDRAWALS	INTEREST
TS SAVINGS	560,604.65	0.00	16,485.75