

6-26-2024

Geoff Atwood arrived at 8:15 and Paul Swetish and Jesse Guerra were absent. (Jesse Guerra actually quit after being sworn in on January 18, 2024 but was still counted absent until June)

A 5-acre property was available to purchase in Banquete late last year in November or December. This was tabled on January 12, 2024 and not acted on until June. Geoff Atwood did not want the new firehouse to be built in Banquete. The owners were upset that the contract was put off until June. Mr. Garza sent the seller's attorney a contract. The attorney sent it back with items he wanted changed. Mr. Garza amended the contract and sent it back to the attorney. Did not hear from the seller or his attorney for 3 months. Ms. Jones offered to contact the attorney and the seller and got almost 4 weeks of run around. Last word is that the seller's family are debating whether or not they are going to sell. The Firehouse has paid for an architect (\$14,500) and 2 surveys.

August 14, 2024

Under the temporary fire chief's report, it is stated that they are working on getting everyone certified as boat operators and getting their driver's license (class B). Note: Lloyd Bluntzer was fired on January 12, 2024 for not getting all the firefighters their class B even though he asked the BOD (Board of Directors) multiple times prior to his termination to approve his request. As of November 2024, they still don't have all the class B licenses.

November 13, 2024.

We opened our meeting at 8 a.m. with only 3 board members. When we got to item 10, I, Barbara Jones received a family emergency text and had to leave the meeting immediately at 9:13 a.m. There was no longer a quorum. **Geoff Atwood took it upon himself to use my title and name to motion for adjournment without my permission.**

At the beginning of the next meeting, I confronted Mr. Atwood and stated that he had no right or authority to use my title and name. I told him that he needed to remove me from the motion and list himself for the motion. I also told him there would be consequences if he ever did that again. Mr. Garza made the change I requested on the minutes.

12/11/24

On 12/10/24 I received a text from Ernest Garza, our contract accountant, stating that there would be no meeting on the next day, 12/11/24 due to no quorum. He also emailed me a copy of the agenda with a stamp that stated "Cancelled no quorum". I replied that I would still going to the meeting. No one posted the cancellation on the firehouse website or on the bulletin board on the front of the firehouse. Mr. Swetish, one of the board members, showed up but didn't

even come into the meeting room and then left without saying a word at 8:10 a.m. He was on his phone the whole time he was there. 3 of our volunteers showed up not knowing the meeting was cancelled. Barbara Jones stayed until 8:15 a.m. This is the third meeting this year with no quorum. The meeting on January 12, 2024 was the first but it had 4 board members on the table but only 2 members were under oath. The meeting was conducted even though there was officially no quorum.

The second no quorum was in April.

9. It has been about six months since we started running the administration and it seems to be pretty smooth. Is the board ready to start looking for a full time Fire Chief /EMS director and if so what do you need from us. I have talked with the volunteer and made a few suggestions to them on what to ask for and told them some things that I think the board will be looking for, I suggest when and if you decide to hire that the committee be made up of two board members, two volunteers and two people from outside the department, like other fire departments.
10. The well at CR 101 is not working and needs to be fixed, we also need to look at installing a pump there to fill trucks.

4. **DISCUSSION AND/OR ACTION:** Designating fund balance for projects.

Mr. Garza explained that fund balances have different designations, non-spendable for inventory equity, Restricted fund balance for bond or loan requirements, Committed fund balances which are board designations and established by the board, Assigned fund balances which the board allows staff per board approval to establish for staff to designate at the staff level, and unassigned/unreserved which is where the end of year results are maintained. The board has \$750,000 for equipment commitments. The board discussed the need for additional commitments for the upcoming fire station. A motion to approve moving \$750,000 from the unreserved funds to the committed funds was made by Commissioner Grupe, the motion was seconded by Commissioner Hermann, motion passed 3-0.

5. **DISCUSSION AND/OR ACTION:** Door System for Stations.

Chief Clack reported that from the prior meeting we went out and received bids for the door system including readers for the doors. Bid received was for \$37,811 from Circle E Industries. After the review of the bid, a motion to approve the bid was made by Commissioner Hermann, motion was seconded by Commissioner Grupe. Motion passed 3-0.

*Bid received  
Where is the  
other bids?*

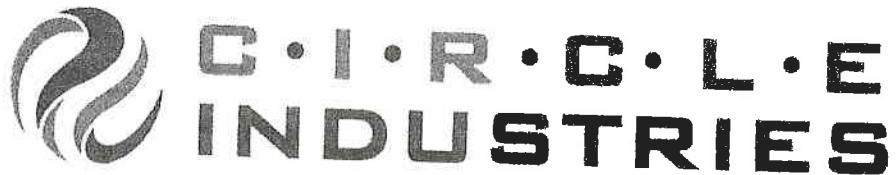
6. **DISCUSSION AND/OR ACTION:** a. Equipment, Brush 42, C. Brush 43, d. Old Medic Unit, e. Hummers.

Chief Clack reported the status on the various equipment. He explained some equipment like Brush 42 needs a lot of work and funds to fix. Discussion of the need for bottles and air packs. A bid had been received for the new bottles and air packs that are needed – 4 air packs, 18 bottles and the proper disposal of the old bottles. A motion to approve the bid from Municipal Emergency Services for \$52,969.26 was made by Commissioner Grupe, motion was seconded by Commissioner Hermann, motion passed 3-0.

*Chief Clack already  
IN V.1 P1  
FOR WORK  
4/1/24*

7. Executive Session: a. 771.072 Real Estate, b. 771.074 Personnel issues.

Board went into executive session at 9:01 a.m.  
Board came out of executive session at 9:45 am.



# PROPOSAL FOR SERVICES

**Prepared for:**

Nueces County ESD #4  
5781 Farm to Market 666  
Robstown, TX 78380

**Prepared by:**

**Buster Summer**

**Circle Industries**

[www.CircleInd.com](http://www.CircleInd.com)

**Proposal date:** June 25, 2024

*\$20,142.64*





Circle Industries prides itself on offering best in class, American-made technology to provide innovative solutions to the most challenging security and life safety issues. In essence, we are providing you with solutions, not just products. With over 70 years of experience in the security industry and thousands of successfully completed projects, we are confident in our ability to exceed your expectations for the following scope of work.

### Scope of Work

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Access Control on 7 Man doors. Install SALTO Access Control at Three Stations and 7 Doors.

### Investment Summary

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Circle Industries will complete the scope of work above by providing all labor, assorted materials, and insurance for a price of:

Station 41 Access Control	
Quantity	Product Name
7	Cylindrical latch
1	Portable Programming Device
25	Mobile Users License
1	SPABASIC
7	AM660N00IMB38E5
1	PCM01KC
2	PFD04KR-10
7	Cylindrical Latch
1	Misc Material
1	Project Management
1	Cad Design Engineer
1	Labor Trim Out Devices
1	Program/Testing/Commission
1	Travel Hours
1	Shipping and Handling
\$20,742.64	

Service And Annual Software License	
Quantity	Product Name
1	Service Contract



\$125.49

**This pricing does not include any applicable sales tax** and is valid for up to 30 days from the date of this proposal.

Please let me know if you have any questions and/or would like to discuss this project/proposal further. We really appreciate this opportunity and look forward to working with you.

KBJ Services llc.  
Fire Consulting, Training, Fabrication, and Repairs

Invoice

Customer: Nueces County ESD #4      Invoice Date: 4/1/24  
 Address: \_\_\_\_\_  
 City, State, & Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Contact: Stephanie Simmons      Quote Date: \_\_\_\_\_  
 Purchase Order #: \_\_\_\_\_

Date	Quantity	Description	Unit Price	Extended Price
		Outfit of Unit <u>B4ZF</u>		
3/4/24	6	Labor to remove existing intake plumbing	\$ 100	\$ 600.00
3/5/24	6	Labor to rewire electrical for emergency lights	\$ 100.00	\$ 600.00
3/6/24	6	Labor to install electric at for front monitor	\$ 100.00	\$ 600.00
3/7/24	6	Labor to pump the hose reel and wire hose reel	\$ 100.00	\$ 600.00
3/8/24	6	Labor for installing and wiring pump	\$ 100.00	\$ 600.00
3/9/24	10	Labor to install plumbing for intake and discharge	\$ 100.00	\$ 1,000.00
				\$ -

Sub Total	\$ 4,000.00
Taxes Additional	
Total	\$ 4,000.00

Michael Clark

Print Name

Michael Clark 04/15/24

Signature

Date

This invoice is for the removal of intake plumbing on Brush 41, install all new intake plumbing and hooked up discharges, installed valve and wiring for front turret, hooked up and wired hose reel, rewired all the emergency lights to inside the cab, installed the front turret and wiring and joystick, wired and installed fuel source for fire pump, tested everything. Had to remove the rear dump chute and reinstall it because it leaked

acct 46008  
fire acct  
04/16/24

Make Checks payable to KBJ Services llc 11551 B Leopard Street Corpus Christi, Texas 78410

Services llc.  
ing, Fabrication, and Repairs

voice

ity ESD #4        Invoice Date 4/1/24

       Quote #       

       Quote Date         
Purchase Order #       

Description	Unit Price	Extended Price
unit B4ZF		
ing intake plumbing	\$ 100	\$ 600.00
for emergency lights	\$ 100.00	\$ 600.00
at for front monitor	\$ 100.00	\$ 600.00
sl and wire hose reel	\$ 100.00	\$ 600.00
ng pump	\$ 100.00	\$ 600.00
it intake and discharge	\$ 100.00	\$ 1,000.00
		\$ -
	Sub Total	\$ 4,000.00
<u>      </u>	Taxes	
	Additional	
<u>      </u>	Total	\$ 4,000.00
<u>      </u>	Date	

plumbing on Brush 41, install all new intake  
lled valve and wiring for front turret, hooked up  
emergency lights to inside the cab, installed the front

turret and wiring and joystick, wired and installed fuel source for fire pump, tested  
everything. Had to remove the rear dump chute and reinstall it because it leaked

acct 4608  
fire acct  
04/16/24



Make Checks payable to KBJ Services llc 11551 B Leopard Street Corpus Christi, Texas 78410

Name: KBJ SERVICES LLC  
Check Date: 04/16/24  
Check Amount: 4,000.00

MEMO: OUTFIT OF UNIT B42F  
ACCT # 4608

NCESD #4  
Vendor ID: KBJ

# KBJ Services LLC

Fire Consulting, Training, Fabrication, and Repairs

## Invoice

Customer: Nueces County ESD #4 Invoice Date 4/1/24  
Address \_\_\_\_\_  
City, State, & Zip \_\_\_\_\_  
Phone # \_\_\_\_\_  
  
Contact Stephanie Simmons Quote # \_\_\_\_\_  
Quote Date \_\_\_\_\_  
Purchase Order # \_\_\_\_\_  
  
Date \_\_\_\_\_ Quantity \_\_\_\_\_

This invoice is for purchasing and installing emergency lights and equipment for unit 400. Items purchased were emergency lights, siren control, speakers, light control box. While in the shop we also bolted down the fuel tank to prevent further damage and installed a power supply for the fuel pump.

acct 4608  
fire acct  
04/16/24

Make Checks payable to KBJ Services Inc 11551 B Leopard Street Corpus Christi, Texas 78410

## JAP ENGINEERING

## INVOICE

**JAP ENGINEERING**  
P.O. Box 261064  
Corpus Christi, Texas 78426  
361-879-5939  
[japengineering@yahoo.com](mailto:japengineering@yahoo.com)

STATEMENT NO.: 24161-1  
DATE: September 18, 2024  
CUSTOMER ID: 161

**PROJECT: ESD #4 New Parking Lot Bluntzer Station at FM 1883**

**BILL TO** Chief Michael Clack  
Nueces County ESD #4  
5781 FM 666  
Robstown, TX 78380

Act 4609.7  
approved 09/20/2024

Mobile Clock

<b>REMITTANCE</b>	
<i>Statement #</i>	1
<i>Date</i>	
<i>Amount Due</i>	\$
<i>Amount Enclosed</i>	

Make all checks payable to JAP ENGINEERING  
**THANK YOU FOR YOUR BUSINESS!**

**Fwd: You received a new invoice (#241279)**

1 message

Chief Esd4 <chief@ncesd4.org>  
To: Barbara Jones <beebjsjones@gmail.com>

Wed, Dec 18, 2024 at 5:05 PM

Michael Clack  
Fire Chief  
Annerville Fire Department  
Sent from my iPhone

Begin forwarded message:

**From:** "Brister Surveying Inc. Firm # 10072800" <messenger@messaging.squareup.com>  
**Date:** August 6, 2024 at 7:56:31 AM CDT  
**To:** CHIEF@annavillefire.com  
**Subject: You received a new invoice (#241279)**  
**Reply-To:** "Brister Surveying Inc. Firm # 10072800" <CAESPxIkMzZhNTg4MzMtYjMxZS00YmU3LWFjYTctZDY2ZDlwNTImZGFjGgxjOjExMzA1MTQ3MDEiCW1lc3NlbdmciIgvKfpltX8gafh6pZmpUswO0Gv8ROJDr/b7tTQbVBV6Mg=@reply2.squareup.com>

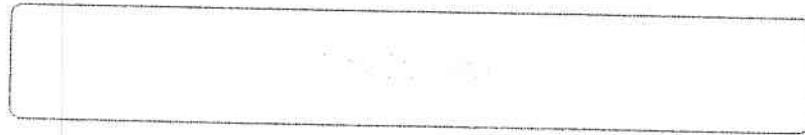


**Brister Surveying Inc. Firm # 10072800**

New Invoice

**\$811.88**

Due on August 6, 2024





Brister Surveying Inc. Firm # 10072800  
5506 Cain Dr.  
CORPUS CHRISTI, TX 78411 United States  
bristersurveying@corpus.twcbc.com | (361) 850-1800

Invoice #241279

Issue date  
Aug 6, 2024

## Invoice #241279

**Customer**  
NCESD#4 Michael Clack/Stephanie  
Simmons  
chief@annavillefire.com  
(361) 688-4839

**Invoice Details**  
PDF created December 19, 2024  
\$811.88

**Payment**  
Due August 6, 2024  
\$811.88

Items	Quantity	Price	Amount
Boundary Survey	1	\$811.88	\$811.88
Subtotal			
Included Tax (\$61.88)			\$811.88
<b>Total Paid</b>			<b>\$811.88</b>

### Payments

Aug 6, 2024 (Visa 5634)

\$811.88



[View online](#)

To view your invoice go to <https://squareup.com/u/FyHbayEZ>

Or open the camera on your mobile device and place the QR code in the camera's view.

Page 1 of 1

**Invoice #241279**

August 6, 2024

**Customer**

NCESD#4 Michael Clack/Stephanie Simmons  
chief@annavillefire.com  
361-688-4839

[Download Invoice PDF](#)

**Invoice summary**

**Boundary Survey** **\$811.88**

Subtotal \$811.88  
Included Tax (\$61.88)

**Total Due** **\$811.88**

**Brister Surveying Inc. Firm # 10072800**

5506 Cain Dr.  
CORPUS CHRISTI, TX 78411 United States  
bristersurveying@corpus.twcbc.com  
361-850-1800

Please contact Brister Surveying Inc. Firm # 10072800 about its  
privacy practices.

**Fwd: You paid an invoice! (#241686)**

1 message

**Chief Esd4** <chief@ncesd4.org>  
To: Barbara Jones <beebjsjones@gmail.com>

Wed, Dec 18, 2024 at 5:04 PM

Michael Clack  
Fire Chief  
Annville Fire Department  
Sent from my iPhone

Begin forwarded message:

**From:** "Brister Surveying Inc. Firm # 10072800" <messenger@messaging.squareup.com>  
**Date:** October 17, 2024 at 3:51:16 PM CDT  
**To:** chief@ncesd4.org  
**Subject: You paid an invoice! (#241686)**  
**Reply-To:** "Brister Surveying Inc. Firm # 10072800" <CAE8PxIkNzcxNTg1MWUtN2M0NC00NmNmLWFkZDAtYjM3ZWQ4MWI4NzAxGgxjOjEyMjU2MDAyNDMiCW1lc3NlbdmIciIg7JJ5/3POsqG/qHD006gMZc+/nUcaytuKes2ZdcjTC4s=@reply2.squareup.com>

**Brister Surveying Inc. Firm # 10072800**

Invoice Paid

**\$1,000.00**

Paid with Visa 5659 on October 17, 2024 at 3:51 PM

**HWY 44-Banquete**  
Invoice #241686  
October 17, 2024

**Customer**

Nueces County Emergency Services District # 4  
ssimmons@annavillefire.com  
(361) 688-4839

**Additional Recipients**

chief@ncesd4.org

**Date of service**

October 21, 2024

[Download Invoice PDF](#)

**Message**

Survey with center elevation

**Invoice summary**

<b>Boundary Survey</b>	<b>\$1,000.00</b>
------------------------	-------------------

Subtotal	\$1,000.00
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<b>Total Paid</b>	<b>\$1,000.00</b>
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Visa 5659

10/17/24, 3:51 PM

**Brister Surveying Inc. Firm # 10072800**

5506 Cain Dr.

CORPUS CHRISTI, TX 78411 United States

[bristersurveying@corpus.twcbc.com](mailto:bristersurveying@corpus.twcbc.com)

(361) 850-1800

Please contact Brister Surveying Inc. Firm # 10072800 about its  
privacy practices.

# HWY 44-Banquete

Survey with center elevation

Additional Recipients: chief@ncesd4.org

**Customer**  
Nueces County Emergency Services  
District # 4  
ssimmons@annavillefire.com  
(361) 688-4839

**Invoice Details**  
PDF created December 19, 2024  
\$1,000.00  
Service date October 21, 2024

**Payment**  
Due October 17, 2024  
\$1,000.00

Items	Quantity	Price	Amount
Boundary Survey	1	\$1,000.00	\$1,000.00
Subtotal			\$1,000.00

**Total Paid** **\$1,000.00**

**Payments**

Oct 17, 2024 (Visa 5659) **\$1,000.00**



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Or open the camera on your mobile device and place the QR code in the camera's view.

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