

MINUTES OF THE PUBLIC HEARING AND REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 1

A Public Hearing and Regular Meeting of the Board of Commissioners of the Jefferson County Emergency Services District No. 1 (“District”) was called at 6:00 p.m. on the 21<sup>st</sup> day of January 2019, at the 13550 River Oaks Blvd., Beaumont, Texas 77713, pursuant to notice duly posted according to law.

The following Commissioners were present:

John Johnson	President
Hoyt Simmons	Vice President
Mark Zambardino	Treasurer
Brett Weldy	Secretary

All said Commissioners were present, except Commissioner Johnson. Also present at the meeting were: Chris Gonzales, Administrator and Fire Chief of Jefferson County Emergency Service District No. 1, Inc. (“Department”); Mrs. Julie LaFlamme, Administrator for the Department and Assistant Administrator for District; Hubert Oxford, IV General Counsel; and Mark Mann and Justin Hidalgo with the Department.

Upon establishing that a quorum was present, at approximately 6:07 p.m., Vice President Simmons called the Regular Meeting to order and gave the invocation. After the invocation, he asked for public comment under Agenda Item 3. There being none, the Commissioners were asked to turn to Agenda Item No. 4, to review and approve the minutes of the December 17, 2018 Regular Meeting. The Commissioners reviewed the minutes, a motion was made by Commissioner Simmons to approve minutes of the December 17, 2018 Regular Meeting. This motion was seconded by Commissioner Simmons and approved with the unanimous consent of all Commissioners.

Next, Vice President Simmons asked Assistant Administrator LaFlamme (or Mrs. LaFlamme) to present Agenda Item No. 6, to review and approve financial statement for the month of December 2018; to authorize payment of the District's bills; and amend the budget if necessary. (See Exhibit "A"). According to Mrs. LaFlamme, at the beginning of December 2018, the District had \$207,210.35 in its checking account and during the month, the District received tax payments of \$13,031.34 for tax deposits, and interest of \$5.31. After \$26,971.63 in expenses were paid following the December 2018 Regular Meeting, the ending balance in the District's checking account at the end of December 2018 was \$193,275.37. In addition, the District's balance in its savings account at the end of the month was \$27,459.14 which brought the total liquid assets of the District to \$220,734.51 as of December 31, 2018.

Meanwhile, she reported the Department's beginning balance as of December 2018 was \$1,609.26. During the month, the Department received \$26,368.74 from the District to bring its balance back to \$10,000.00 but also incurred \$18,139.89 in expenses. Therefore, the Department's ending balance for the month was \$9,838.11. In addition, the Department's balance in its savings account at the end of the month was \$8,195.42 which brought the total liquid assets of the Department to \$18,033.53 as of December 31, 2018.

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Next, Mrs. LaFlamme presented the Commissioners with the District's invoices to be considered. (See Exhibit "A"). The total invoices amounted to \$10,111.69 and were for the following:

Kay Electronics, Inc.	OE-8 Radio & Pager Maintenance/Purchase	District	1578	12/11/18	01/21/19	\$33.00	Yes
State Firefighters and Fire Marshal's Association	OE-16 Organizational Dues	District	1579	12/31/19	01/21/19	\$200.00	Yes
Entergy	OE-17 Utilities (Electric & Gas)	District	1580	12/31/19	01/21/19	\$249.29	Yes
Directv	OE-18 Internet & TV	District	1581	12/31/18	01/21/19	\$117.98	No
Verizon	OE-18 Internet & TV	District	1582	12/31/18	01/21/19	\$37.99	Yes
Card Service Center ( M/C #0414)	AE-6 Office, Postage, Operations, Misc.	District	1583	12/31/18	01/21/19	\$789.98	Yes
Card Service Center ( M/C #0414)	OE-23 Station Maintenance	District	1583	12/31/18	01/21/19	\$203.73	Yes
Card Service Center ( M/C #0414)	OE-29 Meals	District	1583	12/31/18	01/21/19	\$114.77	Yes
Card Service Center ( M/C #0414)	OE-4 Vehicle Main/Repair/Pump Recertification	District	1583	12/31/18	01/21/19	\$83.39	Yes
Card Service Center ( M/C #0414)	OE-6 Fuel	District	1583	12/31/18	01/21/19	\$92.97	Yes
John Stone - Unit #171	OE-25 Paid Salaries	District	1584	01/18/19	01/21/19	\$1,952.00	Yes
Brandon Williams - Unit #172	OE-25 Paid Salaries	District	1585	01/15/19	01/21/19	\$480.00	Yes
T.J. Thomton - Unit #173	OE-25 Paid Salaries	District	1586	01/03/19	01/21/19	\$160.00	Yes
Stormie Reed - Unit #175	OE-25 Paid Salaries	District	1587	01/09/19	01/21/19	\$480.00	Yes
Kaleb Barner - Unit #176	OE-25 Paid Salaries	District	1588	12/20/18	01/21/19	\$480.00	Yes
Ehren Davis - Unit #177	OE-25 Paid Salaries	District	1589	01/10/19	01/21/19	\$160.00	Yes
Josh C. Heinz, Attorney	AE-4 Legal Expenses	District	1590	12/31/18	01/21/19	\$250.00	Yes
Hubert Oxford, IV., Attorney	AE-4 Legal Expenses	District	1591	12/31/18	01/21/19	\$250.00	Yes
Emergency Training Enterprises	AE-3 Firefighter Coordinator	District	1592	12/31/18	01/21/19	\$300.00	Yes
Chris Gonzales, Administrator	AE-13 Staff	District	1593	12/31/18	01/21/19	\$500.00	Yes
Julie LaFlamme, Assit. Administrator	AE-13 Staff	District	1594	12/31/18	01/21/19	\$500.00	Yes
Jefferson Cty Appraisal District	AE-5 Jefferson Co. Tax Collector Fees	District	1596	12/04/18	01/21/19	\$402.59	No
Industrial Traffic Control	OE-23 Station Maintenance	District	1596	12/17/18	01/21/19	\$400.00	No
Crown Electric, LLC	OE-23 Station Maintenance	District	1597	12/17/18	01/21/19	\$1,850.00	Yes
The Examiner	AE-6 Office, Postage, Operations, Misc.	District	1598	01/03/19	01/21/19	\$24.00	Yes
						<b>\$10,111.69</b>	

In addition, Mrs. LaFlamme reported that during the interim period since the last meeting, the Department had two write a check for utility bill and telephone bill. The total for these checks was \$236.93. Moreover, she explained that the Department needed to reimburse the District for \$70.40

Once the Commissioners completed their review of the invoices, Attorney Oxford advised that there was no budget amendments necessary this month. At the end of the discussion regarding the District's financials and invoices to be paid, a motion was made by Commissioner Weldy to approve the December 2018 financial statements and pay the outstanding invoices. (See Exhibit

“A”). This motion was seconded by Commissioner Zambardino and unanimously approved by all Commissioners present.

Vice President Simmons then asked the Commissioners to move to Agenda Item No. 7, to review, discuss, and take any needed action regarding: 1) staffing; 2) purchase and/or 3) repair requests submitted by the Volunteer Fire Department. Chief Gonzales informed the Board that he had nothing to report and therefore, no action was taken on the agenda item.

Turning to Agenda Item No. 8, to review, discuss, and take any needed action regarding applying and/or accepting grants, Vice President Simmons asked staff if there were any grant updates. Again, the Chief advised that he had nothing to report and no action was taken on this agenda item.

Following, Vice President Simmons called on Attorney Oxford to address Agenda Item No. 9, to review, discuss and take action, if necessary, on adopting an Investment Policy. Attorney Oxford reminded the Board that this agenda item was tabled at the last meeting because the District’s Secretary was not at the meeting and was needed to verify Certificate of Resolution. The Commissioners then reviewed the policy again and a motion was made by Commissioner Weldy to approve the proposed Investment Policy for 2019 and to authorize the President and Secretary to execute the 1) Resolution Adopting Investment Policy, Strategies, Guidelines and Management Practices for Jefferson County Emergency Services District No. 1; and 2) corresponding Certificate of Resolution. (*See Exhibits “B-1” and “B-2”*). This motion was seconded by Director Zambardino and unanimously approved by all the Commissioners present.

At the conclusion of the action items, Vice President Simmons asked staff to present the Chief’s report. Chief Gonzales reported that in December 2018, the Department made twenty (20) calls. (*See Exhibit “C”*). In December, the Chief explained that the Department and Firefighters

responded to fifteen (15) medical assist calls; a utility pole fire; and responded to a mutual aid call with HCESD No. 5.

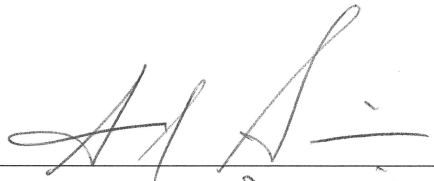
There being no other matters to discuss, Vice President Simmons thanked the Commissioners for coming to the meeting and the Commissioners agreed that the next Regularly Scheduled meeting shall be held on February 18, 2019 at 6:00 p.m. Since there were no other matters to come before the Commissioners, Commissioner Zambardino made a motion to adjourn the meeting at 6:56 p.m. This motion was seconded by Commissioner Weldy and was unanimously approved by the all Commissioners.

ATTEST TO:



Position: PRESIDENT

Date: 2-25-2019



Position: Vice President

Date: 2-25-2019