

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 1**

A 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 18th day of November 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 with the exception of Commissioner Zambardino. Also present at the meeting were: Chief Chris Gonzales, Administrator and Chief of the Jefferson County Emergency Service District No. 1, Inc. (“Department”). Mrs. Julie LaFlamme, Assistant Administrator for District; Hubert Oxford, IV General Counsel; and Robert Ring with the Department.

Upon establishing that a quorum was present, President Johnson asked Mr. Ring to lead the group in prayer and the Pledge of Allegiance. He then asked for public comment and there being none, President Johnson called on the Commissioners to address Agenda Item No. 4, to review, discuss, and approve minutes of the October 28, 2019 Regular Meeting. Mrs. LaFlamme informed the Commissioners that she reviewed the draft minutes and made suggested changes that have been incorporated in the minutes presented to the Commissioners. After a review of the proposed minutes, Commissioner Simmons made a motion to approve the October 28, 2019 Regular Meeting subject to the change being made. This motion was seconded by Commissioner Weldy and approved with the unanimous consent of all Commissioners.

Next, President Johnson asked Assistant Administrator LaFlamme to present Agenda Item No. 5, to review and approve financial statement for the month of October 2019; 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 October 2019, the District had \$218,195.01 in its checking account at the beginning of the month. During the month of October 2019, the District received \$491.46 in tax deposits, \$5.68 in interest payments. After the payment of \$7,345.91 in expenses approved at the previous meeting, the ending balance in the District's checking account at the end of the month was \$211,346.24. In addition, the District's balance in its savings account at the end of the month was \$27,466.00 which brought the total liquid assets of the District to \$238,812.24 as of October 31, 2019.

Mrs. LaFlamme also presented the Department's financial summary. As has been the case since April of 2019, the Department's checking account remained at \$10,000.00 because the Department has incurred no expenses. Since August 2019, the Department's balance in its savings account remained the same at \$8,675.02. Therefore, the total liquid assets of the Department in October 2019 were \$18,675.02 or the same as September 2019.

Mrs. LaFlamme then asked the Commissioners to review the invoices paid since the last meeting and the outstanding invoices. Per Mrs. LaFlamme, this month, the expenses paid following the September 2019 meeting and the invoices she asked to be paid at the meeting totaled \$6,077.86. A list of all the invoices to be considered is as follows:

District Checking Ledger & Bills Payable						
Payee	Category	Account District or Dept.	Check #	Date Incurred	Date Paid	Amount
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	District	AUTO	10/31/19	11/07/19	\$130.72
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	District	AUTO	10/31/19	11/08/19	\$41.05
Entergy	OE-17 Utilities (Electric & Gas)	District	1774	10/31/19	11/18/19	\$145.70
Card Service Center	OE-6 Fuel	District	1775	10/31/19	11/18/19	\$272.41
Card Service Center	OE-29 Meals	District	1775	10/11/19	11/18/19	\$27.34
Brandon Lee - Unit #170	OE-25 Paid Salaries	District	1776	09/30/19	11/18/19	\$104.00
John Stone - Unit #171	OE-25 Paid Salaries	District	1777	10/23/19	11/18/19	\$1,120.00
John Stone - Unit #171	OE-25 Paid Salaries	District	1777	11/15/19	11/18/19	\$920.00
Kaleb Barner - Unit #176	OE-25 Paid Salaries	District	1778	11/08/19	11/18/19	\$160.00
Matthew Behnken - Unit #178	OE-25 Paid Salaries	District	1779	11/06/19	11/18/19	\$160.00
Justin Hatcher - Unit # 179	OE-25 Paid Salaries	District	1780	10/28/19	11/18/19	\$148.00
Ty Russell - Unit #180	OE-25 Paid Salaries	District	1781	11/14/19	11/18/19	\$160.00
AJ Matthews - Unit #181	OE-25 Paid Salaries	District	1782	11/12/19	11/18/19	\$464.00
Joshua C. Heinz	AE-4 Legal Expenses	District	1783	10/31/19	11/18/19	\$350.00
Hubert Oxford, IV	AE-4 Legal Expenses	District	1784	10/31/19	11/18/19	\$350.00
Emergency Training Enterprises	AE-3 Firefighter Coordinator	District	1785	10/31/19	11/18/19	\$300.00
Chris Gonzales	AE-13 Staff	District	1786	10/31/19	11/18/19	\$500.00
Julie LaFlamme	AE-13 Staff	District	1787	10/31/19	11/18/19	\$500.00
Elite Card Payment Center	OE-23 Station Maintenance	District	1788	10/25/19	11/18/19	\$103.97
Elite Card Payment Center	OE-18 Internet & TV	District	1788	11/02/19	11/18/19	\$82.68
Verizon	OE-18 Internet & TV	District	AUTO	10/31/19	11/26/19	\$37.99
						<b>\$6,077.86</b>

Once the discussion on the financials and invoices concluded, Attorney Oxford reviewed the final cash flow and budget for 2018-2019 and the cash flow and budget for 2019-2020. He explained that after reviewing the budget for 2019 and 2020, he noted that line item AE 16 Pay to/Owe to Department did not need to be included in the budget and should be removed because this was a one time transfer made in 2018. By doing so, the District would unencumber \$5,148.13 in funds and increase the District's forecasted net revenue to \$16,892.49.

At the end of the discussion of the finances and invoices to be paid, Commissioner Weldy made a motion to approve the financials, invoices, and the proposed budget amendment to remove line item AE 16 Pay to/Owe to Department from the budget for 2019-2020. This motion was seconded by Commissioner Simmons and unanimously approved by all Commissioners present.

President Johnson then asked the Commissioners to move to Agenda Item No.6, to review, discuss, and take any needed action regarding: 1) staffing; 2) purchase and/or 3) repair requests submitted by the Volunteer Fire Department. The Chief advised the Commissioners that no action needed to be taken on this matter and the only activity that has occurred since the last meeting was routine maintenance on the vehicles.

Next, the Commissioners were asked to address Agenda Item No. 7, to review, discuss, and take any needed action regarding applying and/or accepting grants, President Johnson asked staff if there were any grant updates. Chief Gonzales responded that he had nothing to report and no action needed to be taken on this agenda item.

Next, President Johnson asked Chief Chris Gonzales to present Agenda Item No. 8, to review, discuss the October Run Report. The Chief presented the Commissioners with a revised report for October 2019. In October 2019, the Department responded to nineteen (19) calls that included six (6) transfers; one (1) mutual aid assistance; and a number of cancelled calls and false alarms. (See Exhibit "B"). In addition, the Chief presented the Commissioners with a November 2019 paid firefighter calendar. (See Exhibit "B").

There being no other matters to discuss, President Johnson thanked the Commissioners for coming to the meeting and asked for dates to have the next meeting. Given the Christmas Holiday was approaching, the Commissioners agreed that the next meeting shall be held on Monday, December 16, 2019 at 6:00 p.m. Since there were no other matters to come before the Commissioners, Commissioner Simmons made a motion to adjourn the meeting at 6:34 p.m. This motion was seconded by Commissioner Weldy and was unanimously approved by all the Commissioners.

ATTEST TO:

John R. Johnson

Position: PRESIDENT

Date: 12-16-2019

A. L. ...

Position: Vice-President

Date: 12/16/2019