

**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 16th day of December 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 President Johnson. 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, in light of President Johnson’s absence, Vice-President Simmons asked Chief Gonzales to lead the group in prayer and the Pledge of Allegiance. He then asked for public comment and there being none, Vice-President Simmons called on the Commissioners to address Agenda Item No. 5, to review, discuss, and approve minutes of the November 18, 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 Zambardino made a motion to approve the October 18, 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, Vice-President Simmons asked Assistant Administrator LaFlamme to present Agenda Item No. 6, to review and approve financial statement for the month of November 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 November 2019, the District had \$211,346.24 in its checking account at the beginning of the month. During the month of November 2019, the District received \$7,365.15 in tax deposits, \$5.37 in interest payments. After the payment of \$6,077.86 in expenses approved at the previous meeting, the ending balance in the District's checking account at the end of the month was \$212,638.90. In addition, the District's balance in its savings account increased by \$0.68 to \$27,466.68, which brought the total liquid assets of the District to \$240,105.58 as of November 30, 2019.

Mrs. LaFlamme also presented the Department's financial summary. In November 2019 the Department still had not used any of the funds provided by the Department for operations but the account was charged \$12.50 for low usage. Because of this fee, the balance was reduced to \$9,987.50. Furthermore, the Department did receive a donation for \$100.00 and as result, the Department's savings account balance increased from \$8,675.02 to \$8,775.02. Because of the fee and the donation, the total liquid assets of the Department in November 2019 changed slightly to \$18,762.52.

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 November 2019 meeting and the invoices she asked to be paid at the meeting totaled \$11,346.79. Mrs. LaFlamme noted that the invoice for Sieben Equipment were for routine

maintenance and service for two the District's fire trucks. A list of all the invoices to be considered is as follows:

Payee	Category	Check #	Date Incurred	Date Paid	Amount
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	AUTO	11/30/19	12/09/19	\$130.07
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	11/30/19	12/09/19	\$57.25
VFIS of Texas	OE-2 Vehicle, A&S & Contents Pkg Insurance	1789	10/01/19	12/16/19	\$90.00
Jefferson County ESD#4	OE-27 E-Dispatch Yearly Fee	1790	10/01/19	12/16/19	\$364.50
Chris Gonzales - Unit #101	OE-4 Vehicle Main/Repair/Pump Recertification	1791	11/03/19	12/16/19	\$16.28
Sabine Neches Chiefs Assoc.	OE-16 Organizational Dues	1792	10/01/19	12/16/19	\$250.00
State Firefighters and Fire Marshal Assoc. of Texas	OE-16 Organizational Dues	1793	10/01/19	12/16/19	\$200.00
Jefferson Central Appraisal District	AE-7 JCAD Fees	1794	12/02/19	12/16/19	\$445.72
Entergy	OE-17 Utilities (Electric & Gas)	1795	11/30/19	12/16/19	\$184.17
Jordan Gonzales - Unit #111	OE-6 Fuel	1796	12/10/19	12/16/19	\$42.75
Terry Peddy Pest Control, Inc	OE-23 Station Maintenance	1797	12/09/19	12/16/19	\$55.00
Emergency Medical Products	OE-15 Medical Supplies/Oxygen	1798	11/15/19	12/16/19	\$218.29
Card Service Center x0414	OE-29 Meals	1799	11/12/19	12/16/19	\$68.35
Card Service Center x0414	OE-6 Fuel	1799	11/25/19	12/16/19	\$120.20
Card Service Center x0414	OE-4 Vehicle Main/Repair/Pump Recertification	1799	11/19/19	12/16/19	\$23.24
Brandon Lee - Unit #170	OE-25 Paid Salaries	1800	12/10/19	12/16/19	\$572.00
John Stone - Unit #171	OE-25 Paid Salaries	1801	12/04/19	12/16/19	\$600.00
Matthew Behnken -Unit #178	OE-25 Paid Salaries	1802	12/12/19	12/16/19	\$464.00
Ty Russell - Unit #180	OE-25 Paid Salaries	1803	12/11/19	12/16/19	\$420.00
AJ Matthews - Unit #181	OE-25 Paid Salaries	1804	11/26/19	12/16/19	\$320.00
Joshua C. Heinz - Attorney	AE-4 Legal Expenses	1805	11/30/19	12/16/19	\$350.00
Hubert Oxford, IV - Attorney	AE-4 Legal Expenses	1806	11/30/19	12/16/19	\$350.00
Brandon Lee - Unit #170	AE-3 Firefighter Coordinator	1807	11/30/19	12/16/19	\$300.00
Chris Gonzales - Admin	AE-13 Staff	1808	11/30/19	12/16/19	\$500.00
Julie LaFlamme - Assist. Administrator	AE-13 Staff	1809	11/30/19	12/16/19	\$500.00
Verizon	OE-18 Internet & TV	AUTO	11/30/19	12/16/19	\$37.99
Sieben Equipment Service Inc	OE-4 Vehicle Main/Repair/Pump Recertification	1810	10/01/19	12/16/19	\$2,680.12
Sieben Equipment Service Inc	OE-4 Vehicle Main/Repair/Pump Recertification	1811	12/05/19	12/16/19	\$1,784.57
Elite Card Payment Center	OE-18 Internet & TV	1812	11/30/19	12/16/19	\$82.68
Elite Card Payment Center	OE-4 Vehicle Main/Repair/Pump Recertification	1812	11/23/17	12/16/19	\$119.61
					\$11,346.79

Once the discussion on the financials and invoices concluded, Attorney Oxford reviewed the cash flow and budget for 2019-2020. Attorney Oxford explained that property tax revenue should start to be received in January but as of the end of the November 2019, the District had accrued \$7,867.66 in revenues and \$25,321.14 in expenses. Otherwise, he stated the budget appeared to be in order, but it was too early in the year to make any amendments.

At the end of the discussion of the finances and invoices to be paid, Commissioner Weldy made a motion to approve the financials and invoices presented in **Exhibit "A"**. This motion was seconded by Commissioner Simmons 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. This month, Chief Gonzales advised that the generator on Engine 3 was not working properly and the Department was most likely going to have to bring it to the shop for repairs. Concerning Engine 2, the Chief requested up to \$1,200.00 in authority to purchase a slide out drawer so that the first responders could have easier the extraction equipment on the vehicle. The Commissioners agreed with this recommendation and then Commissioner Zambardino made a motion to give the Chief \$1,200.00 in authority to purchase a slide out drawer for Engine 2. Commissioner Zambardino's motion was seconded by Commissioner Weldy and unanimously approved by all the Commissioner's present.

Next, the Commissioners were asked to address 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. Chief Gonzales responded that he had nothing to report and no action needed to be taken on this agenda item.

Vice-President Simmons then called on Attorney Oxford to present Agenda Item No. 9, to review, discuss and take action, if necessary, on authorizing staff and General Counsel to prepare and file end of the year report with the State; and Post notice of address. Attorney Oxford presented the Commissioners with a proposed public notice of address and requested authority to complete the year end report. (*See Exhibits "B"*). In response, Commissioner Weldy made a motion to give authority to Attorney Oxford to file the end of the year report with the State and

publish the notice of address. This motion was seconded by Commissioner Zambardino and unanimously approved by all the Commissioners present.

Turning to Agenda Item No. 10, to review, discuss and take action, if necessary, on adopting an Investment Policy, once again Vice-President Simmons called on Attorney Oxford to present to the Commissioners. Attorney Oxford explained that this was the same Investment Policy that was approved last year except that the dates changed. (*See Exhibits "C"*). He also reminded the Commissioners that they were obligated to review and renew the policy annually and that the District's finances were in compliance with the Texas Government Code and the policy. The Commissioners reviewed the proposed investment policy set forth in **Exhibit "C"** and then, Commissioner Zambardino made a motion to approve the Investment Policy presented. This motion was seconded by Commissioner Weldy and unanimously approved by all the Commissioners present.

Lastly, Vice-President Simmons called on Chief Gonzales to address Agenda Item No 11, to review and discuss the November Run Report. The Chief presented the Commissioners with a revised report for November 2019. In November 2019, the Department responded to twelve (12) calls that included eight (8) transfers; two (2) motor vehicle accidents; an assault; and a refusal to transport. (*See Exhibit "D"*). In addition, the Chief presented the Commissioners with a November 2019 paid firefighter calendar. (*See Exhibit "E"*).

There being no other matters to discuss, Vice-President Simmons 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, January 27, 2020 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 7:09 p.m.

This motion was seconded by Commissioner Weldy and was unanimously approved by all the Commissioners.

ATTEST TO:

John L. Johnson

AAK

Position: PRESIDENT

Position: Vice President

Date: 1-27-2020

Date: 1-27-2020