

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 25th day of February 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 Simmons. 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 Robert Ring and Justin Hildalgo with the Department.

Upon establishing that a quorum was present, at approximately 6:07 p.m., President Johnson 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 January 21, 2019 Regular Meeting. The Commissioners reviewed the minutes, a motion was made by Commissioner Weldy to approve minutes of the January 21, 2019 Regular Meeting. This motion was seconded by Commissioner Zambardino and approved with the unanimous consent of all Commissioners.

Next, President Johnson asked Assistant Administrator LaFlamme (or Mrs. LaFlamme) to present Agenda Item No. 6, to review and approve financial statement for the month of January

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 January 2019, the District had \$193,275.37 in its checking account and during the month, the District received \$50,292.18 in tax deposits and \$6.04 in interest. After \$10,111.69 in expenses were paid following the January 2019 Regular Meeting, the ending balance in the District's checking account at the end of January 2019 was \$233,461.90. In addition, the District's balance in its savings account at the end of the month was \$27,459.84 which brought the total liquid assets of the District to \$260,921.74 as of January 31, 2019.

In addition, she reported the Department's beginning balance as of January 2019 was \$9,838.11. During the month of January 2019, the Department did not receive any additional revenue but incurred \$491.32 in expenses to pay CenterPoint Entergy, AT&T and Max Nguyen for training. Therefore, the ending balance for the month of January 2019 was \$9,346.79. 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 \$17,542.21 as of January 31, 2019.

Likewise, Mrs. LaFlamme advised that in February, the Department paid several invoices on behalf of the District because the February 2019 Regular Meeting was postponed for a week and if the invoices were not paid, late fees would be charged, and the firefighters were requesting payment. The invoices presented totaled \$4,236.54 and are summarized below:

AT&T	OE-10 Telephone Service (Phone/Fax/Security)	Department	2568	1/31/2019	01/29/19	\$124.39
Brandon Lee - Unit #170	OE-25 Paid Salaries	Department	2569	2/5/2019	02/19/19	\$160.00
John Stone - Unit #171	OE-25 Paid Salaries	Department	2570	2/15/2019	02/19/19	\$1,256.00
T.J. Thornton - Unit #173	OE-25 Paid Salaries	Department	2571	2/19/2019	02/19/19	\$160.00
Greg Hollaway - Unit #174	OE-25 Paid Salaries	Department	2572	2/8/2019	02/19/19	\$160.00
Stormie Reed - Unit #175	OE-25 Paid Salaries	Department	2573	1/31/2019	02/19/19	\$616.00
Kaleb Barner - Unit #176	OE-25 Paid Salaries	Department	2574	2/14/2019	02/19/19	\$320.00
Ehren Davis - Unit #177	OE-25 Paid Salaries	Department	2575	2/11/2019	02/19/19	\$460.00
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	Department	2576	1/31/2019	02/19/19	\$102.01
DirectTV	OE-18 Internet & TV	Department	2577	1/31/2019	02/19/19	\$124.98
Entergy	OE-17 Utilities (Electric & Gas)	Department	2578	1/31/2019	02/19/19	\$221.89
Verizon	OE-18 Internet & TV	Department	2579	1/31/2019	02/19/19	\$37.99
Card service Center (M/C x0414) *Station Supplies-\$107.37	OE-23 Station Maintenance	Department	2580	1/31/2019	02/19/19	\$107.37
Card service Center (M/C x0414) *Office Supplies-69.98	AE-6 Office, Postage, Operat	Department	2580	1/31/2019	02/19/19	\$69.98
Card service Center (M/C x0414) *Training Meal-54.13	OE-29 Meals	Department	2580	1/31/2019	02/19/19	\$54.13
Card service Center (M/C x0414) *Fuel-224.90	OE-6 Fuel	Department	2580	1/31/2019	02/19/19	\$224.90
Card service Center (M/C x0414) *Vehicle Maint.-\$7.00	OE-4 Vehicle Main/Repair/Pump Recertification	Department	2580	1/31/2019	02/19/19	\$7.00
Stop Payment Fee	AE-17 Bank Fees	Department			02/19/19	\$30.00
						\$4,236.64

Next, Mrs. LaFlamme presented the Commissioners with the District's invoices to be considered. (See **Exhibit "A"**). The total invoices amounted to \$12,993.80 and were for the following:

Municipal Emergency Services	OE-15 Medical Supplies/Oxygen	District	1599	02/07/19	02/25/19	\$205.00
Sharp Testing Services, Inc.	OE-20 Annual Fire Hose Testing	District	1600	01/21/19	02/25/19	\$1,558.20
Casco Industries, Inc.	OE-7 Bunker Gear Maintenance/Purchase	District	1601	01/25/19	02/25/19	\$630.00
David Sticker & Co., P.C	AE-8 Accounting Expenses	District	1602	09/30/18	02/25/19	\$2,275.00
Elite Card Payment Center	AE-6 Office, Postage, Operations, Misc.	District	1603	01/31/19	02/25/19	\$62.77
Allison Nathan Getz, Tax Assessor-Collector	AE-5 Jefferson Co. Tax Collector Fees	District	1604	10/04/18	02/25/19	\$940.80
Josh C. Heinz, Attorney	AE-4 Legal Expenses	District	1605	01/31/19	02/25/19	\$250.00
Hubert Oxford, IV., Attorney	AE-4 Legal Expenses	District	1606	01/31/19	02/25/19	\$250.00
Julie LaFlamme, Assit. Administrator	AE-13 Staff	District	1607	01/31/19	02/25/19	\$500.00
Chris Gonzales, Administrator	AE-13 Staff	District	1608	01/31/19	02/25/19	\$500.00
Emergency Training Enterprises	AE-3 Firefighter Coordinator	District	1609	01/31/19	02/25/19	\$300.00
Orange County ESD #2	OE-28 Dispatch (OCESD No. 2)	District	1610	12/02/18	02/25/19	\$786.67
JCESD#1, Inc.	Reimbursement to Department	District	1611	02/19/19	02/25/19	\$4,735.36
						<b>\$12,993.80</b>

Furthermore, Mrs. LaFlamme requested that the District reimburse the Department \$4,735.36 in order to return the Department's balance in its checking account to \$10,000.00. The Commissioner's agreed and would approve this request.

Lastly, Mrs. LaFlamme recommended that the Board amend its budget to cover any bank fees throughout the year. This month, she explained the District had a \$30.00 stop payment charge, but she did not have a line item to categorize the expense. The amount she recommended was \$300.00. The Board agreed and then Commissioner Zambardino made a motion to: 1) approve the financials and invoices for the District and Department, including \$ \$4,735.36 to the Department for reimbursement of expenses; and 2) amend the District's budget to include \$300.00 for bank fees. (*See Exhibit "A"*). This motion was seconded by Commissioner Weldy and unanimously approved by all Commissioners present.

President Johnson 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 no action needed to be taken on this agenda item, but he was pleased to announce that four (4) new members joined the Department and this brings the total number of volunteers to fifteen (15).

Turning to Agenda Item No. 8, to review, discuss, and take any needed action regarding applying and/or accepting grants, President Johnson asked staff if there were any grant updates. The Chief advised that no action needed to be taken on this Agenda Item but he anticipated having information on another grant opportunity at the next meeting.

At the conclusion of the action items, President Johnson asked staff to present the Chief's report. Chief Gonzales reported that in January 2019, the Department made thirteen (13) calls.

(See **Exhibit "B"**). In January, the Department did not respond to any fires but assisted with six medical calls and a child that was locked in a house.

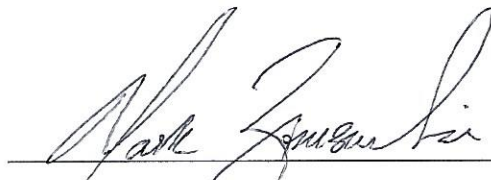
There being no other matters to discuss, President Johnson thanked the Commissioners for coming to the meeting and the Commissioners agreed that the next Regularly Scheduled meeting shall be held on March 25, 2019 at 6:00 p.m. Since there were no other matters to come before the Commissioners, Commissioner Weldy made a motion to adjourn the meeting at 6:38 p.m. This motion was seconded by Commissioner Zambardino and was unanimously approved by the all Commissioners.

ATTEST TO:



Position: PRESIDENT

Date: 3-25-2019



Position: TRANSLATOR

Date: 3-25-19