

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 March 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. Also present at the meeting were: Mrs. Julie LaFlamme, Administrator for the Jefferson County Emergency Service District No. 1, Inc. (“Department”) and Assistant Administrator for District; Hubert Oxford, IV General Counsel; and Robert Ring with the Department. Since Chief Gonzales was unable to attend the meeting because he was in College Station for training, he participated in the meeting by way of telephone.

Upon establishing that a quorum was present, at approximately 6:03 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 February 25, 2019 Regular Meeting. The Commissioners reviewed the minutes, and asked Attorney Oxford to change the minutes to reflect a financial summary to correct the totals cell to reflect \$13,093.80. Attorney Oxford agreed and thereafter, a motion was made by Commissioner Weldy to approve minutes of the February 25, 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 February 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 February 2019, the District had \$233,461.90 in its checking account and at the beginning of the month. During the month of February 2019, the District received \$75,010.44 in tax deposits as well as 1) \$16,180.20 in grant funding; and 2) \$6.91 in interest. After the payment of \$13,093.80 in expenses following the February 2019 Regular Meeting, the ending balance in the District's checking account at the end of February 2019 was \$311,565.65. In addition, the District's balance in its savings account at the end of the month was \$27,460.47 which brought the total liquid assets of the District to \$339,026.12 as of February 28, 2019.

Mrs. LaFlamme also presented the Department's financial summary for February 2019. At the beginning of the month, the Department's checking account balance was \$9,346.79. During the month of February 2019, the Department incurred \$4,082.25 in expenses but also received a payment of \$4,735.36 by the District for reimbursement of expenses incurred during the previous month. Therefore, the ending balance for the month of February 2019 was \$9,999.90. In addition, the Department's balance in its savings account at the end of the month was \$8,495.42 which brought the total liquid assets of the Department to \$18,495.32 as of February 28, 2019.

Since the last meeting, Mrs. LaFlamme informed the Board that the Department paid several invoices on behalf of the District because the timing of the March 2019 Regular Meeting was later and if the invoices were not paid, the District would incur late fees and the firefighters were requesting payment. The invoices totaled \$4,449.21 and are summarized below:

Check #2579 should have been \$37.99 which is why the department was shorted by \$0.10.	AE-16 Pay to/Owe to Department	Department					\$0.10
Centerpoint Energy	OE-17 Utilities (Electric & Gas)	Department	2581	2/28/2019	03/09/19		\$129.69
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	Department	2582	2/28/2019	03/09/19		\$134.26
Max Nguyen	AE-6 Office, Postage, Operations, Misc.	Department	2583	2/28/2019	03/09/19		\$540.17
Directv	OE-18 Internet & TV	Department	2584	2/28/2019	03/19/19		\$124.98
Entergy	OE-17 Utilities (Electric & Gas)	Department	2585	2/28/2019	03/19/19		\$217.83
Verizon	OE-18 Internet & TV	Department	2586	2/28/2019	03/19/19		\$37.99
Brandon Lee - Unit #170	OE-25 Paid Salaries	Department	2587	3/6/2019	03/19/19		\$64.00
John Stone - Unit #171	OE-25 Paid Salaries	Department	2588	3/12/2019	03/19/19		\$720.00
Brandon Williams - Unit #172	OE-25 Paid Salaries	Department	2589	3/8/2019	03/19/19		\$160.00
Stormie Reed - Unit #175	OE-25 Paid Salaries	Department	2590	3/14/2019	03/19/19		\$952.00
Kaleb Barner - Unit #176	OE-25 Paid Salaries	Department	2591	3/15/2019	03/19/19		\$436.00
Ehren Davis - Unit #177	OE-25 Paid Salaries	Department	2592	3/11/2019	03/19/19		\$472.00
Card Service Center (M/C) x0414	OE-23 Station Maintenance	Department	2593	2/28/2019	03/19/19		\$122.38
Card Service Center (M/C) x0414	OE-6 Fuel	Department	2593	2/28/2019	03/19/19		\$165.77
Card Service Center (M/C) x0414	OE-4 Vehicle Main/Repair/Pump Recertification	Department	2593	2/28/2019	03/19/19		\$37.50
Card Service Center (M/C) x0414	OE-29 Meals	Department	2593	2/28/2019	03/19/19		\$56.70
Tyler McCoy	OE-5 Equipment Maint/Repair/Purchase	Department	2594	2/2/2019	03/19/19		\$77.84
							\$4,449.21

Mrs. LaFlamme highlighted Check number 2583 to Max Nguyen for \$540.17. According to Mrs. LaFlamme, this Department had to pay Mr. Nguyen to repair his computer after it was struck by the District's audio video equipment that disconnected from the wall.

Additionally, a conversation ensued regarding the timing of the Regular meeting and the need to pay these invoices by the District, not the Department. The Board agreed that moving forward, the meeting would occur on the fourth Monday of the month. As a result, Attorney Oxford advised that he was going to work with the scheduling coordinator for the fire fighters to give them notice that the date of the Regular Meeting was being pushed back one week and the fire fighters would be paid by the District during the meeting. In addition, the Board asked staff to set up payment for utilities through the District's credit card so that the District would not incur any late fees.

Next, Mrs. LaFlamme presented the Commissioners with the District’s invoices to be considered. (See **Exhibit “A”**). The total invoices, not including any reimbursement request to the Department, was \$8,486.95 for the following:

Terry Peddy Pest Control, Inc.	OE-23 Station Maintenance	District	1613	03/05/19	03/25/19	\$55.00
Jefferson County Appraisal District	AE-7 JCAD Fees	District	1614	03/31/19	03/25/19	\$402.59
Coastal Welding Supply Inc.	OE-15 Medical Supplies/Oxygen	District	1615	03/01/19	03/25/19	\$41.36
Gulf Coast Generators	OE-24 Annual Generator PM	District	1616	03/01/19	03/25/19	\$425.00
Joshua C. Heinz, Attorney	AE-4 Legal Expenses	District	1617	02/28/19	03/25/19	\$250.00
Hubert Oxford IV, Attorney	AE-4 Legal Expenses	District	1618	02/28/19	03/25/19	\$250.00
Chris Gonzales, Administrator	AE-13 Staff	District	1619	02/28/19	03/25/19	\$500.00
Julie LaFlamme, Assist. Admin.	AE-13 Staff	District	1620	02/28/19	03/25/19	\$500.00
Emergency Training Enterprises	AE-3 Firefighter Coordinator	District	1621	02/28/19	03/25/19	\$300.00
VFIS of Texas	OE-2 Vehicle, A&S & Contents Pkg Insurance	District	1622	03/11/19	03/25/19	\$5,763.00
						\$8,486.95

Furthermore, Mrs. LaFlamme requested that the District reimburse the Department \$4,449.21 in order to return the Department’s balance in its checking account to \$10,000.00. If the Board agreed to making the reimbursement request, the total invoices due for the District amounted to \$12,936.16.

After discussing the financials and invoices payable, Commissioner Zambardino made a motion to approve the financials and invoices for the District and Department, including the \$4,449.21 payment to the Department for reimbursement of expenses. (See **Exhibit “A”**). 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. 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.

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 the Department was approved for a \$14,220.00 Texas Forest Service personnel protective equipment (“PPE”) grant that was going to be paid on a 90/10 cost basis. If approved, the Department/District’s share would be \$1,422.00. (See **Exhibit “B”**). Furthermore, Chief Gonzales informed the Board that the Department was looking into the Fire, Ambulance, & Services Truck (FAST) Fund that provides funds for eligible vehicles to emergency response organizations in certain rural communities. If the District qualifies, the Chief explained that the Engine 13 was nineteen (19) years old and he wanted to investigate replacing the unit with these grant funds, if possible. Per the Chief, he estimated that the cost to replace Engine 13 was going to be roughly \$200,000.00. (See **Exhibit “C”**). Following the discussion of the FAST grant, a motion was made by Commissioner Zambardino to authorize the Department to accept the Texas Forest Service Grant and begin the process of purchasing the needed PPE. This motion was seconded by Commissioner Simmons and unanimously approved by all Commissioners.

At the conclusion of the action items, President Johnson asked staff to present the Chief’s report. Chief Gonzales reported that in February 2019, the Department made nine (9) calls. (See **Exhibit “D”**). The calls included five (5) assist with transports to St. Elizabeth’s, two (2) mutual aid call to help JCESD No. 3; and a false alarm.

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 April 22, 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 6:47 p.m.

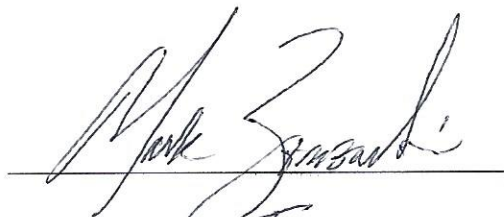
This motion was seconded by Commissioner Simmons and was unanimously approved by the all Commissioners.

ATTEST TO:



Position: PRESIDENT

Date: 4-22-2019



Position: TREASURER

Date: 4-22-2019