

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 26th day of June 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: Julie LaFlamme, Assistant Administrator for District; Hubert Oxford, IV General Counsel; and the District’s Auditors, James Edwards and Roger Crowley with J.R. Edwards & Associates.

Upon establishing that a quorum was present, at approximately 6:00 p.m., President Johnson called the Regular Meeting to order and gave the invocation. After the invocation, the Commissioners recited the Pledge of Allegiance and then President Johnson asked for public comment under Agenda Item 4. There being none, the Commissioners were asked to turn to Agenda Item No. 5, to review and approve the minutes of the May 28, 2019 Regular Meeting. The Commissioners reviewed the minutes and didn’t find any changes that needed to be made. Thus, a motion was made by Commissioner Zambardino to approve the May 28, 2019 Regular Meeting minutes as drafted. This motion was seconded by Commissioner Weldy 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 May 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 May 2019, the District had \$304,488.07 in its checking account at the beginning of the month. During the month of May 2019, the District received \$2,708.76 in tax deposits as well as \$7.83 in interest. After the payment of \$34,025.42 in expenses following the May 22, 2019 Regular Meeting, the ending balance in the District's checking account at the end of the month was \$273,179.24. In addition, the District's balance in its savings account at the end of the month was \$27,462.55 which brought the total liquid assets of the District to \$300,641.79 as of May 30, 2019.

Mrs. LaFlamme also presented the Department's financial summary for May 2019. During the month of May, the Department's checking account remained at \$10,000.00 because the Department did not have to utilize any of the proceeds in their account. Likewise, the Department's balance in its savings account remained the same at \$8,425.02. Therefore, the total liquid assets of the Department stayed at \$18,425.02 as of May 30, 2019.

This month, according to Mrs. LaFlamme, the District's invoices were once again higher than usual because of the payments to J.R. Edwards & Associates for the auditor's fee and to Benckenstein & Oxford to assist gather and organize information requested by the auditor for the 2017-2018 audit. (See **Exhibit "A"**). The total invoices to be paid by the District are set forth below:

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Payee	Category	Account District or Dept.	Check #	Date Incurred	Date Paid	Amount
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	District	Auto Withdraw	05/31/19	06/10/19	\$123.90
Terry Peddy Pest Control, Inc.	OE-23 Station Maintenance	District	1665	06/18/19	06/24/19	\$55.00
Daniel Flowers	OE-9 Uniform Maintenance/Purchases	District	1666	06/10/19	06/24/19	\$64.38
Entergy	OE-17 Utilities (Electric & Gas)	District	1667	05/31/19	06/24/19	\$156.60
Directv	OE-18 Internet & TV	District	1668	05/31/19	06/24/19	\$124.98
Verizon	OE-18 Internet & TV	District	1669	5/31/219	06/24/19	\$37.99
Jefferson County Appraisal District	AE-7 JCAD Fees	District	1670	06/03/19	06/24/19	\$402.59
Card Service Center	OE-6 Fuel	District	1671	05/31/19	06/24/19	\$217.80
Card Service Center	OE-5 Equipment Maint/Repair/Purchase	District	1671	05/31/19	06/24/19	\$16.24
Card Service Center	OE-5 Equipment Maint/Repair/Purchase	District	1671	05/31/19	06/24/19	\$14.19
Card Service Center (Amazon purchase made in error)		District	1671	05/31/19	06/24/19	\$19.97
Elite Card Payment Center (District)	OE-4 Vehicle Main/Repair/Pump Recertification	District	1672	05/10/19	06/24/19	\$42.43
Elite Card Payment Center (District)	OE-23 Station Maintenance	District	1672	5/10/219	06/24/19	\$159.01
Elite Card Payment Center (District)	OE-23 Station Maintenance	District	1672	05/24/19	06/24/19	\$395.00
Elite Card Payment Center (District)	OE-29 Meals	District	1672	05/27/19	06/24/19	\$16.97
Elite Card Payment Center (District)	AE-6 Office, Postage, Operations, Misc.	District	1672	06/01/19	06/24/19	\$249.98
Jordan Gonzales	OE-29 Meals	District	1673	05/30/19	06/24/19	\$33.43
Brandon Lee - Unit #170	OE-25 Paid Salaries	District	1674	06/20/19	06/24/19	\$240.00
John Stone - Unit #171	OE-25 Paid Salaries	District	1675	06/19/19	06/24/19	\$800.00
Brandon Williams - Unit #172	OE-25 Paid Salaries	District	1676	06/17/19	06/24/19	\$320.00
Greg Holloway - Unit #174	OE-25 Paid Salaries	District	1677	06/11/19	06/24/19	\$304.00
Kaleb Barner - Unit #176	OE-25 Paid Salaries	District	1678	06/20/19	06/24/19	\$232.00
Ehren Davis - Unit #177	OE-25 Paid Salaries	District	1679	06/18/19	06/24/19	\$450.40
Matthew Behnken - Unit #178	OE-25 Paid Salaries	District	1680	06/12/19	06/24/19	\$640.00
Emergency Training Enterprises	AE-3 Firefighter Coordinator	District	1681	05/31/19	06/24/19	\$300.00
Chris Gonzales	AE-13 Staff	District	1682	05/31/19	06/24/19	\$500.00
Julie LaFlamme	AE-13 Staff	District	1683	05/31/19	06/24/19	\$500.00
Joshua C. Heinz	AE-4 Legal Expenses	District	1684	05/31/19	06/24/19	\$250.00
Hubert Oxford, IV	AE-4 Legal Expenses	District	1685	05/31/19	06/24/19	\$250.00
J.R. Edwards & Associates	AE-9 Audit Expenses	District	1686	06/24/19	06/24/19	\$7,750.00
Benckenstein & Oxford	AE-4 Legal Expenses	District	1687	06/24/19	06/24/19	\$2,985.89
Verizon	OE-10 Telephone Service (Phone/Fax/Security)	Auto Withdraw			06/28/19	\$37.99
						\$17,690.74

After discussing the financials and invoices payable, Attorney Oxford reviewed the Cash Flow statement and the Budget and reported that the Cash Flow and Budget reconciled. Likewise, he showed the Board that with four (4) more months in the year, the District's revenue was \$12,734.42 less than budgeted and there remained \$63,378.35 in budgeted expenses that have not been incurred. He also advised that during the July meeting, the District needed to amend its budget adjust a handful of line items such as firefighter coordinator, legal expenses, Postage, audit expenses, and bunker gear. (See Exhibit "A").

Once the discussion on the financials concluded, Commissioner Simmons made a motion to approve the financials and invoices for the District. (See **Exhibit “A”**). This motion was seconded by Commissioner Zambardino 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 to accept the District’s 2017-2018 audit and authorize the submission of the audit to the Jefferson County Auditor’s office. President Johnson called on Mr. Edwards and Mr. Crowley to present the audit. (See **Exhibit “B”**). Overall, the auditors found no significant deficiencies but did identify some minor deficiencies they felt were opportunities to strengthen internal controls. Specifically, in their Management Letter, the Auditors suggested the District 1) developing a centrally located general ledger through software; and 2) implement policies and procedures for record retention. As part of the discussion on the deficiencies, the Auditors did recognize the changes in the District’s financial operations during the 2018-2019 fiscal year that retain control over the revenues and expenses. In addition, the District Commissioners agreed to engage the Auditors at the next regularly scheduled meeting to assist in the development of a general ledger using QuickBooks. In regard to the record retention policy, this issue was raised because many of the District’s records were lost and/or damaged during Hurricane Harvey. In response, Attorney Oxford advised that at the January 22, 2018 Regular Meeting, the District adopted a Records Retention Policy as required by Texas Government Code, Chapter 441. In addition, the District now saves its documents electronically. After the discussion on the audit was complete, and it was agreed to engage the auditors at the next meeting to assist with setting up the District with QuickBooks, a motion was made by Commissioner Zambardino

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

Next, President Johnson called on Mrs. LaFlamme to discuss 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. Mrs. LaFlamme informed the Commissioners that there was nothing to report and 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. Mrs. LaFlamme responded that there was nothing to report and no action needed to be taken on this agenda item either.

At the conclusion of the action items, President Johnson asked staff to present the Chief's report. In light of the Chief's absence, Mr. LaFlamme gave the Chief's report for May 2019. During this month, the Department made eleven (11) calls. (*See Exhibit "C"*). The calls included five (5) assist with transports, a motor vehicle assist; an altered level of consciousness where the patient was turned over to law enforcement; and two (2) false alarms.

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There being no other matters to discuss, President Johnson thanked the Commissioners for coming to the meeting and the Commissioners agreed that the next meeting shall be held on Monday, July 22, 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 7:33 p.m. This motion was seconded by Commissioner Weldy and was unanimously approved by all the Commissioners.

ATTEST TO:



Position: PRESIDENT

Date: 7-29-2019



Position: Vice President

Date: 7-29-2019