

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 29th day of July 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 less John Johnson. Also present at the meeting were: Chief Chris Gonzales; Julie LaFlamme, Assistant Administrator for District; and Hubert Oxford, IV General Counsel.

Upon establishing that a quorum was present, at approximately 6:00 p.m., Vice-President Simmons called the Regular Meeting to order and asked Mrs. LaFlamme to lead the group in prayer and the Pledge of Allegiance. He then asked for public comment and there being none, he directed the Commissioner's attention to Agenda Item No.4, to review and approve the minutes of the June 26, 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 June 26, 2019 Regular Meeting minutes as drafted. This motion was seconded by Commissioner Weldy and approved with the unanimous consent of all Commissioners.

Next, Vice-President Simmons asked Assistant Administrator LaFlamme (or Mrs. LaFlamme) to present Agenda Item No. 5, to review and approve financial statement for the month of June 2019; to authorize payment of the District's bills; and amend the budget if necessary. (*See*

Exhibit “A-1”). According to Mrs. LaFlamme, at the beginning of June 2019, the District had \$273,179.24 in its checking account at the beginning of the month. During the month of June 2019, the District received \$2,587.52 in tax deposits as well as \$6.97 in interest. After the payment of \$17,340.74 in expenses approved at the previous meeting, the ending balance in the District’s checking account at the end of the month was \$258,432.99. In addition, the District’s balance in its savings account at the end of the month was \$27,463.22 which brought the total liquid assets of the District to \$285,869.21 as of June 30, 2019.

Mrs. LaFlamme also presented the Department’s financial summary for June 2019. During the month of June, 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 June 30, 2019.

Mrs. LaFlamme then asked the Commissioners to review the outstanding invoices. Per Mrs. LaFlamme the invoices were routine payments to firefighters, staff, maintenance, fuel, and utilities. She did, however, highlight check number 1692 for \$675.00 Mitchell’s Pressure Washing and informed the Commissioners that Mitchell’s pressure washed the station and the porches. (*See Exhibit “A-1”*). The total invoices to be paid by the District are set forth below:

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OE-10 Telephone Service (Phone/Fax/Security)	Auto Withdraw		06/30/19	07/10/19	\$136.25
OE-6 Fuel	District	1688	07/09/19	07/22/19	\$20.00
	District	1689			\$0.00
OE-4 Vehicle Main/Repair/Pump Recertification	District	1690	06/14/19	07/22/19	\$68.94
OE-4 Vehicle Main/Repair/Pump Recertification	District	1691	06/27/19	07/22/19	\$56.50
OE-23 Station Maintenance	District	1692	07/19/19	07/22/19	\$675.00
OE-17 Utilities (Electric & Gas)	District	1693	06/30/19	07/22/19	\$180.33
OE-18 Internet & TV	District	1694	06/30/19	07/22/19	\$50.00
OE-6 Fuel	District	1695	06/30/19	07/22/19	\$223.51
OE-17 Utilities (Electric & Gas)	District	1696	06/30/19	07/22/19	\$41.96
OE-29 Meals	District	1697	07/11/19	07/22/19	\$73.31
OE-4 Vehicle Main/Repair/Pump Recertification	District	1697	07/11/19	07/22/19	\$62.00
OE-25 Paid Salaries	District	1698	06/24/19	07/22/19	\$960.00
OE-25 Paid Salaries	District	1699	07/12/19	07/22/19	\$436.00
OE-25 Paid Salaries	District	1700	07/17/19	07/22/19	\$472.00
OE-25 Paid Salaries	District	1701	07/15/19	07/22/19	\$160.00
OE-25 Paid Salaries	District	1702	07/09/19	07/22/19	\$320.00
AE-4 Legal Expenses	District	1703	06/30/19	07/22/19	\$250.00
AE-4 Legal Expenses	District	1704	06/30/19	07/22/19	\$250.00
AE-3 Firefighter Coordinator	District	1705	06/30/19	07/22/19	\$300.00
AE-13 Staff	District	1706	06/30/19	07/22/19	\$500.00
AE-13 Staff	District	1707	06/30/19	07/22/19	\$500.00
					\$5,735.80

After discussing the financials and invoices payable, Mrs. LaFlamme and Attorney Oxford discussed a change in the financials made by Attorney Oxford involving check number 1663 for Verizon and she explained it needed to be accrued in the June financials. As a result, she explained that the expenses on the District Financial Summary for June needed to be adjusted by \$37.99 to \$17,340.74. Attorney Oxford agreed to make the changes and submit revised financials following the meeting.

Turning to the budget, Attorney Oxford reported that he submitted budget amendments to Staff prior to the meeting and after reviewing the proposed amendments, Staff agreed with the proposals except for four of the line items. (See Exhibit "A-2"). After a discussion of the proposed amendments and the line items the Commissioners and Staff agreed to the following changes:

Second Amended Budget-7/29/2019 October 1, 2018 - September 30, 2019					
Category	Income	Actual	2/25/2019 Amended Budget	↑↓ Budget	7/29/2019 Updated Amended Budget
I-2	Savings	\$0.00	\$4,481.00	(\$4,481.00)	\$0.00
I-3	Interest on Money Market	\$60.53	\$0.00	\$60.53	\$60.53
I-5	Insurance Reimbursement	\$1,690.72	\$0.00	\$1,690.72	\$1,690.72
I-6	Grant Funding	\$16,180.20	\$20,000.00	(\$3,819.80)	\$16,180.20
Administrative ("District") Expenses					
AE-3	Firefighter Coordinator	(\$2,700.00)	(\$2,100.00)	\$1,500.00	(\$3,600.00)
AE-4	Legal Expenses	(\$7,485.89)	(\$6,000.00)	\$3,000.00	(\$9,000.00)
AE-6	Office, Postage, Operations, Misc.	(\$2,074.91)	(\$1,800.00)	\$500.00	(\$2,300.00)
AE-9	Audit Expenses	(\$7,750.00)	(\$6,000.00)	\$1,750.00	(\$7,750.00)
Operations ("Department") Expenses					
OE-4	Vehicle Main/Repair/Pump Recertification	(\$10,456.87)	(\$15,000.00)	(\$2,500.00)	(\$12,500.00)
OE-6	Fuel	(\$1,658.15)	(\$4,200.00)	(\$2,000.00)	(\$2,200.00)
OE-7	Bunker Gear Maintenance/Purchase	(\$18,608.00)	(\$18,000.00)	\$608.00	(\$18,608.00)
OE-8	Radio & Pager Maintenance/Purchase	(\$33.00)	(\$3,600.00)	\$0.00	(\$3,600.00)
OE-9	Uniform Maintenance/Purchases	(\$64.38)	(\$1,200.00)	(\$1,100.00)	(\$100.00)
OE-12	Member Fuel Reimbursement	\$0.00	(\$1,400.00)	(\$1,400.00)	\$0.00
OE-13	Fire Training (Fire Related, Extrication Classes & Misc.)	\$0.00	(\$1,500.00)	(\$1,400.00)	(\$100.00)
OE-14	Medical Training (CPR & Other)	(\$620.00)	(\$2,000.00)	(\$1,000.00)	(\$1,000.00)
OE-15	Medical Supplies/Oxygen	(\$361.52)	(\$1,500.00)	(\$1,000.00)	(\$500.00)
OE-16	Organizational Dues	(\$450.00)	(\$1,150.00)	\$0.00	(\$1,150.00)
OE-21	SCBA Air Pak Testing/Machine (MES) - Hydro Test done every 3 yrs	\$0.00	(\$1,300.00)	\$0.00	(\$1,300.00)

Attorney Oxford then reminded the Commissioners that the District's initial budget called for \$183,109.42 in expenses. Then in February, the District amended the budget and the expenses increased to \$218,709.42 due to the bunker gear and equipment purchased through the Texas Forest Service Grant as well as increased expenses for vehicle maintenance. As proposed, staff recommended reducing expenses to \$212,019.40. If approved, the proposed budget creates a \$32,607.66 deficit with the additional expenses to be paid using the District's excess funds.

In response to questions concerning the 2019-2020 budget, Attorney Oxford informed the Commissioners that the District recently received the proposed tax base and tax rates from the Jefferson County Tax Assessor/Collector. According to Attorney Oxford, it appeared that the

maximum tax rate for the upcoming year would generate \$176,307.21 in revenues compared to the \$161,480.29 in the proposed budget amendments being considered. If the anticipated maximum rate were adopted, Attorney Oxford explained the budget for 2019-2020 would be closer to revenue neutral because the revenue would increase by \$15,000.00 and the expenses should decrease by \$15,000.00 without the cost of an audit and corresponding legal fees. (See **Exhibit “A-3”**).

Once the discussion on the financials and proposed budget amended concluded, Commissioner Weldy made a motion to approve the financials and invoices for the District. (See **Exhibits “A-1”, “A-2”, and “A-3”**). This motion was seconded by Commissioner Zambardino and unanimously approved by all Commissioners present.

Turning to Agenda Item No. 6, to review, discuss, and take any needed action to engage J.R. Edwards & Associates to assist with setting up the District’s financials on QuickBooks, Vice President Simmons called on staff to discuss the proposal. (See **Exhibit “B”**). Staff presented the Commissioners with the engagement letter and recommended that they approve it. Staff concurred and a motion was made by Commissioner Weldy to approve the engagement letter for J.R. Edwards & Associates to assist with setting up the District’s financials on QuickBooks. This motion was seconded by Commissioner Zambardino and unanimously approved by all the 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. Chief Gonzales recommended that no action needed to be taken but he did report that he has been in discussion with Brandon Lee regarding the District’s need to minimize unfilled paid firefighter positions. According to the


Chief, during the period of the third week of June to the third week of July, there were four unfilled shifts. (See Exhibit "C").

Turning to 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 there was nothing to report and no action needed to be taken on this agenda item either.

At the conclusion of the action items, Vice-President Simmons asked the Chief to present the Chief's report. Chief Gonzales reported that in June 2019, the overall call volume decreased to seven (7). Of the seven calls made, four (4) were medical assist; one was a potential gas meter on fire; another was a grass fire; and the remaining call was to assist in searching for a dog in Northwest Forest. (See Exhibit "D").

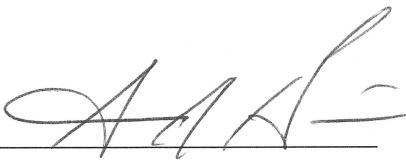
There being no other matters to discuss, Vice-President Simmons thanked the Commissioners for coming to the meeting and the Commissioners agreed that the next meeting shall be held on Monday, August 26, 2019 at 6:00 p.m. Since there were no other matters to come before the Commissioners, Commissioner Zambardino made a motion to adjourn the meeting at 7:01 p.m. This motion was seconded by Commissioner Weldy and was unanimously approved by all the Commissioners.

ATTEST TO:



Position: PRESIDENT

Date: 8-26-2019



Position: 8-26-2019

Date: Vice President