

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 August 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 Commissioner Weldy. Also present at the meeting were: Chief Chris Gonzales; Julie LaFlamme, Assistant Administrator for District; Josh Heinz, General Counsel; and Robert Ring with Jefferson County Emergency Services District, No. 1, Inc. (“Department”).

Upon establishing that a quorum was present, at approximately 6:07 p.m., President Johnson called the Regular Meeting to order and asked Robert Ring to lead the group in prayer and the Pledge of Allegiance. He then asked for public comment and there being none, he directed the Commissioners’ attention to Agenda Item No.4, to review and approve the minutes of the July 29, 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 Simmons to approve the July 29, 2019 Regular Meeting minutes as drafted. 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. 5, to review and approve financial statement for the month of July 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 July 2019, the District had \$258,432.99 in its checking account at the beginning of the month. During the month of July 2019, the District received \$ 1,762.05 in tax deposits, insurance/miscellaneous deposits and interest payments. After the payment of \$5,777.76 in expenses approved at the previous meeting, the ending balance in the District's checking account at the end of the month was \$254,417.28. In addition, the District's balance in its savings account at the end of the month was \$27,463.92 which brought the total liquid assets of the District to \$281,881.20 as of July 31, 2019.

Mrs. LaFlamme also presented the Department's financial summary for July 2019. During the month of July, 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 July 31, 2019.

Mrs. LaFlamme then asked the Commissioners to review the outstanding invoices. Per Mrs. LaFlamme, this month, there were no unusual expenses and she recommended the payment of the invoices. A summary of the invoices to be considered is as follows:

Payee	Category	Account District or Dept.	Check #	Date Incurred	Date Paid	Amount
Verizon	OE-18 Internet & TV	Auto Withdraw		07/31/19	08/26/19	\$37.99
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	Auto Withdraw		07/31/19	08/08/19	\$126.74
Municipal Emergency Services	OE-21 SCBA Air Pak	District	1708	07/29/19	08/26/19	\$689.00
Elite Card Payment Services	OE-23 Station Maintenance	District	1709	07/10/19	08/26/19	\$3.46
Elite Card Payment Services	OE-23 Station Maintenance	District	1709	07/24/19	08/26/19	\$52.31
Elite Card Payment Services	OE-23 Station Maintenance	District	1709	08/04/19	08/26/19	\$369.60
Elite Card Payment Services	OE-4 Vehicle Main/Repair/Pump Recertification	District	1709	07/10/19	08/26/19	\$364.99
Elite Card Payment Services	OE-18 Internet & TV	District	1709	07/31/19	08/26/19	\$82.68
Entergy	OE-17 Utilities (Electric & Gas)	District	1710	07/30/19	08/26/19	\$205.61
South East Texas Regional Planning Commission	AE-11 SETRPC	District	1711	08/26/19	08/26/19	\$150.00
Card Service Center (Station M/C x0414)	OE-6 Fuel	District	1712	07/31/19	08/26/19	\$220.36
VFIS of Texas	OE-2 Vehicle, A&S & Contents Pkg Insurance	District	1713	08/26/19	08/26/19	\$3,003.00
Brandon Lee - Unit #170	OE-25 Paid Salaries	District	1714	08/07/19	08/26/19	\$156.00
John Stone - Unit #171	OE-25 Paid Salaries	District	1715	08/21/09	08/26/19	\$956.00
Greg Hollaway - Unit #174	OE-25 Paid Salaries	District	1716	08/08/19	08/26/19	\$440.00
Kaleb Barner - Unit #176	OE-25 Paid Salaries	District	1717	08/13/19	08/26/19	\$304.00
Ehren Davis - Unit #177	OE-25 Paid Salaries	District	1718	07/24/19	08/26/19	\$160.00
Matthew Behnken - Unit #178	OE-25 Paid Salaries	District	1719	08/02/19	08/26/19	\$640.00
Justin Hatcher - Unit #179	OE-25 Paid Salaries	District	1720	08/14/19	08/26/19	\$144.00
Ty Russell - Unit #180	OE-25 Paid Salaries	District	1721	08/20/19	08/26/19	\$476.00
Brandon Lee (Emergency Training Enterprises)	AE-3 Firefighter Coordinator	District	1722	07/31/19	08/26/19	\$300.00
Chris Gonzales	AE-13 Staff	District	1723	07/31/19	08/26/19	\$500.00
Julie LaFlamme	AE-13 Staff	District	1724	07/31/19	08/26/19	\$500.00
Joshua C. Heinz	AE-4 Legal Expenses	District	1725	07/31/19	08/26/19	\$250.00
Hubert Oxford, IV	AE-4 Legal Expenses	District	1726	07/31/19	08/26/19	\$250.00
						\$10,381.74

Once the discussion on the financials and invoices concluded, Commissioner Simmons made a motion to approve the financials and invoices for the District. (See Exhibits “A”). 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 a) authorize staff to publish a proposed property tax rate Form 50-757; and b) to establish a tax rate for the upcoming fiscal year. Mr. Heinz presented the Board with a draft public notice for small taxing units and advised that the notice needed to be published at least seven (7) days before the hearing. (See Exhibit “B”). However, the Board did not take any action on adopting a tax rate. Thereafter, Commissioner Zambardino made a motion to approve the publishing of the notice and

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. No action was taken but Chief Gonzales informed the Commissioners of the following:

- Repairs: Engines 2 and 3 had check engine lights and he was going to send to the shop to have diagnosed. In addition, the brush truck needed three new tires because the existing tires were worn and damaged. The Chief estimated that the cost to replace the tires was going to be \$1,300.00.
- Maintenance: In September 2019, the Department is going to do their annual preventative maintenance and oil changes on engines and perform pump test. The Chief informed the Commissioners that this could cost as much as \$3,000.00 and most likely result in a needed budget amendment to OE-4 (i.e., Vehicle Maintenance) before the end of the District's fiscal year.
- Staffing: Lastly, the Chief then announced that three new paid firefighters were now working for the District and this should help offset vacancies in the various shifts.

Next, the Board was asked to address 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. Once again, Chief Gonzales responded that there was nothing to report but he did inform the Board that he was in the process of applying for grant funds to pay for permanent radios on each truck.

At the conclusion of the action items, President Johnson asked the Chief to present the Chief's report. Chief Gonzales reported that in July 2019, the overall call volume remained the same as June with seven (7) calls. Of the calls made, three involved transporting patients to St. Elizabeth's; two (2) were for providing assistance to the Sherriff's office; and two (2) calls were cancelled. (*See Exhibit "C"*).

Before adjourning, there was a brief discussion under other business concerning the possible tax implications for Department volunteers who receive stipends for volunteering their time. Staff advised Attorney Oxford had sent information on this issue but since he was not there, they asked to push this matter until the next meeting. (See Exhibit "D").

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, September 23, 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 6:56 p.m. This motion was seconded by Commissioner Simmons and was unanimously approved by all the Commissioners.

ATTEST TO:



Position: PRESIDENT

Date: 9-26-2019



Position: TREASURER

Date: 9-26-2019