

**MINUTES OF THE PUBLIC HEARING AND 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 4:00 p.m. on the 26th day of September 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, Assistant Administrator for District; Hubert Oxford, IV General Counsel; and Robert Ring with Jefferson County Emergency Service District No. 1, Inc. (“Department”).

Upon establishing that a quorum was present, at approximately 4:22 p.m., President Johnson called the Public Hearing to order and advised that the Public Hearing had been posted in the Examiner pursuant to Section 26.052 of the Texas Tax Code. (See Exhibit “A”). He then called on Attorney Oxford to provide a recommendation on the tax rate for 2019-2020. According to Attorney Oxford, he recommended that the Board adopt the effective tax rate for 2019-2020, which was set at \$0.080231 per \$100.00. Attorney Oxford reminded the Board that while this rate was less than the previous year, it was still the maximum tax rate allowed to be charged without having to go through the Rollback Rate procedures. Attorney Oxford also informed those present that if the District adopted the \$0.080231 per \$100.00 tax rate, this should generate \$176,307.21 in tax revenues. In response to questions concerning the reduction in the tax rate from the prior

year, Attorney Oxford explained that the rate went down because the Total Taxable Value increased from \$163,938,644.00 in 2018-2019 tax year to \$224,155,408.00 in the current tax year.

President Johnson then called on staff and Attorney Oxford to present the 2019-2020 the budget for the upcoming year. (See Exhibit “B”). A summary of the proposed budget is as follows

Category	Income Total	Sept. 2019 Amended Budget	2019-2020 Proposed Budget	↑↓ Budget
		\$183,892.39	\$194,558.46	\$10,666.07
Administrative ("District") Expenses				
AE Total		(\$51,596.13)	(\$45,746.13)	(\$5,850.00)
Operations ("Department") Expenses				
OE TOTALS		(\$159,413.28)	(\$137,067.97)	(\$22,345.31)
Total Expenses		(\$211,009.41)	(\$182,814.10)	(\$28,195.31)
Net Revenue		(\$27,117.02)	\$11,744.36	\$38,861.38

Staff then explained that revenue was expected to increase by \$10,666.07 because the new tax rate was expected to generate approximately \$10,000.00 more than last year. They then reviewed the expenses and showed the Board that the Administrative expenses should be reduced by \$5,850.00 because there was no audit for last year but also reminded the Board that the accounting line item was going to need to be increased once the cost for converting to Quickbooks was determined. As for Operational Expenses, staff expected these to be reduced by \$22,345.31 because Ms. LaFlamme passed along that the Chief was comfortable that the vehicles would require less maintenance in 2019-2020 since each vehicle received substantial maintenance following Hurricane Harvey. Overall, Attorney Oxford informed the Board that the 2019-2020 budget created a surplus of \$11,744.36 which creates a \$38,861.38 difference from 2018-2019.

After some discussion on the proposed property tax rate; and the budget for 2019-2020, President Johnson asked if there were any questions or suggestions that were not discussed. There being none, a motion was made by Commissioner Zambardino to adjourn the Public Hearing at

4:56 p.m. This motion was seconded by Commissioner Simmons and approved with the unanimous consent of all Commissioners present.

Immediately, after the Public Hearing was concluded, at approximately 4:57 p.m., President Johnson called the Regular Meeting to order. All said Commissioners were present. Also present at the meeting were Julie LaFlamme, Assistant Administrator for District; Josh Heinz, General Counsel; and Robert Ring with Department.

Upon establishing that a quorum was present, President Johnson asked Commissioner Simmons 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. 6 to consider, discuss, and take action, if necessary, on appointment of officers. President Johnson called on Commissioner Zambardino to take over as the President. Commissioner Zambardino thanked President Johnson for the recommendation but asked that for the 2019-2020 tax year, the Board remain the same for 2019-2020 but he would be willing to take over as the President in the following year. The Board concurred and Commissioner Zambardino made a motion for the officers to maintain their existing positions set forth below:

John Johnson	President
Hoyt Simmons	Vice President
Mark Zambardino	Treasurer
Brett Weldy	Secretary

This motion was seconded by Commissioner Weldy and unanimously approved by all the Board members.

Thereafter, the Commissioners were asked to address Agenda Item No. 6, to review, discuss, and approve minutes of the August 26, 2019 Regular Meeting. Mrs. LaFlamme informed the Board that she reviewed the draft minutes and made suggested changes that were incorporated into the minutes presented. The Commissioners then reviewed the minutes and didn't find any

other changes that needed to be made. Thus, a motion was made by Commissioner Zambardino to approve the August 26, 2019 Regular Meeting minutes as drafted. This motion was seconded by Commissioner Simmons and approved with the unanimous consent of all Commissioners.

Next, President Johnson asked Assistant Administrator LaFlamme to present Agenda Item No. 7, to review and approve financial statement for the month of August 2019; to authorize payment of the District's bills; and amend the budget if necessary. (See Exhibit "C-1"). According to Mrs. LaFlamme, at the beginning of August 2019, the District had \$254,417.28 in its checking account at the beginning of the month. During the month of July 2019, the District received \$1,655.73 in tax deposits, \$6.51 interest payments. After the payment of \$10,786.34 in expenses approved at the previous meeting, the ending balance in the District's checking account at the end of the month was \$245,293.18. In addition, the District's balance in its savings account at the end of the month was \$27,463.62 which brought the total liquid assets of the District to \$272,757.80 as of August 31, 2019.

Mrs. LaFlamme also presented the Department's financial summary. As has been the case since April of 2019, the Department's checking account remained at \$10,000.00 because the Department has incurred no expenses. However, the Department was given a donation of \$250.00 that was deposited into its savings account and as a result, the Department's balance in its savings account increased to \$8,675.02. Therefore, the total liquid assets of the Department increase to \$18,675.02 as of August 31, 2019.

Mrs. LaFlamme then asked the Commissioners to review the invoices paid since the last meeting and the outstanding invoices. Per Mrs. LaFlamme, this month, the expenses were higher than usual (i.e., \$27,873.00) because the District had to pay for vehicle; accident and sickness; contents insurance; and worker's compensation insurance. In addition, next year's \$3,300.00

payment to Orange County Emergency Services No. 2 for dispatch was due along with the requisite software for reporting that cost \$699.00. A summary of all the invoices to be considered is as follows:

Payee	Category	Account District or Dept.	Check #	Date Incurred	Date Paid	Amount
Gulf Coast Insurance Agency, Inc.	OE-3 Workman's Comp. Insurance	District	1728	09/06/19	09/06/19	\$3,424.00
Casco Industries, Inc.	OE-7 Bunker Gear Maintenance/Purchase	District	1729	08/27/19	09/06/19	\$2,382.00
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	District	Auto	08/30/19	09/09/19	\$125.93
Centerpoint	OE-17 Utilities (Electric & Gas)	District	Auto	08/30/19	09/10/19	\$40.42
EMEC	OE-14 Medical Training (CPR & Other)	District	1730	09/10/19	09/10/19	\$100.00
Hayden and Company	OE-5 Equipment Maint/Repair/Purchase	District	1731	09/17/19	09/24/19	\$272.32
Terry Peddy Pest Control, Inc.	OE-23 Station Maintenance	District	1732	09/16/19	09/24/19	\$55.00
Entergy	OE-17 Utilities (Electric & Gas)	District	1733	08/30/19	09/24/19	\$185.82
VFIS of Texas	OE-2 Vehicle, A&S & Contents Pkg Insurance	District	1734	09/24/19	09/24/19	\$9,158.00
AA Climate Control Storage	OE-23 Station Maintenance	District	1735	09/24/19	09/24/19	\$179.00
Elite Card Payment Center	AE-6 Office, Postage, Operations, Misc.	District	1736	08/30/19	09/24/19	\$528.37
Elite Card Payment Center	OE-4 Vehicle Main/Repair/Pump Recertification	District	1736	08/23/19	09/24/19	\$1,328.04
Elite Card Payment Center	OE-29 Meals	District	1736	09/09/19	09/24/19	\$57.67
Elite Card Payment Center	OE-6 Fuel	District	1736	08/12/19	09/24/19	\$31.15
Elite Card Payment Center	OE-16 Organizational Dues	District	1736	08/16/19	09/24/19	\$45.00
Elite Card Payment Center	OE-18 Internet & TV	District	1736	09/02/19	09/24/19	\$82.68
Card Service Center	OE-6 Fuel	District	POP	08/30/19	09/26/19	\$219.31
Card Service Center	OE-29 Meals	District	POP	08/30/19	09/26/19	\$110.73
Allied Electrical Systems & Solutions	OE-5 Equipment Maint/Repair/Purchase	District	1737	08/23/19	09/24/19	\$91.00
Jefferson Central Appraisal Dist	AE-7 JCAD Fees	District	1738	08/30/19	09/24/19	\$402.57
ETFFMA	OE-16 Organizational Dues	District	1739	09/24/19	09/24/19	\$45.00
Brandon Lee - Unit #170	OE-25 Paid Salaries	District	1740	09/18/19	09/24/19	\$148.00
John Stone - Unit #171	OE-25 Paid Salaries	District	1741	9/17/209	09/24/19	\$956.00
G. Hollaway - Unit #174	OE-25 Paid Salaries	District	1742	09/03/19	09/24/19	\$448.00
Kaleb Barner - Unit #176	OE-25 Paid Salaries	District	1743	09/12/19	09/24/19	\$160.00
Matthew Behnken - Unit #178	OE-25 Paid Salaries	District	1744	09/04/19	09/24/19	\$320.00
Justin Hatcher - Unit #179	OE-25 Paid Salaries	District	1745	09/16/19	09/24/19	\$160.00
Ty Russell - Unit #180	OE-25 Paid Salaries	District	1746	09/18/19	09/24/19	\$560.00
Aaron Matthews - Unit #181	OE-25 Paid Salaries	District	1747	09/13/19	09/24/19	\$320.00
Emergency Training Enterprises	AE-3 Firefighter Coordinator	District	1748	08/30/19	09/24/19	\$300.00
Joshua C. Heinz - Attorney	AE-4 Legal Expenses	District	1749	08/30/19	09/24/19	\$250.00
Hubert Oxford, IV - Attorney	AE-4 Legal Expenses	District	1750	08/30/19	09/24/19	\$250.00
Chris Gonzales - Administrator	AE-13 Staff	District	1751	08/30/19	09/24/19	\$500.00
Julie LaFlamme - Assist. Admin.	AE-13 Staff	District	1752	08/30/19	09/24/19	\$500.00
Joe Tumbleson	OE-4 Vehicle Main/Repair/Pump Recertification	District	1753	09/06/19	09/24/19	\$100.00
Orange County ESD #2	OE-26 Emergency Reporting (Software)	District	1754	10/01/19	09/26/19	\$699.00
Orange County ESD #2	OE-28 Dispatch (OCESD No. 2)	District	1754	10/01/19	09/26/19	\$3,300.00
Verizon	OE-18 Internet & TV	District	Auto	08/30/19	09/26/19	\$37.99
						\$27,873.00

Once the discussion on the financials and invoices concluded, Attorney Oxford reminded the Commissioners that they needed to make final budget amendments for the 2018-2019 budget. Since the Commissioners recently amended the budget, the purpose of this amendment was to try to get as close to the actual end of the year numbers as possible. (See Exhibit "C-2"). The amendments made were as follows:

Budget Amendments for 2018-2019					
	2018-2019 Budget	Amended Budget Feb. 25, 2019	7/29/2019 Updated Amended Budget	9/26/2019 Updated Amended Budget	↑↓ Budget 7/29/2019 to 9/26/2019
Income					
Property Tax	\$161,480.29	\$161,480.29	\$161,480.29	\$165,500.00	\$4,019.71
Total	\$177,961.29	\$187,961.29	\$179,411.74	\$183,431.45	\$4,019.71
Administrative ("District") Expenses					
VFIS Property Insurance	\$5,500.00	\$5,500.00	\$5,500.00	\$5,763.00	\$263.00
Firefighter Coordinator	\$2,100.00	\$2,100.00	\$3,600.00	\$3,300.00	(\$300.00)
Office, Postage, Operations, Misc.	\$1,800.00	\$1,800.00	\$2,300.00	\$3,000.00	\$700.00
JCAD Fees	\$1,600.00	\$1,600.00	\$1,600.00	\$1,700.00	\$100.00
Certification, Travel, Education	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	(\$2,500.00)
Pay to/Owe to Department	\$5,148.13	\$5,148.13	\$5,148.13	\$5,148.00	(\$0.13)
AE Total	\$51,381.15	\$51,891.15	\$53,033.13	\$51,296.00	(\$1,737.13)
Operations ("Department") Expenses					
Vehicle, A&S & Contents Pkg Insurance	\$12,000.00	\$12,000.00	\$12,000.00	\$12,500.00	\$500.00
Workman's Comp. Insurance	\$2,000.00	\$2,000.00	\$2,000.00	\$3,424.00	\$1,424.00
Radio & Pager Maintenance/Purchase	\$3,600.00	\$3,600.00	\$3,600.00	\$2,415.00	(\$1,185.00)
Telephone Service (Phone/Fax/Security)	\$1,400.00	\$1,400.00	\$1,400.00	\$1,441.74	\$41.74
Medical Supplies/Oxygen	\$1,500.00	\$1,500.00	\$500.00	\$766.12	\$266.12
Annual Fire Hose Testing	\$2,000.00	\$2,000.00	\$2,000.00	\$1,558.20	(\$441.80)
SCBA Air Pak Testing/Machine (MES) - Hydro Test done every 3 yrs	\$1,300.00	\$1,300.00	\$1,300.00	\$689.00	(\$611.00)
Station Maint. (Pest Control, Cleaning, Flags, Station Washing, Security Services)	\$2,000.00	\$4,000.00	\$4,500.00	\$4,933.12	\$433.12
E-Dispatch Yearly Fee	\$365.00	\$365.00	\$365.00	\$364.50	(\$0.50)
Dispatch (OCESD No. 2)	\$4,806.00	\$4,806.00	\$4,806.00	\$4,806.33	\$0.33
OE TOTALS	\$131,728.27	\$169,028.27	\$158,986.27	\$159,413.28	\$427.01
Total Expenses	\$183,109.42	\$220,709.42	\$212,019.40	\$210,709.28	(\$1,310.12)
Net Revenue	(\$5,148.13)	(\$32,748.13)	(\$32,607.66)	(\$27,277.83)	\$2,709.59

Thereafter, the Commissioners reviewed the final budget summary for October 2018-August 2019. With one month remaining, total revenue was \$5,470.16 than original budgeted. As for the expenses, the Administrative Expenses were slightly less than originally budgeted but the Operating Expenses were \$27,685.01 higher than expected due to vehicle and equipment repairs and the purchase of bunker gear for which the District was reimbursed through a Texas Forest Service grant. A summary of the original budget and three (3) amendments is set forth below.

Budget Amendments for 2018-2019					
	2018-2019 Budget	Amended Budget Feb. 25, 2019	7/29/2019 Updated Amended Budget	9/26/2019 Updated Amended Budget	↑↓ Budget 7/29/2019 to 9/26/2019
Income					
Total	\$177,961.29	\$187,961.29	\$179,411.74	\$183,431.45	\$4,019.71
Administrative ("District") Expenses					
AE Total	\$51,381.15	\$51,681.15	\$53,033.13	\$51,296.00	(\$1,737.13)
Operations ("Department") Expenses					
OE TOTALS	\$131,728.27	\$169,028.27	\$158,986.27	\$159,413.28	\$427.01
Total Expenses	\$183,109.42	\$220,709.42	\$212,019.40	\$210,709.28	(\$1,310.12)
Net Revenue	(\$5,148.13)	(\$32,748.13)	(\$32,607.66)	(\$27,277.83)	\$2,709.59

At the end of the discussion of the budget amendments, Commissioner Zambardino made a motion to approve the financials, invoices, and budget amendments. (See Exhibits "C-1" and "C-2"). This motion was seconded by Commissioner Weldy and unanimously approved by all Commissioners present.

Following the discussion on the final 2018-2019 Budget, President Johnson then asked staff and Attorney Oxford to address Agenda Item No 8 to review, discuss and take action to adopt the District's fiscal year 2019-2020. The Commissioners were referred to the proposed budget discussed during the public hearing. (See Exhibit "B"). Since this was previously discussed during the Public Hearing, Mark Zambardino made a motion to approve the 2019-2020 Budget as well as the Resolution Adopting Budget; and Certificate for Resolution Adopting Budget. (See Exhibit "D"). Commissioner Zambardino's motion was seconded by Commissioner Simmons and unanimously approved by all the Commissioners.

Moving to the next agenda item, Staff and Attorney Oxford were asked to address Agenda Item No. 9, to discuss and take action to set the District's 2019-2020 ad valorem tax rate. Again, Attorney Oxford explained that if the District adopted a tax rate of \$0.080231 per \$100.00 for 2019-2020, the estimate property tax revenues for the District would be \$176,307.21. This would be \$16,000.00 more than the previous year. Once more, since this agenda item was previously discussed during the Public Hearing, a motion was made by Commissioner Simmons to adopt the

\$0.080231 per \$100.00 for 2019-2020 and to authorize the execution of the Order Levying Taxes at \$0.080231 per \$100.00 along with the Certificate of Order (*See Exhibit "E"*). This motion was seconded by Commissioner Weldy and passed with the unanimous consent of all Commissioners.

After the adoption of the tax rate and Order Levying Taxes, Attorney Oxford and staff were asked if they had anything to discuss for Agenda Item No. 10, to review and discuss 2019-2020 tax rate form and other information/materials to be submitted to the Jefferson County Tax Assessor-Collector. Attorney Oxford told the Commissioners there was only one outstanding document that needed approval and that was the Resolution to Approve the 2019 Tax Roll. (*See Exhibit "F"*). After a quick review of the Resolution, Commissioner Zambardino made a motion to approve the Resolution to Approve the 2019 Tax Role. This motion was seconded by Commissioner Weldy and unanimously approved by all Commissioners.

President Johnson then asked the Commissioners to move to Agenda Item No. 11, 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 and there was no discussion on this agenda item.

Next, the Commissioners was asked to address Agenda Item No. 12, 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, Mrs. LaFlamme responded that there was nothing to report and recommended no action be taken.

At the conclusion of the action items, President Johnson asked Mrs. LaFlamme to present the Chief's report. Mrs. LaFlamme reported that in August 2019, the Department only responded to two calls. One was a motor vehicle accident and the other an investigation into a LP tank. (*See*

Exhibit "G"). However, Mr. Ring disagreed that there were only two (2) reports for the month and the two agreed to review the report and present it at the October meeting.

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, October 28, 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 5:35 p.m. This motion was seconded by Commissioner Simmons and was unanimously approved by all the Commissioners.

ATTEST TO:



Position: PRESIDENT

Date: 10-28-2019



Position: Vice-President

Date: 10/28/2019