

**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 27th day of January 2020, 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: Chief Chris Gonzales, Administrator and Chief of the Jefferson County Emergency Service District No. 1, Inc. (“Department”). Mrs. Julie LaFlamme, Assistant Administrator for District; Hubert Oxford, IV General Counsel; and Robert Ring and Deputy Justin Hidalgo with the Department.

Upon establishing that a quorum was present, President Johnson asked Commissioners Simmons to lead the group in prayer and President Johnson lead the Pledge of Allegiance. Afterwards, President Johnson asked for public comment and there being none, President Johnson called on the Commissioners to address Agenda Item No. 4, to review, discuss, and approve minutes of the December 16, 2019 Regular Meeting. Mrs. LaFlamme informed the Commissioners that she reviewed the draft minutes and made suggested changes that have been incorporated in the minutes presented to the Commissioners. After a review of the proposed minutes, Commissioner Zambardino made a motion to approve the December 16, 2019 Regular Meeting. This motion was seconded by Commissioner Weldy and approved with the unanimous consent of all Commissioners.

Next, President Johnson asked Assistant Administrator LaFlamme to present Agenda Item No. 5 to review and approve financial statements for the month of December 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 December 2019, the District had \$212,638.90 in its checking account at the beginning of the month. During the month of December 2019, the District received \$8,820.32 in tax deposits and \$5.57 in interest payments. After the payment of \$11,452.50 in expenses approved at the previous meeting, the ending balance in the District's checking account at the end of the month was \$210,012.29. In addition, the District's balance in its savings account increased by \$0.70 to \$27,467.38, which brought the total liquid assets of the District to \$237,479.67 as of December 31st, 2019.

Mrs. LaFlamme also presented the Department's financial summary. In December 2019 the Department still had not used any of the funds provided by the Department but was reimbursed the \$12.50 assessed by Community Bank for an inactive account. Because the fee was reversed, the balance returned to \$10,000.00. Furthermore, the Department's saving account changed to \$8,775.02 and the total liquid assets increased to \$18,875.02.

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 paid following the December 2019 meeting and the invoices she asked to be paid at the meeting totaled \$10,674.86. A list of all the invoices to be considered is as follows:

Paid @ Jan. 2019 Meeting					
Payee	Category	Check #	Date Incurred	Date Paid	Amount
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	AUTO	12/31/19	01/08/20	\$129.34
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	12/31/19	01/10/20	\$57.25
Card Service Center	OE-6 Fuel	POP	12/31/19	01/25/20	\$229.43
Card Service Center	OE-29 Meals	POP	12/31/19	01/25/20	\$30.06
Card Service Center	OE-23 Station Maintenance	POP	12/31/19	01/25/20	\$142.43
Verizon	OE-18 Internet & TV	AUTO	12/31/19	01/26/20	\$37.99
Municipal Emergency Services	OE-5 Equipment Maint/Repair/Purchase	1813	12/13/19	01/27/20	\$160.00
Sharp Testing Services, Inc.	OE-20 Annual Fire Hose Testing	1814	01/14/20	01/27/20	\$1,409.00
Safe and Sound Security Services	OE-11 Fire Alarm Service	1815	01/15/20	01/27/20	\$75.00
Galls, Inc.	OE-9 Uniform Maintenance/Purchases	1816	12/27/19	01/27/20	\$121.75
The Examiner	AE-6 Office, Postage, Operations, Misc.	1817	01/02/20	01/27/20	\$30.00
Entergy	OE-17 Utilities (Electric & Gas)	1818	12/31/19	01/27/20	\$201.55
Allison Nathan Getz, Tax Assessor	AE-5 Jefferson Co. Tax Collector Fees	1819	10/08/19	01/27/20	\$911.40
Sieben Equipment Service Inc.	OE-4 Vehicle Main/Repair/Pump Recertification	1820	01/14/20	01/27/20	\$509.04
Elite Card Payment Center	OE-23 Station Maintenance	1821	12/31/19	01/27/20	\$341.44
Elite Card Payment Center	AE-6 Office, Postage, Operations, Misc.	1821	12/31/19	01/27/20	\$127.79
Elite Card Payment Center	OE-18 Internet & TV	1821	12/31/19	01/27/20	\$82.68
Brandon Lee - Unit #170	OE-25 Paid Salaries	1822	01/16/20	01/27/20	\$408.00
John Stone - Unit #171	OE-25 Paid Salaries	1823	01/24/20	01/27/20	\$800.00
Greg Hollaway - Unit #174	OE-25 Paid Salaries	1824	01/17/20	01/27/20	\$148.00
Kaleb Barner - Unit #176	OE-25 Paid Salaries	1825	01/03/20	01/27/20	\$624.00
Ehren Davis - Unit #177	OE-25 Paid Salaries	1826	01/22/20	01/27/20	\$304.00
Matthew Behnken - Unit #178	OE-25 Paid Salaries	1827	12/13/19	01/27/20	\$160.00
Ty Russell - Unit #180	OE-25 Paid Salaries	1828	01/08/20	01/27/20	\$320.00
AJ Matthews - Unit #181	OE-25 Paid Salaries	1829	01/20/20	01/27/20	\$960.00
Emergency Training Enterprises	AE-3 Firefighter Coordinator	1830	12/31/19	01/27/20	\$300.00
Joshua C. Heinz	AE-4 Legal Expenses	1831	12/31/19	01/27/20	\$350.00
Hubert Oxford, IV	AE-4 Legal Expenses	1832	12/31/19	01/27/20	\$350.00
Chris Gonzales	AE-13 Staff	1833	12/31/19	01/27/20	\$500.00
Julie LaFlamme	AE-13 Staff	1834	12/31/19	01/27/20	\$500.00
Municipal Emergency Services	OE-21 SCBA Air Pak Testing/Machine	1835	12/31/19	01/27/20	\$44.00
Municipal Emergency Services	OE-5 Equipment Maint/Repair/Purchase	1836	12/02/19	01/27/20	\$205.00
Superior Press Print Charge	AE-6 Office, Postage, Operations, Misc.	AUTO	12/18/19	12/18/19	\$105.71
					\$10,674.86

Once the discussion on the financials and invoices concluded, Attorney Oxford reviewed the cash flow and budget for 2019-2020. Attorney Oxford explained that property tax revenue should start to be received in January but as of the end of the December 2019, the District had accrued \$16,676.93 in revenues and \$35,996.00 in expenses. Otherwise, he stated the budget appeared to be in order, but it was still too early in the year to make any amendments.

At the end of the discussion of the finances and invoices to be paid, Commissioner Weldy made a motion to approve the financials and invoices presented in **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.6, to review, discuss, and take any needed action regarding: 1) staffing; 2) purchase and/or 3) repair requests submitted by the Volunteer Fire Department. The Chief reported that the generator for Engine 3 is broken and unrepairable. As such, he requested authority to replace it with a Honda Generator that he estimated would cost up to \$5,000.00. In addition, the Commissioners reviewed a proposal by Volunteer Fire Fighter Justin Hidalgo to set up a District website and to host the website. The cost for Deputy Hidalgo to perform the work was \$650.00. (*See Exhibit "B"*). Attorney Oxford reported that this was \$100.00 cheaper than his other clients have been paying and recommended the Commissioners accept the proposal. As such, Commissioner Zambardino made a motion to give the Chief up to \$5,000.00 in authority to purchase a Honda generator and to engage Deputy Hidalgo to begin construction of the District's website and then to host the website. Commissioner Zambardino's motion was seconded by Commissioner Weldy and unanimously approved by all the Commissioner's present.

Next, the Commissioners were asked to address Agenda Item No. 7, to review, discuss, and take any needed action regarding applying and/or accepting grants, President Johnson asked staff if there were any grant updates. Chief Gonzales responded that he had nothing to report and no action was taken. However, he did present the Commissioners with a check for \$2,143.80 from the Texas Forest Service for worker's compensation reimbursement.

President Johnson then called on the Chief and Deputy Hidalgo to present Agenda Item No. 8, to review, discuss and take action, if necessary, on adopting fire codes. The Chief explained to the Commissioners that he was considering the need to adopt a fire code within the District,

subject to the rules set forth in Chapter 775 of the Health & Safety Code, to regulate the construction of commercial buildings within the District. The Chief continued by explaining he had done some preliminary research and met with the City of Beaumont's Assistant Fire Marshall and received their recommendations. Looking forward, the Chief stated that once he was able to work at the station on a more full-time basis, he would be able to research the adoption of the fire code closer but wanted to bring this to the Commissioner's attention. Thereafter, Deputy Hidalgo presented the Commissioners with a packet that consisted of information for a Fire Marshall and informed the Commissioners he had been looking into the need and qualifications for a Fire Marshall to enforce the Code. The Commissioners reviewed the packet with Deputy Hidalgo but generally agreed that more research was needed to proceed with the District's authority to adopt a code and means to enforce the code. Otherwise, no action was taken.

Turning to Agenda Item No. 9, to review, discuss and take action, if necessary, on hiring a full time District Manager. Once again President Johnson called on Chief Gonzales present to address the Commissioners. As previously discussed, Chief Gonzales informed the Commissioners that he was prepared to accept a more permanent role as Manager for the District and stated that he would be able to start this position on March 9, 2020. In anticipation of this position, the Chief worked with Attorney Oxford on an Amended Agreement for Administrative Services. (See Exhibit "C"). According to the agreement, the term is for one (1) year and provides for the Chief to receive \$2,400.00 per month. In exchange, the Chief has agreed, at a minimum, to serve at least two (2) shifts per week (i.e., twenty (20) hours per week) in lieu of a paid firefighter to perform the duties of a station attendant and respond to calls as well as the other duties set forth in the Agreement. The Commissioners reviewed the proposed agreement prepared by Attorney Oxford and afterwards, Commissioner Simmons made a motion to approve the First Amended

Agreement for Administrative Services with Chief Gonzales. This motion was seconded by Commissioner Zambardino and unanimously approved by all the Commissioners present.

Lastly, President Johnson called on Chief Gonzales to address Agenda Item No 10, to review and discuss the December Run Report. The Chief presented the Commissioners with a revised report for December 2019. In December 2019, the Department responded to seventeen (17) calls that included, among other things, ten (10) medical assist and transports; one (1) fatality in a car wreck; one (1) resident extracted from a bathroom; and one (1) structure fire. (See Exhibit "D").

There being no other matters to discuss, President Johnson thanked the Commissioners for coming to the meeting and asked for dates to have the next meeting. The Commissioners agreed that the next meeting shall be held on Monday, February 24, 2020 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 7:20 p.m. This motion was seconded by Commissioner Weldy and was unanimously approved by all the Commissioners.

ATTEST TO:



Position: PRESIDENT

Date: 2-24-2020



Position: Vice President

Date: 2/24/2020