

**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 October 2020, at the 13550 River Oaks Blvd., Beaumont, Texas 77713, pursuant to notice duly posted according to law.

This meeting was held pursuant to the May 12, 2020 Order by the Governor of the State of Texas to allow Commissioners, staff, and members of the public to participate in the Regular Meeting by conference call. In addition, a recording of the meeting was made and is available to public.

The roll was called of the Commissioner on the Board, to-wit:

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

All said members were present, except Commissioner Brett Weldy, thus constituting a quorum. In addition to the above-named Directors, the following persons were also present:

Attendee	Position
Chief Chris Gonzales	Administrator
Mrs. Julie LaFlamme	Assistant Administrator
Mr. Hubert Oxford, IV	Benckenstein & Oxford, LLP
Mr. Robert Ring	Department

At 6:11 p.m., President Johnson announced that a quorum was established, and then called on Chief Gonzales to lead the group in prayer. Afterwards, President Johnson asked for public comment but there was none.

Agenda Item No. 5 – Approve Prior Minutes

The President then requested that the Commissioners review the minutes of the September 21, 2020 Public Hearing and Regular Meeting. The President asked if there were any corrections or additions but there were none.

Upon motion by Commissioner Mark Zambardino, which was seconded by Commissioner Hoyt Simmons, and the unanimous vote of all the Commissioners present, approved minutes of the September 21, 2020 Public Hearing and Regular Meeting.

Agenda Item No. 6 - Review and approve and take-action, if necessary, on approving financial statement; authorize payment of invoices; and amending the budget.

Assistant Administrator LaFlamme reported that at the beginning of September 2020, the District had \$267,749.58 in its checking account. During the month of September 2020, the District received \$1,016.60 in tax deposits; and \$2.17 in bank interest. After considering the \$24,041.09 in checks approved at the last meeting, the ending balance in the District's checking account at the end of the month was \$244,727.26. In addition, the District's balance in its savings account increased by \$0.23 to \$27,470.75 which brought the total liquid assets of the District to \$272,198.01 as of September 30, 2020. (See Exhibit "A").

Mrs. LaFlamme also presented the Department's financial summary. In September 2020, the Department's balance was reduced by \$12.50 to \$9,962.50 due to an inactive use bank fee. Likewise, the District's savings account was reduced by \$12.50 due to an inactive account fee bringing the balance to \$8,450.02. In total, at the end of September, the Department's balance in both accounts amounted to \$18,412.52. (See Exhibit "A").

Mrs. LaFlamme then asked the Commissioners to review the invoices that have been paid via auto withdraw since the last meeting and the outstanding invoices to be paid at the current meeting. Per Mrs. LaFlamme, the expenses paid following

the September 2020 meeting and the invoices to be paid at the meeting totaled \$11,859.82. This month the District received two invoices for Municipal Emergency Services. The Invoice for \$1,170.50 was to fix the Compressor on the SBCA fill station and the second invoice for \$1,201.34 was to replace a broken SBCA bottle.

Below is the complete list of all the invoices to be paid:

Paid @ October 2020 Meeting					
Payee	Category	Check #	Date Incurred	Date Paid	Amount
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	AUTO	09/30/20	10/8/2020	\$130.78
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	09/30/20	10/9/2020	\$48.22
Verizon	OE-20 Annual Fire Hese Testing	AUTO	09/30/20	10/26/2020	\$37.99
Terry Peddy Pest Control, Inc.	OE-23 Station Maintenance	1983	10/13/20	10/26/2020	\$55.00
Municipal Emergency Services	OE-5 Equipment Maint/Repair/Purchase	1984	09/23/20	10/26/2020	\$1,170.50
Municipal Emergency Services	OE-5 Equipment Maint/Repair/Purchase	1985	08/12/20	10/26/2020	\$1,201.34
Allison Nathan Getz, Tax Assessor-Coll	AE-5 Jefferson Co. Tax Collector Fees	1986	10/06/20	10/26/2020	\$911.82
Allied Electrical Systems & Solutions, Inc.	OE-5 Equipment Maint/Repair/Purchase	1987	10/13/20	10/26/2020	\$50.50
Emergency Medical Products	OE-15 Medical Supplies/Oxygen	1988	09/22/20	10/26/2020	\$218.36
Bearcom	OE-8 Radio & Pager Maintenance/Purchase	1989	09/25/20	10/26/2020	\$120.00
South East Texas Regional Planning Commission	AE-12 Dues	1990	10/06/20	10/26/2020	\$150.00
Texas Mutual	OE-3 Workman's Comp. Insurance	1991	09/30/20	10/26/2020	\$426.09
Entergy	OE-17 Utilities (Electric & Gas)	1992	09/30/20	10/26/2020	\$175.05
Coastal Welding Supply Inc.	OE-15 Medical Supplies/Oxygen	1993	09/23/20	10/26/2020	\$20.68
Coastal Welding Supply Inc.	OE-15 Medical Supplies/Oxygen	1994	10/13/20	10/26/2020	\$31.02
Card Service Center	OE-5 Equipment Maint/Repair/Purchase	1995	09/30/20	10/26/2020	\$9.20
Card Service Center	OE-23 Station Maintenance	1995	09/30/20	10/26/2020	\$7.58
Card Service Center	OE-29 Meals	1995	09/30/20	10/26/2020	\$43.40
Card Service Center	OE-6 Fuel	1995	09/30/20	10/26/2020	\$194.05
Wells Fargo (Elite Card Payment)	OE-4 Vehicle Main/Repair/Pump Recertification	1996	09/30/20	10/26/2020	-\$177.99
Wells Fargo (Elite Card Payment)	OE-21 SCBA Air Pak Testing/Machine	1996	09/30/20	10/26/2020	\$456.83
Wells Fargo (Elite Card Payment)	OE-18 Internet & TV	1996	09/30/20	10/26/2020	\$95.70
Wells Fargo (Elite Card Payment)	OE-18 Internet & TV	1996	09/30/20	10/26/2020	\$15.70
Brandon Lee - Unit #170	OE-25 Paid Salaries	1997	10/21/20	10/26/2020	\$160.00
John Stone - Unit #171	OE-25 Paid Salaries	1998	10/21/20	10/26/2020	\$1,120.00
Greg Holloway - Unit #174	OE-25 Paid Salaries	1999	10/21/20	10/26/2020	\$444.00
Matthew Behnken - Unit #178	OE-25 Paid Salaries	2000	10/21/20	10/26/2020	\$160.00
Uma Lara - Unit #182	OE-25 Paid Salaries	2001	10/21/20	10/26/2020	\$292.00
Gabe Luke - Unit #183	OE-25 Paid Salaries	2002	10/21/20	10/26/2020	\$292.00
Emergency Training Enterprises	AE-3 Firefighter Coordinator	2003	09/30/20	10/26/2020	\$100.00
Joshua C. Heinz - Attorney	AE-4 Legal Expenses	2004	09/30/20	10/26/2020	\$350.00
Hubert Oxford, IV - Attorney	AE-4 Legal Expenses	2005	09/30/20	10/26/2020	\$350.00
Chris Gonzales - Administrator	AE-13 Staff	2006	09/30/20	10/26/2020	\$2,400.00
Julie LaFlamme - Assist. Admin.	AE-13 Staff	2007	09/30/20	10/26/2020	\$500.00
					\$11,859.82

Once the discussion on the financials and invoices concluded, staff was called on to review the District's Balance Sheet and Income Statement. Staff informed the Board that the year end statement and balance sheet that was prepared for the meeting was not correct because staff needed assistance with QuickBooks to amend the budget and close out the year. However, staff assured the Board that at the next meeting, they will have the 2019-2020 year-end income statement and balance sheet.

At the end of the discussion of the finances, invoices to be paid and the suggested budget amendments, Commissioner Mark Zambardino made a motion to

approve the Account Balance reports and invoices set forth in **Exhibit "A"** but not the 2019-2020 year-end income statement and balance sheet to be presented at the November 2020 Regular Meeting. This motion was seconded by Commissioner Hoyt Simmons and unanimously approved by all Commissioners present.

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.

The Chief reported to the Board that Engine 12 and Engine 13 needed repairs. Per the Chief, Engine 12 is due for new tires and he received a quote from Southern Tire to replace the tires for \$3,389.53. Likewise, the u joint on Engine 12 was going out and it needed to be replaced. Meanwhile, the water pump on Engine 13 no longer worked and he requested to get this replaced as well.

The Board agreed and then a motion was made by Commissioner Hoyt Simmons to purchase a new set of tires for Engine 12; repair the u joint for Engine 12; and fix the water pump on Engine 13. This motion was seconded by Commissioner Mark Zambardino and unanimously approved by all Commissioners present.

Agenda Item No. 8 - To review, discuss, and take any needed action regarding applying and/or accepting grants.

The Chief was happy to present the Board with a grant award for \$20,000.00 by the Texas Forest Service to purchase equipment. Per the Chief, this grant was given contingent to a 75%/25% match. (See **Exhibit "B"**). Therefore, if the Department spent \$26,667.00 on equipment approved by the Forest Service, the Department would be reimbursed \$20,000.00 and the final cost to the Department would be \$6,667.00. Consequently, the Chief asked the District for assistance of up to \$26,667.00 with purchasing the equipment and if approved, the Department would reimburse the District it was repaid by the Texas Forest Service. The Chief then discussed the equipment that was needed. Among the items discussed were hoses; flashlights; special light for a generator; and saws.

In response, the Commissioners expressed that they were happy to assist the Department but asked the Chief to verify that the Department would be reimbursed before purchasing any equipment not on the state's pre-approved list. Furthermore,

since the Department already had \$10,000.00 in its checking account, the Commissioners discussed writing a check to the Department in the amount of \$20,000.00 to assist with the purchases. Lastly, Attorney Oxford noted that the District needed to amend their budget at the next meeting because there was only \$3,000.00 in the budget for equipment.

Before concluding the discussion on this agenda item, the Chief also informed the Board that the Department applied for a \$10,000.00 training grant from the Texas Forest Service and expected to have a response before the next meeting. If awarded, the grant is funded 100% by the State.


The Board thanked the Chief and the Departments for their efforts and then, Commissioner Mark Zambardino made a motion to transfer \$20,000.00 by way of check to the Departments checking account to be used to purchase eligible equipment through the Texas Forest Service grant and for the Department to spend up to \$26,667.00 on equipment. This motion was seconded by Commissioner Hoyt Simmons and unanimously approved by all Commissioners present.

Agenda Item No. 9 Chief's Report


In September 2020, the District made eleven (11) calls. (See Exhibit "C"). Of the calls made, eight (8) were medical transport assists; one (1) was a small grass fire; one (1) was to assist ESD #3 with a patient; and one (1) call was cancelled.

There being no other matters to discuss, President Johnson thanked the Commissioners for attending and then set the next meeting for Monday, November 23, 2020 at 6:00 p.m. Since there were no other matters to come before the Commissioners, Commissioner Mark Zambardino made a motion to adjourn the meeting at 7:10 p.m. This motion was seconded by Commissioner Hoyt Simmons and was unanimously approved by all the Commissioners.

ATTEST TO:



Position: PRESIDENT
Date: 11-23-2020



Position: Vice-President
Date: 11/23/2020