

**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 21st day of December 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 December 6, 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, 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 6:00 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 November 23, 2020 Regular Meeting. Attorney Oxford reported that the

minutes, as presented, included changes submitted by Mrs. LaFlamme. After a review of the minutes, the Board advised that no additional changes were necessary.

Upon motion by Commissioner Hoyt Simmons, which was seconded by Commissioner Brett Weldy, and the unanimous vote of all the Commissioners present, approved minutes of the November 23, 2020 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 November 2020, the District had \$231,230.69 in its checking account. During the month of November 2020, the District only received a tax deposit of \$10,129.64; a miscellaneous deposit of \$16.62; and was paid interest of \$1.99. After considering the \$11,787.07 in checks approved at the last meeting, the ending balance in the District's checking account at the end of the month was \$231,230.691. In addition, the District's balance in its savings account once again increased by \$0.23 to \$27,471.21. This brought the total liquid assets of the District to \$258,701.67 as of November 30, 2020. (See Exhibit "A-1").

Mrs. LaFlamme also presented the Department's financial summary. On November 30, 2020, the Department's balance was \$10,000.00. Likewise, the Department's savings account increased by \$250.00 thanks to Dixie Pipeline's donation. After taking into consideration the \$250.00, the balance at the end of the month in the savings account was \$8,725.02. In total, at the end of November, the Department's balance in both accounts amounted to \$18,725.02. (See Exhibit "A-2").

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 November 2020 meeting and the invoices to be paid at the meeting totaled \$8,200.01. (See Exhibit "A-3"). This month, there was one (1) check written to Sieben Equipment Service, Inc for \$1,000.00 to perform a pump test on the engines. Below is the complete list of all the invoices to be paid:

Paid @ Dec. 2020 Meeting					
Payee	Category	Check #	Date Incurred	Date Paid	Amount
John Stone - Unit #171	OE-25 Paid Salaries	2027	12/02/20	12/2/2020	Replaced Ck #2017
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	AUTO	11/30/20	12/9/2020	\$135.47
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	11/30/20	12/9/2020	\$42.18
Entergy	OE-17 Utilities (Electric & Gas)	2028	11/30/20	12/21/2020	\$175.85
Jefferson Central Appraisal District	AE-7 ICAD Fees	2029	12/01/20	12/21/2020	\$487.50
Sieben Equipment Service, Inc.	OE-4 Vehicle Main/Repair/Pump Recertification	2030	11/25/20	12/21/2020	\$1,000.00
Wells Fargo - Elite Card Payment	OE-4 Vehicle Main/Repair/Pump Recertification	2031	11/30/20	12/21/2020	\$75.95
Wells Fargo - Elite Card Payment	OE-5 Equipment Maint/Repair/Purchase	2031	11/30/20	12/21/2020	\$64.90
Wells Fargo - Elite Card Payment	OE-18 Internet & TV	2031	11/30/20	12/21/2020	\$95.70
Card Service Center	OE-29 Meals	2032	11/30/20	12/21/2020	\$231.88
Card Service Center	OE-6 Fuel	2032	11/30/20	12/21/2020	\$203.03
Card Service Center	OE-15 Medical Supplies/Oxygen	2032	11/30/20	12/21/2020	\$57.89
Card Service Center	OE-4 Vehicle Main/Repair/Pump Recertification	2032	11/30/20	12/21/2020	\$23.80
Card Service Center	OE-23 Station Maintenance	2032	11/30/20	12/21/2020	\$59.87
John Stone - Unit # 171	OE-25 Paid Salaries	2033	12/16/20	12/21/2020	\$880.00
Greg Holloway - Unit #174	OE-25 Paid Salaries	2034	12/16/20	12/21/2020	\$148.00
Ehren Davis - Unit #177	OE-25 Paid Salaries	2035	12/16/20	12/21/2020	\$316.00
Gabe Luke - Unit #183	OE-25 Paid Salaries	2036	12/16/20	12/21/2020	\$464.00
Emergency Training Enterprises	AE-3 Firefighter Coordinator	2037	11/30/20	12/21/2020	\$100.00
Joshua C. Heinz	AE-4 Legal Expenses	2038	11/30/20	12/21/2020	\$350.00
Hubert Oxford, IV	AE-4 Legal Expenses	2039	11/30/20	12/21/2020	\$350.00
Chris Gonzales	AE-13 Staff	2040	11/30/20	12/21/2020	\$1,120.00
Chris Gonzales	OE-25 Paid Salaries	2040	11/30/20	12/21/2020	\$1,280.00
Julie LaFlamme	AE-13 Staff	2041	11/30/20	12/21/2020	\$500.00
Verizon	OE-18 Internet & TV	AUTO	11/30/20	12/26/2020	\$37.99
					\$8,200.01

Turning to the Budget, Attorney Oxford reported everything is in order following the budget amendments last month.

At the end of the discussion of the finances, invoices to be paid and the suggested budget amendments, Commissioner Hoyt Simmons made a motion to approve the Account Balance reports and invoices set forth in **Exhibit "A-1", "A-2", and "A-3"**. This motion was seconded by Commissioner Mark Zambardino and unanimously approved by all the Commissioners.

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 informed the Board that there was a water leak in the pump for the water tank on Engine 13. Before recommending any repairs, the Chief is monitoring the leak because to repair it would be expensive.

Otherwise, the Chief informed the Board that no action needed to be taken on this agenda item.

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

The Chief presented the Board with a list of equipment he proposed purchasing with the Texas Forest Service Grant. (See Exhibit "B"). He was also going to research the due date for submitting the invoices for the equipment purchased in order to find out if the District could get an extension so that the Chief could continue exploring additional equipment needs. Lastly, the Chief informed the Board that he and Mrs. LaFlamme exchanged e-mails with the Texas Forest Service regarding audits of the District Worker's Compensation payments by the District's insurer and this audit may result in a refund to the District. The Texas Forest service thanking the District for self-reporting the potential overpayment of the 2019 Worker's Compensation grant and if the District received a refund from the insurer, they District would need to repay \$162.00 to the Texas Forest Service.

Thereafter, Commissioner Hoyt Simmons made a motion to approve the list of equipment purchased through the Texas Forrest Service grant set forth in Exhibit "B". This motion was seconded by Commissioner Mark Zambardino and unanimously approved by all the Commissioners.

Agenda Item No. 9 - Review, discuss and take-action, if necessary, on authorizing staff and General Counsel to:

- **Prepare and file end of the year report with the State;**
- **Post notice of address; and**
- **Submit letter to the County Commissioners requesting the appointment of Commissioners for Place 2 and Place 3.**

Attorney Oxford advised that since the meeting was later in the month and the need to seek the appointment of Commissioners for Place 2 and 3, he submitted the request to the County Commissioner's court to make the re-appointment of Commissioner Weldy to Place 2 and Commissioner Johnson to Place 3. (See Exhibit "C-1"). Both appointments were confirmed during the December 8, 2020 Commissioner's Court meeting. In addition, Attorney Oxford explained that the 2020-2021 annual report to be filed with the Texas Department of Agriculture was not published but requested permission to file the annual report once a new report was available. Lastly, Attorney Oxford presented the Board with a Notice of

Address that needs to be published at the beginning of the January 2021 and asked permission to submit to the Examiner for publication. (See Exhibit "C-2").

The Commissioners reviewed the notice of prior address set forth in Exhibit "C-2" and Commissioner Brett Weldy authorized Attorney Oxford and staff to submit the annual report to the state once a 2020-2021 version is available. This motion was seconded by Commissioner Mark Zambardino and unanimously approved by all the Commissioners.

Agenda Item No. 10 - Discuss and take-action, if necessary, on adopting an Investment Policy.

Once again, President Johnson called on Attorney Oxford to discuss this agenda item. Attorney Oxford explained that this was the same Investment Policy that was approved last year except that the dates changed. (See Exhibit "D"). He also reminded the Commissioners that they were obligated to review and renew the policy annually and that the District's finances comply with the Texas Government Code and the policy.

The Commissioners reviewed the proposed investment policy set forth in Exhibit "D" and then, Commissioner Mark Zambardino made a motion to approve the Investment Policy presented. This motion was seconded by Commissioner Hoyt Simmons and unanimously approved by all the Commissioners.

Agenda Item No. 11 - Discuss and take-action, if necessary, on seeking bids to serve as the District's Depository Bank.

The Commissioners discussed the proposed rates offered by Wells Fargo for governmental accounts as set forth in Exhibit "E". After taking into consideration, the nominal rate increase, and the cost to relocate the District's accounts as well as the lack of an available alternative banking institutions, the Board agreed it was best to remain at Wells Fargo under the new terms and pursuant to the existing Bank Depository Agreement.


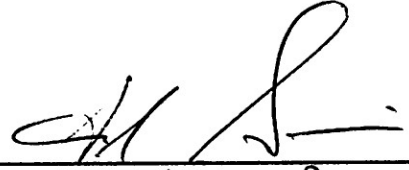
Commissioner Mark Zambardino then made a motion to approve keeping the District's funds at Wells Fargo; approve the proposed rates by Wells Fargo set forth in Exhibit "E"; and authorize the President to sign an agreement, if necessary. This motion was seconded by Commissioner Hoyt Simmons and unanimously approved by all the Commissioners.

Agenda item N0. 12 Chief's Report

In November 2020, the District made thirteen (13) calls. (See Exhibit "F"). Among the calls made, three (3) were medical transport assists; one (1) was a small grass fire; two (2) patients refused to be transported; one (1) structure fire in China; and four (4) calls were either cancelled in route or were false alarms.

There being no other matters to discuss, President Johnson thanked the Commissioners for attending and then set the next meeting for Monday, January 25, 2021 at 6:00 p.m. Thereafter, Commissioner Hoyt Simmons made a motion to adjourn the meeting at 7:16 p.m. This motion was seconded by Commissioner Mark Zambardino and was unanimously approved by all the Commissioners.

ATTEST TO:

	
Position: <u>PRESIDENT</u>	Position: <u>Vice President</u>
Date: <u>1-25-2021</u>	Date: <u>1-25-2021</u>