

**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 24th day of February 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, except Commissioner Weldy, thus constituting a quorum. 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 January 27, 2020 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 January 27, 2020 Regular Meeting. 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. 5 to review and approve financial statements for the month of January 2020; 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 January 2020, the District had \$210,012.29 in its checking account. During the month of January 2020, the District received \$66,499.33 in tax deposits and \$6.76 in interest payments. Moreover, Mrs. LaFlamme highlighted that the District received \$2,143.80 from the Texas Forest Service as reimbursement for a personal protective equipment grant. After the payment of \$10,569.15 in expenses approved at the previous meeting, the ending balance in the District's checking account at the end of the month was \$268,093.03. In addition, the District's balance in its savings account increased by \$0.70 to \$27,468.08, which brought the total liquid assets of the District to \$295,561.11 as of January 31st, 2020.

Mrs. LaFlamme also presented the Department's financial summary. In January 2020, the Department balance remained at \$10,000.00. However, the Department's saving account was reduced by \$300.00 to \$8,475.02 because the Department paid for expenses associated with the annual Christmas Party.

Mrs. LaFlamme then asked the Commissioners to review the invoices that have been paid since the last meeting and the outstanding invoices to be paid at the current meeting. Per Mrs. LaFlamme, this month, the expenses paid following the January 2020 meeting and the invoices she asked to be paid at the meeting totaled \$6,996.17. A list of all the invoices that have been paid and to be paid is as follows:

Payee	Category	Check #	Date Incurred	Date Paid	Amount
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	AUTO	01/31/20	02/07/20	\$127.59
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	01/31/20	02/10/20	\$77.79
Ian Bryant	OE-14 Medical Training (CPR & Other)	1837	02/18/20	02/18/20	\$100.00
Verizon	OE-18 Internet & TV	AUTO	01/31/20	02/22/20	\$37.99
Card Service Center	OE-23 Station Maintenance	POP	01/31/20	02/22/20	\$4.76
Card Service Center	OE-29 Meals	POP	01/31/20	02/22/20	\$46.65
Card Service Center	OE-5 Equipment Maint/Repair/Purchase	POP	01/31/20	02/22/20	\$45.09
Card Service Center	OE-6 Fuel	POP	01/31/20	02/22/20	\$75.54
Card Service Center	OE-14 Medical Training (CPR & Other)	POP	01/31/20	02/22/20	\$100.00
Energy	OE-17 Utilities (Electric & Gas)	1838	01/31/20	02/24/20	\$210.52
Allied Electrical Systems & Solutions, Inc	OE-5 Equipment Maint/Repair/Purchase	1839	02/21/20	02/24/20	\$35.50
Siddons-Martin Emergency Group, LLC	OE-4 Vehicle Main/Repair/Pump Recertification	1840	01/30/20	02/24/20	\$318.00
James Martin - Unit #164	OE-5 Equipment Maint/Repair/Purchase	1841	10/10/19	02/24/20	\$15.13
South East Texas Regional Planning Commission	AE-11 SETRPC	1842	10/03/19	02/24/20	\$150.00
Elite Card Payment Center	OE-5 Equipment Maint/Repair/Purchase	1843	01/31/20	02/24/20	\$30.99
Elite Card Payment Center	OE-4 Vehicle Main/Repair/Pump Recertification	1843	01/31/20	02/24/20	\$83.00
Elite Card Payment Center	AE-6 Office, Postage, Operations, Misc.	1843	01/31/20	02/24/20	\$106.48
Elite Card Payment Center	OE-6 Fuel	1843	01/31/20	02/24/20	\$60.68
Elite Card Payment Center	OE-18 Internet & TV	1843	01/31/20	02/24/20	\$95.57
Elite Card Payment Center	AE-6 Office, Postage, Operations, Misc.	1843	01/31/20	02/24/20	\$110.89
Emergency Training Enterprises	AE-3 Firefighter Coordinator	1844	01/31/20	02/24/20	\$300.00
Brandon Lee - Unit #170	OE-25 Paid Salaries	1845	02/12/20	02/24/20	\$316.00
John Stone - Unit #171	OE-25 Paid Salaries	1846	02/14/20	02/24/20	\$1,136.00
Greg Holloway - Unit #174	OE-25 Paid Salaries	1847	01/28/20	02/24/20	\$152.00
Ehren Davis - Unit #177	OE-25 Paid Salaries	1848	02/06/20	02/24/20	\$312.00
Matthew Behnken - Unit #178	OE-25 Paid Salaries	1849	02/13/20	02/24/20	\$640.00
Ty Russell - Unit #180	OE-25 Paid Salaries	1850	02/19/20	02/24/20	\$448.00
AJ Matthews - Unit #181	OE-25 Paid Salaries	1851	02/04/20	02/24/20	\$160.00
Joshua C. Heinz, Attorney	AE-4 Legal Expenses	1852	01/31/20	02/24/20	\$350.00
Hubert Oxford, IV - Attorney	AE-4 Legal Expenses	1853	01/31/20	02/24/20	\$350.00
Chris Gonzales - Admin	AE-13 Staff	1854	01/31/20	02/24/20	\$500.00
Julie LaFlamme - Assist. Admin	AE-13 Staff	1855	01/31/20	02/24/20	\$500.00
					\$6,996.17

Once the discussion on the financials and invoices concluded, Attorney Oxford reviewed the cash flow and budget for 2019-2020. With the receipt of the initial payment for the year's property tax revenue, Attorney Oxford informed the Board the total revenue received to date for the year was \$83,343.44. With this payment, Attorney Oxford advised that this represented approximately forty-four percent (44%) of the anticipated revenue to be received. Meanwhile the total expenses incurred was \$42,361.27 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 Zambardino made a motion to approve the financials and invoices presented in **Exhibit "A"**. 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.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 he was still trying to locate a generator for Engine 3 that fits the compartment. Likewise, the Department has not received the slide tray for Engine 12 but he anticipated receiving it soon. Otherwise, he stated that no action needed to be taken on this agenda at this time.

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. As before, the Chief Gonzales responded that he had nothing to report and no action was taken.

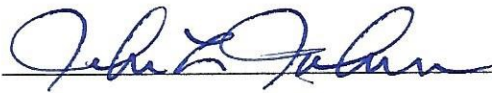
President Johnson then called on the Chief and Deputy Hidalgo to present Agenda Item No. 8, to review, discuss and take action, if necessary, on adopting fire codes. Attorney Oxford reported that he has been discussing the need for a countywide fire code with the County Judge because it would promote consistency and it would provide more effective enforcement provisions. According to Attorney Oxford, the County Judge agreed to hold a workshop to consider a countywide code. However, Attorney Oxford recommended the agenda item be tabled until Chief Gonzales was working full-time at the District so that he can help to coordinate the issue. The Board agreed and therefore, Commissioner Zambardino made a motion to table Agenda Item No.

8. This motion was seconded by Commissioner Simmons and unanimously approved by all the Commissioners present.

Lastly, President Johnson called on Chief Gonzales to address Agenda Item No 9, to review and discuss the January Run Report. The Chief presented the Commissioners with a revised report for January 2020. In January 2020, the Department responded to twenty-two (22) calls that included, among other things, eight (8) medical assist and transports; three (3) motor vehicle accident; one (1) dumpster fire; a possible suicide attempt; and multiple false alarms. (See Exhibit "B").

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, March 23, 2020 at 6:00 p.m. Since there were no other matters to come before the Commissioners, Commissioner Simmons made a motion to adjourn the meeting at 7:47 p.m. This motion was seconded by Commissioner Zambardino and was unanimously approved by all the Commissioners.

ATTEST TO:



Position: PRESIDENT

Date: 3-23-2020



Position: Vice President

Date: 3/23/2020