

**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 23rd day of March 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 March 16, 2020 Order by the Governor of the State of Texas to allow Board Members, 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 members of the Board, to-wit:

Board Member	Position	Attendance
John Johnson	President	Conference Call
Hoyt Simmons	Vice-President	Conference Call
Mark Zambardino	Treasurer	Conference Call
Brett Weldy	Secretary	Conference Call

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

Attendee	Position	Attendance
Chief Chris Gonzales	Administrator	Conference Call
Mrs. Julie LaFlamme	Assistant Administrator	Conference Call
Hubert Oxford, IV	Benckenstein & Oxford, LLP	Conference Call

At 6:05 p.m., a quorum was established, and President Johnson asked Commissioner Hoyt Simmons to lead the group in prayer. Afterwards, President Johnson asked for public comment but there was none.

Agenda Item No. 4 – Approve Prior Minutes

The President then requested that the Commissioners review the minutes of the February 24, 2020 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 Brett Weldy, and the unanimous vote of all the Commissioners present, approved minutes of the February 24, 2020 Regular Meeting.

Agenda Item No. 5 - Review and approve financial statement for the month of February 2020; to authorize payment of District's bills; and amend the budget if necessary.

Assistant Administrator LaFlamme reported that at the beginning of February 2020, the District had \$268,093.03 in its checking account. During the month of February 2020, the District received \$66,138.24 in tax deposits and \$7.75 in interest payments as well as a deposit of \$9.74 to reimburse the District for a credit card payment where no receipt could be found to support the expenditure. Otherwise, after the payment of \$6,996.17 in expenses that were approved at the previous meeting, the ending balance in the District's checking account at the end of the month was \$327,252.59. In addition, the District's balance in its savings account increased by \$0.65 to \$27,468.73, which brought the total liquid assets of the District to \$354,721.32 as of February 29, 2020.

Mrs. LaFlamme also presented the Department's financial summary. In February 2020, the Department's balance remained at \$10,000.00. Likewise, the Department's saving account remained at \$8,475.02 and a total balance of \$18,475.02.

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 February 2020 meeting and the invoices she asked to be paid at the meeting totaled \$7,345.13. 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
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	02/29/20	3/10/2020	\$55.38
Energy	OE-17 Utilities (Electric & Gas)	1856	02/29/20	3/23/2020	\$201.12
Sieben Equipment Service, Inc.	OE-4 Vehicle Main/Repair/Pump Recertification	1857	01/31/20	3/23/2020	\$980.00
Terry Peddy Pest Control, Inc.	OE-23 Station Maintenance	1858	03/17/20	3/23/2020	\$55.00
Gulf Coast Generators	OE-24 Annual Generator PM	1859	03/18/20	3/23/2020	\$425.00
Card Service Center	OE-6 Fuel	1860	02/29/20	3/23/2020	\$155.33
Card Service Center	OE-4 Vehicle Main/Repair/Pump Recertification	1860	02/29/20	3/23/2020	\$31.96
Card Service Center	OE-29 Meals	1860	02/29/20	3/23/2020	\$44.50
Elite Payment Center	OE-4 Vehicle Main/Repair/Pump Recertification	1861	02/29/20	3/23/2020	\$44.50
Elite Payment Center	OE-23 Station Maintenance	1861	02/29/20	3/23/2020	\$211.94
Elite Payment Center	AE-6 Office, Postage, Operations, Misc.	1861	02/29/20	3/23/2020	\$354.84
Elite Payment Center	OE-18 Internet & TV	1861	02/29/20	3/23/2020	\$95.57
Brandon Lee - Unit #170	OE-25 Paid Salaries	1862	03/18/20	3/23/2020	\$320.00
John Stone - Unit #171	OE-25 Paid Salaries	1863	03/18/20	3/23/2020	\$796.00
Ehren Davis - Unit #177	OE-25 Paid Salaries	1864	03/18/20	3/23/2020	\$308.00
Matthew Behnken - Unit #178	OE-25 Paid Salaries	1865	03/18/20	3/23/2020	\$136.00
Ty Russell - Unit #180	OE-25 Paid Salaries	1866	03/18/20	3/23/2020	\$132.00
AJ Matthews - Unit #181	OE-25 Paid Salaries	1867	03/18/20	3/23/2020	\$960.00
Emergency Training Enterprises	AE-3 Firefighter Coordinator	1868	02/29/20	3/23/2020	\$300.00
Joshua C. Heinz - Attorney	AE-4 Legal Expenses	1869	02/29/20	3/23/2020	\$350.00
Hubert Oxford, IV - Attorney	AE-4 Legal Expenses	1870	02/29/20	3/23/2020	\$350.00
Chris Gonzales, Administrator	AE-13 Staff	1871	02/29/20	3/23/2020	\$500.00
Julie LaFlamme, Assist. Administrator	AE-13 Staff	1872	02/29/20	3/23/2020	\$500.00
Verizon	OE-18 Internet & TV	AUTO	02/29/20	3/26/2020	\$37.99
					\$7,345.13

Once the discussion on the financials and invoices concluded, Attorney Oxford reviewed the cash flow and budget for 2019-2020. Attorney Oxford informed the Board the total revenue received to date for the year was \$151,499.17 with \$43,059.29 in revenues remaining to be collected. Meanwhile, the total expenses incurred to date were \$50,431.30. Otherwise, he stated the budget appeared to be in order.

At the end of the discussion of the finances and invoices to be paid, Commissioner Mark Zambardino made a motion to approve the financials and invoices presented in **Exhibit "A"**. This motion was seconded by Commissioner Hoyt Simmons and unanimously approved by all Commissioners present.

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 Department was still looking for a generator for Engine 3. He explained, they were having a hard time finding a replacement generator because most of the generators were too large for the compartment.

No action was taken.

Agenda Item No. 7 - To review, discuss, and take any needed action regarding applying and/or accepting grants.

The Chief reported that the Department was working with the Sour Lake VFD to assist in getting a community grant for more radios.

No action was taken.

Agenda Item No. 8 - To review, discuss and take-action, if necessary, on adopting fire codes.

No action was taken on this agenda item and the Board asked that this agenda item be removed from future agendas until it is ripe for discussion.

Agenda Item No. 9 - Review, discuss, and take any needed action to adopt policies and/or implement emergency measures because of the Coronavirus Disease 2019 (COVID-19).

According to Chief Gonzales, the Department was taking measure to protect its personnel during the COVID-19 pandemic. Specifically, the Department limited the calls it was making to only emergency calls. Moreover, the Department was working with the County and other emergency services districts in the county to acquire personal protective equipment.

Attorney Oxford then suggested to the Board that given the emergency declarations being announced, the Board may consider designating themselves, staff, volunteers with the Department, and paid firefighters as essential personnel so that they could continue to provide services if the county was put on a strict stay at home order. The Board agreed and Attorney Oxford informed them he would prepare a letter to be signed by the President to achieve this purpose.

Commissioner Mark Zambardino made a motion to authorize Attorney Oxford to prepare a letter to be executed by the Board President that designates the Board Members, Staff, Department personnel, and paid firefighters as essential personnel of the District. This motion was seconded by Commissioner Hoyt Simmons and unanimously approved by all Commissioners present.

Agenda Item No. 10-Chief's Report

The Chief presented the Commissioners with a revised report for February 2020. In February 2020, the Department responded to fourteen (14) calls that included, among other things, nine (9) medical assist and transports; one (1) mutual assistance for a brush fire, three (3) refusals to be transported, and one (1) cancelled call. (See Exhibit "B").


There being no other matters to discuss, President Johnson thanked the Commissioners for attending and then set the next meeting for Monday, April 27, 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 6:43 p.m. This motion was seconded by Commissioner Brett Weldy and was unanimously approved by all the Commissioners.

ATTEST TO:



Position: PRESIDENT

Date: 4-27-2020



Position: Vice-President

Date: 4/27/2020