

**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 April 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 Commissioner on the Board, to-wit:

| <b>Board Member</b> | <b>Position</b> | <b>Attendance</b> |
|---------------------|-----------------|-------------------|
| 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:

| <b>Attendee</b>       | <b>Position</b>               | <b>Attendance</b> |
|-----------------------|-------------------------------|-------------------|
| Chief Chris Gonzales  | Administrator                 | Conference Call   |
| Mrs. Julie LaFlamme   | Assistant Administrator       | Conference Call   |
| Mr. Hubert Oxford, IV | Benckenstein & Oxford,<br>LLP | Conference Call   |
| Mr. Robert Ring       | Department                    | Conference Call   |

At 6:03 p.m., a quorum was established, and President Johnson asked Mr. Robert Ring 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 March 23, 2020 Regular Meeting. The President asked if there were any corrections or additions but there were none.

Upon motion by Commissioner Brett Weldy, which was seconded by Commissioner Mark Zambardino, and the unanimous vote of all the Commissioners present, approved minutes of the March 23, 2020 Regular Meeting.

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

Assistant Administrator LaFlamme reported that at the beginning of March 2020, the District had \$327,252.59 in its checking account. During the month of March 2020, the District received \$12,338.72 in tax deposits and \$7.88 in interest payments. Otherwise, after the payment of (\$7,473.26) 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 \$332,125.93. In addition, the District's balance in its savings account increased by \$0.64 to \$27,469.37, which brought the total liquid assets of the District to \$359,595.30 as of March 31, 2020.

Mrs. LaFlamme also presented the Department's financial summary. In March 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 March 2020 meeting and the invoices she asked to be paid at the meeting totaled \$19,224.72. According to Mrs. LaFlamme, this month's bills were more than usual because of VFIS Property Insurance payment of \$6,418.00, \$1,968.68 for slide out tray for Engine 12, and \$1,346.40 for defibrillator testing. 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    | 03/31/20      | 4/8/2020  | \$128.13               |
| Centerpoint Energy                    | OE-17 Utilities (Electric & Gas)              | AUTO    | 03/31/20      | 4/8/2020  | \$51.50                |
| Card Service Center                   | OE-5 Equipment Maint/Repair/Purchase          | POP     | 03/31/20      | 4/23/2020 | \$13.74                |
| Card Service Center                   | OE-6 Fuel                                     | POP     | 03/31/20      | 4/23/2020 | \$255.62               |
| Verizon                               | OE-18 Internet & TV                           | AUTO    | 03/31/20      | 4/26/2020 | \$37.99                |
| Elite Card Payment                    | OE-23 Station Maintenance                     | 1873    | 03/31/20      | 4/27/2020 | \$330.22               |
| Elite Card Payment                    | OE-5 Equipment Maint/Repair/Purchase          | 1873    | 03/31/20      | 4/27/2020 | \$12.74                |
| Elite Card Payment                    | AE-6 Office, Postage, Operations, Misc.       | 1873    | 03/31/20      | 4/27/2020 | \$323.20               |
| Elite Card Payment                    | OE-18 Internet & TV                           | 1873    | 03/31/20      | 4/27/2020 | \$95.57                |
| Municipal Emergency Services          | OE-15 Medical Supplies/Oxygen                 | 1874    | 02/19/20      | 4/27/2020 | \$205.00               |
| Emergency Medical Products            | OE-15 Medical Supplies/Oxygen                 | 1875    | 03/27/20      | 4/27/2020 | \$328.69               |
| Emergency Medical Products            | OE-15 Medical Supplies/Oxygen                 | 1876    | 03/30/20      | 4/27/2020 | \$49.35                |
| Entergy                               | OE-17 Utilities (Electric & Gas)              | 1877    | 03/31/20      | 4/27/2020 | \$143.76               |
| Stryker Sales Corporation             | OE-22 Defibrillator Testing                   | 1878    | 04/10/20      | 4/27/2020 | \$1,346.40             |
| Sieben Equipment Service, Inc.        | OE-4 Vehicle Main/Repair/Pump Recertification | 1879    | 04/07/20      | 4/27/2020 | \$1,966.58             |
| Weis Fire & Safety Equipment, LLC     | OE-4 Vehicle Main/Repair/Pump Recertification | 1880    | 03/12/20      | 4/27/2020 | \$104.94               |
| Weis Fire & Safety Equipment, LLC     | OE-4 Vehicle Main/Repair/Pump Recertification | 1881    | 04/23/20      | 4/27/2020 | \$54.04                |
| Jefferson Central Appraisal District  | AE-7 JCAD Fees                                | 1882    | 03/26/20      | 4/27/2020 | \$445.72               |
| VFIS of Texas                         | AE-2 VFIS Property Insurance                  | 1883    | 03/17/20      | 4/27/2020 | \$6,418.00             |
| Coastal Welding Supply Inc.           | OE-15 Medical Supplies/Oxygen                 | 1884    | 04/15/20      | 4/27/2020 | \$93.75                |
| Dominion Forms Inc.                   | OE-9 Uniform Maintenance/Purchase             | 1885    | 03/25/20      | 4/27/2020 | \$446.30               |
| Dominion Forms Inc.                   | OE-9 Uniform Maintenance/Purchase             | 1886    | 03/18/20      | 4/27/2020 | \$421.97               |
| Safe and Sound Security Services      | OE-11 Fire Alarm Service                      | 1887    | 04/27/20      | 4/27/2020 | \$443.40               |
| John Stone - Unit #171                | OE-25 Paid Salaries                           | 1888    | 04/23/20      | 4/27/2020 | \$1,280.00             |
| Greg Hollaway - Unit #174             | OE-25 Paid Salaries                           | 1889    | 04/23/20      | 4/27/2020 | \$148.00               |
| Ehren Davis - Unit #177               | OE-25 Paid Salaries                           | 1890    | 04/23/20      | 4/27/2020 | \$452.00               |
| Matthew Behnken - Unit #178           | OE-25 Paid Salaries                           | 1891    | 04/23/20      | 4/27/2020 | \$320.00               |
| A.J. Matthews - Unit #181             | OE-25 Paid Salaries                           | 1892    | 04/23/20      | 4/27/2020 | \$160.00               |
| Emergency Training Enterprises        | AE-3 Firefighter Coordinator                  | 1893    | 03/31/20      | 4/27/2020 | \$100.00               |
| Joshua C. Heinz - Attorney            | AE-4 Legal Expenses                           | 1894    | 03/31/20      | 4/27/2020 | \$350.00               |
| Hubert Oxford, IV - Attorney          | AE-4 Legal Expenses                           | 1895    | 03/31/20      | 4/27/2020 | \$350.00               |
| Chris Gonzales, Administrator         | AE-13 Staff                                   | 1896    | 03/31/20      | 4/27/2020 | <del>\$1,848.11</del>  |
| Julie LaFlamme, Assist. Administrator | AE-13 Staff                                   | 1897    | 03/31/20      | 4/27/2020 | \$500.00               |
|                                       |                                               |         |               |           | <del>\$19,224.72</del> |

1,848.31  
19,225.02

Once the discussion on the financials and invoices concluded, Attorney Oxford reviewed the cash flow and budget through March 31, 2020. Attorney Oxford informed the Board the total revenue received to date for the year was 181,941.10 with \$12,627.10 in revenues remaining to be collected. Meanwhile, the total expenses incurred to date were \$50,572.19. 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 Hoyt Simmons made a motion to approve the financials and invoices presented in **Exhibit "A"**. This motion was seconded by Commissioner Mark Zambardino 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 he has been working to test the hydrants in the District and reported to the appropriate authorities the hydrants that were not working properly. He received authority from Northwest Forest MUD and Meeker MUD to share the cost to purchase the paint and then the Department painted the hydrants. As for Bevil Oaks, since the City pays for the District's maintenance at the station, he suggested that the District pay the City's portion of the invoice. Meanwhile, he was still looking for a generator to be installed on Engine 3 but given the Coronavirus, he has tried to minimize his exposure in public places.

No action was taken.

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

Staff reported that they submitted a grant to the Texas Forest Service for reimbursement of Worker's Compensation insurance.

No action was taken.

**Agenda Item No. 8 - 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 still only responding to emergency calls.

No action was taken.

**Agenda Item No. 9-Chief's Report**

The Chief presented the Commissioners with a revised report for March 2020. In March 2020, the Department responded to eighteen (18) calls that included, among other things, seven (7) medical assist and transports; three (3) motor vehicle accidents; one (1) grass fire; and one (1) illegal burn. (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, May 18, 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 6:39 p.m. This motion was seconded by Commissioner Hoyt Simmons and was unanimously approved by all the Commissioners.

ATTEST TO:



Position: PRESIDENT

Date: 5-18-2020



Position: Vice President

Date: 18/May/2020