

**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 22<sup>nd</sup> day of June 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 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>
John Johnson	President
Hoyt Simmons	Vice-President
Mark Zambardino	Treasurer
Brett Weldy	Secretary

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	In Person
Mrs. Julie LaFlamme	Assistant Administrator	Conference Call
Mr. Hubert Oxford, IV	Benckenstein & Oxford, LLP	In Person
Mr. Robert Ring	Department	In Person

At 6:13 p.m., a quorum was established, and President Johnson asked Chief Gonzales 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 May 18, 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 Hoyt Simmons, and the unanimous vote of all the Commissioners present, approved minutes of the May 18, 2020 Regular Meeting.

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

Assistant Administrator LaFlamme reported that at the beginning of May 2020, the District had \$318,095.95 in its checking account. During the month of May 2020, the District received \$1,989.32 in tax deposits; a check for \$3,850.00 as reimbursement from the Texas Forrest Service for the District's Worker's Compensation Insurance Payment; and \$2.71 in were approved at the previous meeting, the ending balance in the District's checking account at the end of the month was \$315,422.98. In addition, the District's balance in its savings account increased by \$0.23 to \$27,469.83, which brought the total liquid assets of the District to \$342,892.81 as of May 31, 2020.

Mrs. LaFlamme also presented the Department's financial summary. In May 2020, the Department's balance remained at \$10,000.00. As in the prior month, 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 May 2020 meeting and the invoices to be paid at the meeting totaled \$38,672.65. This month, the invoices were higher than usual because of the annual loan payment of \$26,004.67 for Engine 2 and the \$2,500.00 payment for services to Mr. David Stricker, CPA to prepare the Compiled Financial Statement. A list of all the invoices paid and to be paid is as follows:

Paid @ June 2020 Meeting					
Payee	Category	Check #	Date Incurred	Date Paid	Amount
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	5/31/2020	6/8/2020	\$41.20
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	AUTO	5/31/2020	6/8/2020	\$157.58
Ian Bryant	OE-14 Medical Training (CPR & Other)	1917	6/15/2020	6/15/2020	\$100.00
Jefferson Central Appraisal District	AE-7 JCAD Fees	1918	6/1/2020	6/22/2020	\$445.72
Bearcom	OE-8 Radio & Pager Maintenance/Purchase	1919	5/6/2020	6/22/2020	\$180.00
Emergency Medical Products	OE-15 Medical Supplies/Oxygen	1920	5/18/2020	6/22/2020	\$214.18
American National Bank of Texas	OE-1 Engine #2 Annual Payment	1921	5/30/2020	6/22/2020	\$26,004.67
Plastix Plus LLC	OE-5 Equipment Maint/Repair/Purchase	1922	5/11/2020	6/22/2020	\$670.38
Sieben Equipment Service Inc.	OE-4 Vehicle Main/Repair/Pump Recertification	1923	6/4/2020	6/22/2020	\$776.25
Card Service Center	OE-6 Fuel	1924	5/31/2020	6/22/2020	\$122.54
Card Service Center	OE-4 Vehicle Main/Repair/Pump Recertification	1924	5/31/2020	6/22/2020	\$9.50
John Stone - Unit #171	OE-25 Paid Salaries	1925	6/17/2020	6/22/2020	\$1,432.00
Ehren Davis - Unit #177	OE-25 Paid Salaries	1926	6/17/2020	6/22/2020	\$128.00
A.J. Matthews - Unit #181	OE-25 Paid Salaries	1927	6/17/2020	6/22/2020	\$800.00
Elite Card Payment Center	OE-15 Medical Supplies/Oxygen	1928	5/31/2020	6/22/2020	\$237.26
Elite Card Payment Center	OE-23 Station Maintenance	1928	5/31/2020	6/22/2020	\$60.17
Elite Card Payment Center	OE-5 Equipment Maint/Repair/Purchase	1928	5/31/2020	6/22/2020	\$70.90
Elite Card Payment Center	AE-6 Office, Postage, Operations, Misc.	1928	5/31/2020	6/22/2020	\$25.46
Elite Card Payment Center	OE-18 Internet & TV	1928	5/31/2020	6/22/2020	\$95.70
Energy Texas, Inc.	OE-17 Utilities (Electric & Gas)	1929	5/31/2020	6/22/2020	\$163.15
Emergency Training Enterprises	AE-3 Firefighter Coordinator	1930	5/31/2020	6/22/2020	\$100.00
Mitchell's Pressure Washing	OE-23 Station Maintenance	1931	5/18/2020	6/22/2020	\$700.00
Joshua C. Heinz, Attorney	AE-4 Legal Expenses	1932	5/31/2020	6/22/2020	\$350.00
Hubert Oxford, IV - Attorney	AE-4 Legal Expenses	1933	5/31/2020	6/22/2020	\$350.00
Chris Gonzales - Administrator	AE-13 Staff	1934	5/31/2020	6/22/2020	\$2,400.00
Julie LaFlamme - Assist. Admin.	AE-13 Staff	1935	5/31/2020	6/22/2020	\$500.00
David Sticker & Co., P.C.	AE-8 Accounting Expenses	1936	6/22/2020	3/22/2020	\$2,500.00
Verizon	OE-18 Internet & TV	AUTO	5/31/2020	6/23/2020	\$37.99
					\$38,672.65

Once the discussion on the financials and invoices concluded, Attorney Oxford reviewed the cash flow and budget through May 31, 2020. Attorney Oxford informed the Board the total year to date revenue was \$192,979.27, which is 99.2% of the budgeted amount. Meanwhile, the total expenses incurred to date were \$78,312.21, or 44.1% of the budget. Otherwise, he stated at the next meeting the District needed to make several budget amendments.

In addition, Attorney Oxford advised the Board that in the next couple of months, the District was going to need to prepare for the upcoming 2020-2021 Budget and property tax adoption process. As such, he asked Treasurer Zambardino to begin working with staff on preparing any needed budget amendments for 2019-2020 and to work on a budget for 2020-2021.

At the end of the discussion of the finances and invoices to be paid, Commissioner Brett Weldy 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.**

Chief Gonzales informed the Commissioners that the District was in the process of re-certifying its twenty (20) air bottles used with SCBA gear. Per the Chief, these bottles were purchased five (5) years ago and needed to undergo their five (5) year certifications.

No action was taken.

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

Again, Chief Gonzales was called on to address this agenda item. Per the Chief, the District and the Department needed approximately 4,000 feet of spare hose and the cost to purchase this hose was approximately \$4,000.00. The Chief informed the Board that he was going to seek a Texas Forrest Service grant to pay for 90% of the cost but wanted to verify with the Board that they would be will to pay the remaining \$400.00, or 10%. The Board agreed with the request but decided to take no action until the Chief returned with more details concerning the cost.

No action was taken.

**Agenda Item No. 8 -Discuss and take-action, if necessary, on accepting CPA's Compiled Financial Statement for 2018-2019 tax year.**

Staff and Attorney Oxford presented the Compiled Financial Statement for the 2018-2019 tax year and an affidavit for Treasurer Zambardino to execute prior to the Financial Statement being filed with the Jefferson County Commissioner's Court. (*See Exhibit "B"*). Per the financial statement, as of September 30, 2019, the District had total assets of \$454,549.00 and total liabilities of \$54,994.00 giving them \$278,572.00 in unrestricted fund and a Total Net Position of \$399,555.00.

Moreover, after taking into consideration revenues and expenses during the year, the District had an initial Fund Balance of \$283,558.00 and ending fund balance of \$272,845.00 or a (\$10,713.00) net change in Fund Balances.

At the end of the discussion of the Affidavit in Support of the Compiled Report and a review of the Compiled Financial Report, Commissioner Hoyt Simmons made a motion to accept the Compiled Financial Report; authorize the Treasurer to sign the affidavit; and submit to the Jefferson County Commissioners Court for approval. This motion was seconded by Commissioner Brett Weldy and unanimously approved by all Commissioners present.

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

The Chief presented the Commissioners with a revised report for May 2020. In May 2020, the Department responded to eleven (11) calls that included, among other things, five (5) medical assist and transports; two (2) patients refusal of services; one (1) dead on arrival; one (1) carbon monoxide check; and one (1) refusal to transport. (*See Exhibit "C"*). After the Chief presented his monthly report, Mr. Robert Ring, also with the Department, asked to present the District's Commissioners with some long-range planning ideas set forth in **Exhibit "D"**. In summary, Mr. Ring advised the Board that the Department was considering ideas for increasing its base of volunteers. In addition, he recommended to the District that it begin to consider the replacement of Engine 13 as it is twenty-one (21) years old and given the population growth within the District, the Board needed to consider an alternative station location that is more centralized. Chief Gonzales supported Mr. Rings efforts and ideas. In regard to any future station, he suggested the Board consider locations along highway 105.

There being no other matters to discuss, President Johnson thanked the Commissioners for attending and then set the next meeting for Monday, July 27, 2020 at 6:00 p.m. Since there were no other matters to come before the Commissioners, Commissioner Hoyt Simmons made a motion to adjourn the meeting at 7:22 p.m. This motion was seconded by Commissioner Mark Zambardino and was unanimously approved by all the Commissioners.

ATTEST TO:

John L. Johnson

Position: PRESIDENT

Date: 7-27-2020

A. L.

Position: Vice-President

Date: 7/27/20