

**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 July 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:

Board Member	Position	Attendance
John Johnson	President	Not Present
Hoyt Simmons	Vice-President	Conference Call
Mark Zambardino	Treasurer	Conference Call
Brett Weldy	Secretary	Conference Call

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

Attendee	Position	Attendance
Chief Chris Gonzales	Administrator	In Person
Mrs. Julie LaFlamme	Assistant Administrator	Conference Call
Mr. Hubert Oxford, IV	Benckenstein & Oxford, LLP	Conference Call
Mr. Robert Ring	Department	In Person

At 6:01 p.m., Vice-President Simmons announced that a quorum was established, and then called on Attorney Oxford to lead the group in prayer. Afterwards, Vice-President Simmons asked for public comment but there was none.

Agenda Item No. 4 – Approve Prior Minutes

The Vice-President then requested that the Commissioners review the minutes of the June 22, 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 June 22, 2020 Regular Meeting.

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

Assistant Administrator LaFlamme reported that at the beginning of June 2020, the District had \$315,422.98 in its checking account. During the month of June 2020, the District received \$2,952.29 in tax deposits; and \$2.56 in bank interest. After taking into account the \$38,672.65 in checks approved, the ending balance in the District's checking account at the end of the month was \$279,705.18. In addition, the District's balance in its savings account increased by \$0.23 to \$27,470.06 which brought the total liquid assets of the District to \$307,175.24 as of June 30, 2020.

Mrs. LaFlamme also presented the Department's financial summary. In June 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 June 2020 meeting and the invoices to be paid at the meeting totaled \$9,658.73. This month, the only invoice that was not routine was a check to Sieben Equipment Services, Inc. for repairs to pump gear on Engine 12. Otherwise, a list of all the invoices paid and to be paid is as follows:

Paid @ July 2020 Meeting					
Payee	Category	Check #	Date Incurred	Date Paid	Amount
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	6/30/2020	7/9/2020	\$41.20
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	AUTO	6/30/2020	7/9/2020	\$127.67
Verizon	OE-18 Internet & TV	AUTO	6/30/2020	7/24/2020	\$37.99
Card Service Center	OE-6 Fuel	Phone Pymt	6/30/2020	7/25/2020	\$182.47
Card Service Center	OE-29 Meals	Phone Pymt	6/30/2020	7/25/2020	\$57.98
Card Service Center	OE-5 Equipment Maint/Repair/Purchase	Phone Pymt	6/30/2020	7/25/2020	\$53.25
Card Service Center	OE-4 Vehicle Main/Repair/Pump Recertification	Phone Pymt	6/30/2020	7/25/2020	\$9.53
Terry Peddy Pest Control, Inc.	OE-23 Station Maintenance	1937	6/23/2020	7/27/2020	\$55.00
Municipal Emergency Services	OE-5 Equipment Maint/Repair/Purchase	1938	7/24/2020	7/27/2020	\$208.01
Sieben Equipment Service Inc.	OE-4 Vehicle Main/Repair/Pump Recertification	1939	7/8/2020	7/27/2020	\$2,436.35
McAdams Plumbing Co.	OE-23 Station Maintenance	1940	3/12/2020	7/27/2020	\$95.00
Elite Card Payment Center	OE-23 Station Maintenance	1941	6/30/2020	7/27/2020	\$156.55
Elite Card Payment Center	OE-4 Vehicle Main/Repair/Pump Recertification	1941	6/30/2020	7/27/2020	\$111.41
Elite Card Payment Center	OE-5 Equipment Maint/Repair/Purchase	1941	6/30/2020	7/27/2020	\$57.63
Elite Card Payment Center	OE-18 Internet & TV	1941	6/30/2020	7/27/2020	\$95.70
Elite Card Payment Center	AE-6 Office, Postage, Operations, Misc.	1941	6/30/2020	7/27/2020	\$40.99
John Stone - Unit #171	OE-25 Paid Salaries	1942	7/22/2020	7/27/2020	\$1,440.00
A.J. Matthews - Unit #181	OE-25 Paid Salaries	1943	7/22/2020	7/27/2020	\$752.00
Emergency Training Enterprises	AE-3 Firefighter Coordinator	1944	6/30/2020	7/27/2020	\$100.00
Joshua C. Heinz - Attorney	AE-4 Legal Expenses	1945	6/30/2020	7/27/2020	\$350.00
Hubert Oxford, IV - Attorney	AE-4 Legal Expenses	1946	6/30/2020	7/27/2020	\$350.00
Chris Gonzales - Administrator	AE-13 Staff	1947	6/30/2020	7/27/2020	\$2,400.00
Julie LaFlamme - Assist. Admin.	AE-13 Staff	1948	6/30/2020	7/27/2020	\$500.00
					\$9,658.73

Once the discussion on the financials and invoices concluded, Attorney Oxford reviewed the cash flow and budget through June 30, 2020. Attorney Oxford informed the Board the total year to date revenue was \$195,934.35 which is 100.7% of the budgeted amount. Meanwhile, the total expenses incurred to date were \$116,984.86, or 65.8% of the budget. Otherwise, he stated at the next meeting the District needed to make some budget amendments before the end of the year.

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 reported that a valve on the SBCA compressor failed during a recent test and he expected the cost to repair to be less than \$1,000.00. In addition, the Chief received a call from the City of Beaumont requesting the number of radios used by the District because the District was going to be required to pay a maintenance fee of \$15.00 per radio for 18 to 19 radios. Lastly, the Chief asked the Board to consider, in next year's budget, hiring additional off-duty firefighters to assist on the weekend. Per the Chief, there has been several incidents as of late in which emergencies arose and none of the volunteers were available to respond.

No action was taken.

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

Chief Gonzales reported that the District received a grant for new hose from the Texas Forrest Service. Per the Chief, the grant covers 90% of the cost and the District is responsible for 10%. The cost for the hose is \$4,710.00 with the District's share being \$471.00.

Upon motion by Commissioner Mark Zambardino, which was seconded by Commissioner Brett Weldy, and the unanimous vote of all the Commissioners present, the Board approved the acceptance of the Texas Forest Service Grant for replacement hose in the amount of \$4,710.00.

Agenda Item No. 8. - Review, discuss, and take any needed action to: a) authorize the President to execute property tax forms; b) publish a proposed property tax rate Form 50-757; and c) to establish a tax rate for the upcoming fiscal year.

Attorney Oxford and Assistant Administrator LaFlamme presented documents to the Board that were filed with the Jefferson County Tax Assessor's office. (See **Exhibit "B"**). According to Attorney Oxford, these documents were necessary to comply with the new property tax laws and to establish a 2020-2021


tax rates for the District. After the discussion of these documents, no action was taken.


Agenda Item No. 9 - Chief's Report

The Chief presented the Commissioners with a revised report for June 2020. In June 2020, the Department responded to ten (10) calls that included, among other things, three (3) medical assist and transports; two (2) falls from a chair by the same patient; two (2) cancelled calls while in route; and one (1) unauthorized burning incident. (See **Exhibit "C"**). Moreover, the Chief reported that they are taking extreme caution when responding to calls because of the Covid-19 virus. Over the last week, they have made calls to a handful of calls where there was an alert that the resident may have the virus.

There being no other matters to discuss, Vice-President Simmons thanked the Commissioners for attending and then set the next meeting for Monday, August 24, 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 6:53 p.m. This motion was seconded by Commissioner Brett Weldy and was unanimously approved by all the Commissioners.

ATTEST TO:


Position: President
Date: 8-24-2020


Position: Vice-President
Date: 8/24/20