

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF
COMMISSIONERS OF THE
JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 1**

A Public Hearing and 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 20nd day of December 2021, at the 13550 River Oaks Blvd., Beaumont, Texas 77713, pursuant to notice duly posted according to law.

Members of the public were invited to attend and participate in meeting by conference call. A recording of the meeting is available upon request.

The roll was called of the Commissioner on the Board, to-wit:

Commissioners	Position
John Johnson	President
Hoyt Simmons	Vice-President
Mark Zambardino	Treasurer
Brett Weldy	Secretary
Mr. Robert “Lee” Barnett	Director

All said Commissioners were present except Commissioner Mark Zambardino. In addition to the above-named Commissioners, the following persons were also present:

Attendee	Position
Chief Chris Gonzales	Administrator
Mr. Hubert Oxford, IV	Benckenstein & Oxford, LLP

At 6:12 p.m., President Johnson announced that a quorum was established, and then called on Commissioner Simmons to lead the group in prayer and the Pledge of Allegiance.

Agenda Item No. 4. Swear in Commissioners.

Thereafter, President Johnson asked Attorney Oxford to swear in Commissioners Barnett and Simmons. Attorney Oxford then issued the Oath of Office and asked the Commissioner to execute the oaths as well as the Statement of Office. (*See Exhibit “A-1” and “A-2”*). Moreover, Commissioner Zambardino

was scheduled to be sworn in but because of his absence, Attorney Oxford stated that he would arrange for Commissioner Zambardino to take the oath and execute the documents following the meeting. (See Exhibit "A-3"). Afterwards, Attorney Oxford stated that he would send all documents to the County for filing with the County Clerk.

Agenda Item No. 5. Public Comment

The President then asked for public comment but there was none.

Agenda Item No. 6 – Approve Prior Minutes

Turning to Agenda Item No. 5, to review and approval of the November 22, 2021, the President requested that the Commissioners review the minutes of the November 22, 2021 Regular Meeting and asked if there were any changes. In response, Staff and Attorney Oxford advised the Commissioners that staff reviewed the minutes prior to the meeting and only had a handful of changes.

There being no additional change, a motion was made by Commissioner Brett Weldy, which was seconded by Commissioner Robert Barnett and the unanimous vote of all the Commissioners present, to approve the minutes as presented of the November 22, 2021 Regular Meeting.

Agenda Item No. 7 - Review and approve and take-action, if necessary, on approving financial statement; authorize payment of invoices; and amending the budget.

In light of Mr. Ring's absence, the Chief presented the District's financials. The Chief started the financial reports for the month of November 2021 with a review of the District's and the Department's accounts. According to Chief, at the beginning of the November 2021, the District had \$123,229.86 in its Wells Fargo Account and \$80,883.50 in the Community Bank checking account. During November 2021, in its Wells Fargo checking account, the District received an interest payment of \$9.72 but had debits of (\$133.01) for bank services charges and (\$123,096.85) in withdraws to close the account and transfer the balance of funds to Allegiance Bank. After taking into consideration the debits and credits, the ending balance in the District's Wells Fargo checking account for November 2021 was the

interest deposited of \$9.72. Meanwhile, in the District's Community Bank checking account, there were credits for \$4,626.83 in tax revenues and \$18,239.37 in grant revenues received but debits for the monthly expenses in the amount of (\$11,752.90), leaving an ending balance for the month of \$91,996.80. (See **Exhibit "B-1"**).

The Chief then turned to the District's savings account at Wells Fargo Bank and informed the Commissioners that the District received an interest payment of \$2.17 in the month of November but, like the Wells Fargo checking account, the District withdrew the balance of funds in the account (i.e., \$27,509.65) and transferred the funds to Allegiance Bank to close the Wells Fargo savings account. After the withdraw, there remained \$2.17 in the account. (See **Exhibit "B-1"**).

The last District account reviewed was the new savings account at Allegiance Bank. After receiving the balance of funds in the District's Wells Fargo checking account and savings account, the opening balance in the Allegiance Bank savings account was \$150,606.50.

Next, the Chief then presented the Department's bank balances at Community Bank for November 2021. According to the Chief, the Department's checking account and savings account remained the same at \$10,000.00 for the checking account and the savings account increased by \$400.00, after the receipt of a donation, to 16,301.02 in the savings account. (See **Exhibit "B-2"**).

After reviewing the summary of accounts, the Chief presented the District's outstanding invoice to be paid and approved at the current meeting. Per the Chief, the total expenses to be paid were \$8,302.58. (See **Exhibit "B-3"**). A list of the invoices paid, or to be paid, is set forth below.

{INTENTIONALLY LEFT BLANK}

Paid @ Dec. 2021 Meeting					
Payee	Category	Check #	Date Incurred	Date Paid	Amount
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	11/30/2021	12/8/2021	\$45.64
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	AUTO	11/30/2021	12/9/2021	\$134.44
Sparklight	OE-18 Internet & TV	ONLINE	11/30/2021	12/17/2021	\$84.99
Jefferson Central Appraisal District	AE-7 JCAD Fees	1098	12/1/2021	12/20/2021	\$485.77
Stryker Sales Corporation	OE-15 Medical Supplies/Oxygen	1099	12/18/2021	12/20/2021	\$313.64
Municipal Emergency Services	OE-5 Equipment Maint/Repair/Purchase	1100	12/3/2021	12/20/2021	\$175.00
Card Service Center	OE-5 Equipment Maint/Repair/Purchase	POP	11/30/2021	12/17/2021	\$169.32
Card Service Center	OE-6 Fuel	POP	11/30/2021	12/17/2021	\$293.91
Card Service Center	OE-15 Medical Supplies/Oxygen	POP	11/30/2021	12/17/2021	\$15.75
Card Service Center	OE-23 Station Maintenance	POP	11/30/2021	12/17/2021	\$35.58
Card Service Center	OE-29 Meals	POP	11/30/2021	12/17/2021	\$204.81
Elite Card Payment Center Wells Fargo	OE-18 Internet & TV	1101	11/30/2021	12/20/2021	\$124.68
Chris Gonzales - Unit #101	OE-25 Paid Salaries	1102	12/15/2021	12/20/2021	\$160.00
John Stone - Unit #171	OE-25 Paid Salaries	1103	12/15/2021	12/20/2021	\$480.00
Greg Hollaway - Unit #174	OE-25 Paid Salaries	1104	12/15/2021	12/20/2021	\$156.00
Ehren Davis - Unit #177	OE-25 Paid Salaries	1105	12/15/2021	12/20/2021	\$160.00
Matthew Behnken - Unit #178	OE-25 Paid Salaries	1106	12/15/2021	12/20/2021	\$632.00
Gabe Luke - Unit #183	OE-25 Paid Salaries	1107	12/15/2021	12/20/2021	\$448.00
Buddy Land - Unit #184	OE-25 Paid Salaries	1108	12/15/2021	12/20/2021	\$640.00
Leeland Farms LLC	AE-3 Firefighter Coordinator	1109	11/30/2021	12/20/2021	\$100.00
Joshua C. Heinz	AE-4 Legal Expenses	1110	11/30/2021	12/20/2021	\$350.00
Hubert Oxford, IV	AE-4 Legal Expenses	1111	11/30/2021	12/20/2021	\$350.00
Chris Gonzales	AE-13 Staff	1112	11/30/2021	12/20/2021	\$1,120.00
Chris Gonzales	OE-25 Paid Salaries	1112	11/30/2021	12/20/2021	\$960.00
Robert Ring	AE-13 Staff	1113	11/30/2021	12/20/2021	\$500.00
Energy	OE-17 Utilities (Electric & Gas)	AUTO	11/30/2021	12/20/2021	\$163.05
					\$8,302.58

Subsequently, Commissioner Hoyt Simmons made a motion to approve the 1) November 2021 account reports for the District and the Department; 2) invoices for the month of November 2021; and 3) November 2021 financial reports. (See Exhibits “B-1”, “B-2”, and “B-3”). This motion was seconded by Commissioner Brett Weldy and unanimously approved by all Commissioners present.

Agenda Item No. 8 - Discuss and take-action, if necessary, on matters involving: 1) staffing; 2) purchase and/or 3) repair requests submitted by the Volunteer Fire Department.

No action was taken on this agenda item as purchases of equipment were going to be discussed during Agenda Item No. 8.

Agenda Item No. 9 - Discuss and take-action, if necessary, on applying for grants and/or accepting grants.

The Chief reported that he has submitted the Assistance to Firefighter grant for a new engine. The grant request was for \$375,000.00. Otherwise, no action was taken.

Agenda Item No. 10 - Review, discuss and take-action, if necessary, on authorizing staff and General Counsel to:

- **Prepare and file end of the year report with the State; and**
- **Post Notice of address.**

Attorney Oxford presented the Commissioners with a proposed Notice of Address that the District is required to post each January and asked for authority to publish the notice. (See **Exhibit “C”**). In addition, he explained that the Annual Report for 2022 had not been posted yet but once it was posted, he requested permission to complete the report and file it.

The Commissioners reviewed the proposed Notice of Address and thereafter, Commissioner Hoyt Simmons made a motion to authorize staff to publish the Notice of Address and authorized Attorney Oxford to complete and file the annual Emergency Service District report after the 2022 report was published. This motion was seconded by Commissioner Robert Barnett and unanimously approved by all Commissioners present.

Agenda Item No. 11 – Discuss and take-action, if necessary, on adopting an Investment Policy.

The Commissioners were then presented with Annual Investment Policy and asked to review it. (See **Exhibit “D”**). According to Attorney Oxford, the policy as presented was similar to the prior policy adopted, with the exception of the dates, but needed to be re-adopted each year.

After a review of the policy, Commissioner Robert Barnett made a motion to adopt the Investment Policy as set forth in **Exhibit “D”**. This motion was seconded by Commissioner Brett Weldy and unanimously approved by all Commissioners present.

Agenda Item No. 12 – Chief’s Report

According to the Chief, in November 2021, the Department and the District’s firefighters responded to twelve (12) calls. He then gave the Commissioners highlights of various calls set forth below.

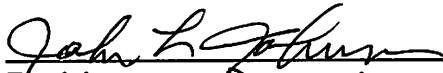
Date / Time	Response Address	Nature of Call	Disposition
*11/4/21 - 13:42	Inwood	Diabetic episode	Pt refusal - no transport
**11/7/21 - 15:40	10986 Hwy #105	Grass fire	Extinguished multiple small grass
11/8/21 - 21:48	Chimney Rock	Assault	Fire & EMS units cancelled by JCSO
*11/9/21 - 15:38	Sweetgum	Lift assist	Pt refusal - no transport
*11/11/21 -12:21	Tallow Circle	Unconscious	AEMS transported to ER
11/11/21 - 19:32	Tallow Dr.	Lift assist	No transport
*11/15/21 - 14:09	Birch Ln.	Fall with possible injury	AEMS transported to Baptist
11/16/21 -17:46	Forest Trail Circle	DOS	Scene turned over to JCSO
11/17/21 -21:04	Chimney Rock	Anxiety attack	No transport
*11/19/21 -11:10	Davida	Fall with injury	AEMS transported to Baptist
11/27/21 - 20:46	Moore Road	Hemmorage	AEMS transported to Baptist
11/28/21 - 00:31	Tram Road	Respiratory difficulty	Pt refusal - no transport

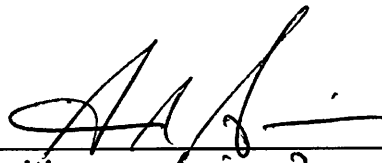
*Daytime FF Response - 5 responses

** Weekend Response - 1 response

There being no other matters to discuss, President Johnson thanked the Commissioners for attending and then set the next meeting for Monday, January 24, 2022 at 6:00 p.m. Thereafter, Commissioner Hoyt Simmons made a motion to adjourn the meeting at 7:14 p.m. This motion was seconded by Commissioner Robert Barnett and was unanimously approved by all the Commissioners.

ATTEST TO


 Position: PRESIDENT
 Date: 1-24-2022


 Position: Vice President
 Date: 1-24-2022