

**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 21st day of June 2021, at the 13550 River Oaks Blvd., Beaumont, Texas 77713, pursuant to notice duly posted according to law.

This meeting was held pursuant to the December 6, 2020 Order by the Governor of the State of Texas to allow Commissioners, 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:

Commissioners	Position
John Johnson	President
Hoyt Simmons	Vice-President
Mark Zambardino	Treasurer
Brett Weldy	Secretary

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

Attendee	Position
Chief Chris Gonzales	Administrator
Mr. Robert Ring	Administrative Assistant
Mrs. Julie LaFlamme	Former Administrative Assistant
Mr. Hubert Oxford, IV	Benckenstein & Oxford, LLP

At 6:19 p.m., President Johnson announced that a quorum was established, and then called on Chief Chris Gonzales to lead the group in prayer and the Pledge of Allegiance. Afterwards, during the public comment, President Johnson recognized Mrs. Julie LaFlamme for all of her hard work as the Administrator of the Department and while serving as the District’s Administrative Assistant. He continued by assuring her that she will be missed. Those in attendance agreed and everyone thanked Mrs. LaFlamme for her time at the Department and the District.

Agenda Item No. 5 – Approve Prior Minutes

The President then requested that the Commissioners review the minutes of the May 24, 2021 Regular Meeting and Amended March 29, 2021 Regular Meeting Minutes. Attorney Oxford reported May 24, 2021 Regular Meetings minutes, as presented, included changes recommended by staff. In regard to the Amended March 29, 2021 Minutes, Attorney Oxford explained to the Commissioners that these meeting minutes needed to be amended because the minutes that were approved during the April 2021 Regular Meeting did not include Agenda Item No. 9.

After reviewing the minutes, Commissioner Brett Weldy made a motion, which was seconded by Commissioner Mark Zambardino, and the unanimous vote of all the Commissioners present, to approve minutes of the May 24, 2021 Regular Meeting and Amended March 29, 2021 Regular Meeting Minutes.

Agenda Item No. 6 - Review and approve and take-action, if necessary, on approving financial statement; authorize payment of invoices; and amending the budget.

This month, Mr. Robert Ring, the Administrative Assistant, reported that at the beginning of the May 2021, the District had \$325,029.94 in its checking account at Wells Fargo. During the month of May 2021, the District received a tax deposit of \$1,880.61; interest payment of \$40.19; and debit of \$157.84 for bank services charges. After taking into consideration the \$191,933.24 in checks approved at the prior meeting, the ending balance in the District's Wells Fargo checking account at the end of May 2021 was \$134,859.66. In response to questions about the total amount of checks written at the last meeting, Mr. Ring reminded the Commissioners that the District paid its regular bills that amounted to \$15,928.57 plus the Commissioners approved a check in the amount of \$26,004.67 for the annual Engine 2 loan payment, and a check for \$150,000.00 to fund the District's Community Bank account. Turning to the District's Community Bank account, the monthly report reflected that the balance in this account was \$150,000.00. Mr. Ring noted that he anticipated beginning to use this account in July or August 2021. Lastly, Mr. Ring informed the Commissioners that the balance in the District's savings account at Wells Fargo increased by \$3.74 to \$27,491.21 due to an interest payment. Overall, the District's total liquid assets amounted to \$312,350.87 as of May 31, 2021. (*See Exhibit "A-1"*).

Mr. Ring then presented the Department's financial summary for May 2021 and explained there were no changes from the April 30, 2021 financial summary presented at the May 24, 2021 Regular Meeting. Specifically, the Department's checking account balance was still \$10,000.00 and their savings account remained the same at \$9,425.02. (See Exhibit "A-2").

Following the summary of accounts, Mr. Ring then asked the Commissioners to turn their attention to the invoices that have been paid since the last meeting and the outstanding invoices to be paid at the current meeting. Per Mr. Ring, the expenses paid since the May 2021 meeting and the invoices to be paid at the meeting totaled \$15,514.59. (See Exhibit "A-3"). A summary of the invoices paid, or to be paid, is set forth below.

Paid @ June 2021 Meeting					
Payee	Category	Check #	Date Incurred	Date Paid	Amount
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	5/31/2021	6/8/2021	\$42.43
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	AUTO	5/31/2021	6/9/2021	\$150.34
Energvy	OE-17 Utilities (Electric & Gas)	2159	5/31/2021	6/21/2021	\$195.12
MES	OE-5 Equipment Maint/Repair/Purchase	2160	5/27/2021	6/21/2021	\$1,655.50
MES	OE-21 SCBA Air Pak Testing/Machine	2161	5/26/2021	6/21/2021	\$1,183.10
Card Service Center	AE-6 Office, Postage, Operations, Misc.	2162	5/31/2021	6/21/2021	\$29.99
Card Service Center	OE-4 Vehicle Main/Repair/Pump Recertification	2162	5/31/2021	6/21/2021	\$8.50
Card Service Center	OE-6 Fuel	2162	5/31/2021	6/21/2021	\$425.29
Card Service Center	OE-23 Station Maintenance	2162	5/31/2021	6/21/2021	\$139.04
Card Service Center	OE-29 Meals	2162	5/31/2021	6/21/2021	\$36.36
Elite Card Payment Center Wells Fargo	AE-6 Office, Postage, Operations, Misc.	2163	5/31/2021	6/21/2021	\$242.03
Elite Card Payment Center Wells Fargo	OE-4 Vehicle Main/Repair/Pump Recertification	2163	5/31/2021	6/21/2021	\$1,466.71
Elite Card Payment Center Wells Fargo	OE-6 Fuel	2163	5/31/2021	6/21/2021	\$17.56
Elite Card Payment Center Wells Fargo	OE-18 Internet & TV	2163	5/31/2021	6/21/2021	\$89.63
Accents Glass & Upholstery	OE-5 Equipment Maint/Repair/Purchase	2164	5/6/2021	6/21/2021	\$475.00
Chris Gonzales - Unit #101	OE-25 Paid Salaries	2165	6/16/2021	6/21/2021	\$136.00
John Stone - Unit #171	OE-25 Paid Salaries	2166	6/16/2021	6/21/2021	\$1,412.00
Greg Hollaway - Unit #174	OE-25 Paid Salaries	2167	6/16/2021	6/21/2021	\$144.00
Matthew Behnken - Unit #178	OE-25 Paid Salaries	2168	6/16/2021	6/21/2021	\$156.00
Gabe Luke - Unit #183	OE-25 Paid Salaries	2169	6/16/2021	6/21/2021	\$132.00
Buddy Land - Unit #184	OE-25 Paid Salaries	2170	6/16/2021	6/21/2021	\$640.00
Emergency Training Enterprises	AE-3 Firefighter Coordinator	2171	5/31/2021	6/21/2021	\$100.00
Joshua C. Heinz	AE-4 Legal Expenses	2172	5/31/2021	6/21/2021	\$350.00
Hubert Oxford, IV	AE-4 Legal Expenses	2173	5/31/2021	6/21/2021	\$350.00
Chris Gonzales	AE-13 Staff	2174	5/31/2021	6/21/2021	\$1,120.00
Chris Gonzales	OE-25 Paid Salaries	2174	5/31/2021	6/21/2021	\$1,280.00
Julie LaFlamme	AE-13 Staff	2175	5/31/2021	6/21/2021	\$500.00
Robert Ring	AE-13 Staff	2176	5/31/2021	6/21/2021	\$500.00
David B Sticker & Company P.C	AE-9 Audit Expenses	2177	6/21/2021	6/25/2021	\$1,250.00
Mitchell T Fontenote CPA, Inc.	AE-9 Audit Expenses	2178	6/21/2021	6/25/2021	\$1,250.00
Verizon	OE-18 Internet & TV	AUTO	5/31/2021	6/26/2021	\$37.99
					\$15,514.59

Lastly, the Commissioners was asked to review the District's income statement and Balance sheet. (See Exhibit "A-4"). After a review of the income statement, Attorney Oxford showed the Commissioners a couple of line items that were slightly over budget but reminded the Commissioners that during the month of August, the Finance Committee and staff needed to meet to make final budget amendments for the year and to prepare a budget for 2021-2022.

With this in mind, the Chief brought to the Commissioners' attention that the loan payment made for Engine 2 that was made in May was the final payment on the note and he was expecting to receive the title soon. He then initiated a discussion with the Commissioners about the need to begin considering a replacement for Engine 13 because it was twenty (20) years old. Likewise, the District's brush truck was a 2007 model that needed to be replaced. In response, the Commissioners asked the Chief to get quotes for a replacement for Engine 13 and a brush truck so that they could study whether the District had the funds to include these payments in its 2021-2022 Budget.

At the end of the discussion on this agenda item, Commissioner Hoyt Simmons made a motion to approve: 1) the Account Balance reports for the District and the Department; 2) income statement and other financial reports presented; and 3) invoices set forth above. This motion was seconded by Commissioner Mark Zambardino and unanimously approved by all the Commissioners.

Agenda Item No. 7 - 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 informed the Commissioners that no equipment was needed and therefore, no action was taken.

Agenda Item No. 8 - To review, discuss, and take any needed action regarding applying and/or accepting grants.

No action was taken but the Chief stated that he was waiting on receipt of the \$20,000.00 due from the TEAKS grant.

Agenda Item No. 9 - Discuss and take-action, if necessary, on approving the Compiled Financial Report for 2019-2020 or to file an extension request with the Jefferson County Commissioner's Court.

Attorney Oxford presented the Compiled Financial Statement ("Statement") for 2019-2020 and informed the Commissioners that everything was in order. (See Exhibit "B"). Attorney Oxford recommended that after the Commissioners reviewed the Statement, they needed to make a motion to accept it and then authorize Commissioner Zambardino to sign an affidavit to be attached to the Statement for filing with the Commissioner's Court. Furthermore, Attorney Oxford explained that

Mr. Mitchell Fontenote, CPA, assisted Mr. David Sticker, CPA with the preparation of the Statement and Attorney Oxford asked the Commissioners to authorize the payment of their invoices of \$1,250.00 each. (See **Exhibit “C”**).

After a discussion of the Statement, Commissioner Brett Weldy made a motion to: 1) accept the 2019-2020 Compiled Financial Statement; 2) authorize Commissioner Zambardino to complete and file an affidavit in support of the Statement; and 3) authorize the payment of invoices of Mr. Mitchell Fontenote, CPA, assisted Mr. David Sticker, CPA for the preparation of the Statement. This motion was seconded by Commissioner Hoyt Simmons and unanimously approved by all the Commissioners.

Agenda Item No. 10 - Chief’s Report

According to the Chief, in May 2021, the Department and the District’s firefighters responded to twenty (22) calls. He then gave the Commissioners highlights of various calls set forth below.


Date / Time	Response Address	Nature of Call	Disposition
5/2/21 - 16:58	Moore Road	Fall from tractor	AEMS transported to hospital
5/7/21 - 04:51	12653 Tram Road	Motor vehicle collision	Pt. flown to Houston for treatment
*5/7/21 - 16:00	585 Moore Road	Structure fire (Mobile home)	Fire extinguished
5/8/21 - 04:21	585 Moore Road	Structure fire (re-ignite)	Fire extinguished
5/9/21 - 18:09	12796 Old Sour Lake	Motor vehicle collision	Pt. taken into custody by DPS
5/12/21 - 02:20	Hwy #105	Chest pains	AEMS transported to Baptist
5/12/21 - 16:06	Reins Road @ Tallamar	Burning odor complaint	Had demo crew bury fire(s)
5/14/21 - 15:23	9780 Dishman Rd	PS - Loose cattle in roadway	Cattle put up prior to arrival
* 5/18/21 -09:20	Inwood	Possible seizures	AEMS transported to Baptist
*5/18/21 -10:36	7300 Riverbend	Odor investigation	Unable to locate any odor
5/19/21 - 20:03	6825 Rosewood Dr.	Possible structure fire	Grease fire - fire out upon arrival, evacuated smoke from residence.
*5/21/21 - 14:22	4359 Tolivar Canal Road	Downed power line	Entergy service truck arrived for repairs
*5/21/21 -18:15	7070 Sweetgum	Fire alarm activation	No fire source found - earlier grease fire possibly set off alarm
5/23/21 - 08:49	Rolling Hills	Unresponsive pt.	Pt awake upon arrival AEMS transported to St. Elizabeth

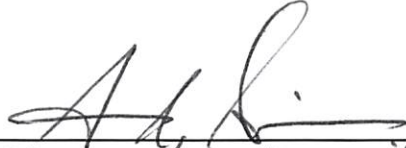
*5/24/21 - 09:37	Birch	Cardiac arrest	DOS _ scene turned over to JCSO
*5/24/21 - 09:59	Broadway	Possible CVA	AEMS transported to Baptist
*5/26/21 - 12:04	Keith Road	Difficulty breathing	AEMS transported to St Elizabeth
5/28/21 - 08:26	Old Sour Lake	Respiratory distress	AEMS already on scene - ESD1 units cancelled
*5/29/21 - 12:56	Moore Road	Breathing problems	AEMS transported to St Elizabeth
5/29/21 - 19:25	Moore Road	Possible CVA	AEMS transported to St Elizabeth
5/30/21 - 04:25	Tallow	Heart problems	Pt. Refusal

*Daytime FF Response

There being no other matters to discuss, President Johnson thanked the Commissioners for attending and then set the next meeting for Monday, July 26, 2021 at 6:00 p.m. Thereafter, Commissioner Hoyt Simmons made a motion to adjourn the meeting at 7:06 p.m. This motion was seconded by Commissioner Mark Zambardino and was unanimously approved by all the Commissioners.

ATTEST TO:


 Position: PRESIDENT
 Date: 7-26-2021


 Position: Vice President
 Date: 7/26/2021