

**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 26th day of July 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:

<b>Commissioners</b>	<b>Position</b>
John Johnson	President
Hoyt Simmons	Vice-President
Mark Zambardino	Treasurer
Brett Weldy	Secretary

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

<b>Attendee</b>	<b>Position</b>
Chief Chris Gonzales	Administrator
Mr. Robert Ring	Administrative Assistant
Mr. Hubert Oxford, IV	Benckenstein & Oxford, LLP
Honorable Vernon Pierce	Jefferson County Commissioner, Precinct 1
Mitchell T. Fontenote	CPA-Auditor
Christa Wofford	CPA-Auditor

At 6:08 p.m., President Johnson announced that a quorum was established, and then called on the Administrative Assistant, Mr. Robert Ring, to lead the group in prayer and the Pledge of Allegiance. Next, President Johnson called for public comment, President Johnson. There being none, President Johnson introduced

Commissioner Vernon Peirce, Precinct 1, as well as Mr. Mitchell T. Fontenote and Mrs. Christa Wofford, Auditors that performed the 2019-2020 District Audit.

**Agenda Item No. 10 - Discuss and take-action, if necessary, to engage Mitchell T. Fontenote CPA, Inc. to perform an audit for 2019-2020.**

President Johnson asked the Board to address Agenda Item No. 10 first and called on Attorney Oxford to discuss this Agenda Item. Attorney Oxford explained that prior to submitting the Compiled Financial Statement, he reviewed Section 775.0821 of the Texas Health and Safety Code and realized that since the District's cash balances were in excess of \$250,000.00, the District did not qualify to file a Compiled Financial Statement and instead, needed to have a complete audit performed. Attorney Oxford then explained that he notified the County Judge, County Auditor, and Board President and received permission to informally engage an auditor to perform an audit on the 2019-2020 financials. Once the audit was completed, Attorney Oxford stated that the District was authorized to file the audit with the Commissioner's Court prior August 31, 2021.

Afterwards, Attorney Oxford discussed the issue with Mr. Mitchell T. Fontenote, the CPA who prepared the District's Compiled Financial Statement, and requested that Mr. Fontenote submit an audit engagement letter and also perform a complete audit of 2019-2020 financials prior to the July 26, 2021 meeting. Mr. Fontenote agreed, and since he was already prepared the Compiled Financial Statement, he agreed to prepare an audit for \$5,000.00, which is \$2,500.00 less than his customary cost. Attached as **Exhibit "A"** is the engagement letter submitted by Mr. Fontenote.

The Commissioners reviewed the engagement letter and then Commissioner Commissioner Mark Zambardino made a motion to authorize President Johnson to execute the engagement letter with Mitchell T. Fontenote, CPA to perform an audit on the District's 2019-2020 financials. This motion was seconded by Commissioner Hoyt Simmons and unanimously approved by all the Commissioners present,

**Agenda Item No. 11 - Discuss and take-action, if necessary, to accept the 2019-2020 audit and authorize the filing of the audit with the Jefferson County Commissioner's Court.**

Following the approval of the audit engagement letter, President Johnson called on Mr. Fontenote and Ms. Wofford to present the 2019-2020 District audit. Before the audit presentation started, President Johnson, and those Commissioners

present, conveyed their appreciation to Mr. Fontenote and Mrs. Wofford for all their efforts in completing the audit in a timely manner.

Mr. Fontenote and Ms. Wofford accepted the recognition and then distributed copies of the 2019-2020 District Audit and Management Letter. (See Exhibit “B”). Overall, the Auditors stated that the audit was an “unmodified opinion” and there were no deficiencies. They then went through the audit, in detail. According to Ms. Wofford, as of September 1, 2021, the District’s fund balance was \$295,573.00. During the year, the District’s income was \$187,454.00 and expenses were \$164,726.00. The Auditors and the District Commissioners also engaged in a conversation about any recommendations in the Management Letter. According to the Auditors, they only had two recommendation that had been discussed with staff. In making the first recommendation, the Auditors noted that the check dates in QuickBooks did not match check dates on handwritten checks. To resolve the problem, the Auditors recommended that steps should be taken to ensure the general ledger and supporting documentation are in agreement. Along these same lines, the Auditors recommended that the District utilize check writing feature in QuickBooks. In response, Mr. Ring advised that this month was the first month that checks were printed through QuickBooks and the checks were dated for the date on the invoice, not the date of the meeting when they were actually paid.

Upon the conclusion of the discussion of the 2019-2020 Audit and Management Letter, a motion was made by Commissioner Zambardino to accept the audit and to authorize Attorney Oxford to file the audit with the Jefferson County Commissioner’s Court. This motion was seconded by Commissioner Simmons and unanimously approved by all the Commissioners present.

**Agenda Item No. 5– Introduce the Honorable Vernon Pierce, Jefferson County Commissioner’s Court, Precinct 1 and discuss status of the District.**

President Johnson, then asked the Commissioners to return to Agenda Item No. 5 and once again welcomed Commissioner Vernon Pierce, Jefferson County Commissioner for Precinct 1. Likewise, Commissioner Pierce was welcomed by all those in attendance and in return, thanked the Commissioners for inviting to attend the meeting. Furthermore, after sitting through the audit, he congratulated the Commissioners and staff for the great results on the audit. The group then proceeded to engage in an extensive discussion on the following subjects: 1) possible grant opportunities; 2) needed equipment and the status of existing equipment; 3) a new fire station; 4) locations for a new fire station; and 5) the need to replace the vacant Commissioner’s position. Upon the conclusion of the discussion, Commissioner

Pierce assured the Commissioners of the District that he was committed to helping the District.

#### **Agenda Item No. 6 – Approve Prior Minutes**

The President then requested that the Commissioners review the minutes of the June 21, 2021 Regular Meeting Minutes. The Commissioners reviewed the minutes and verified with staff that they have reviewed and addressed any needed changes. Staff responded that the minutes were reviewed and any changes they requested have been addressed.

Commissioner Mark Zambardino made a motion, to approve the minutes of the June 21, 2021 Regular Meeting. This motion was seconded by Director which was seconded by Commissioner Hoyt Simmons, and the unanimously approved by all the Commissioner's present.

#### **Agenda Item No. 7 - 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 June 2021, the District had \$134,859.66 in its Wells Fargo Account and \$150,000.00 in the Community Bank account. During the month, the District received a tax deposit of \$2,464.469; interest payment of \$18.46; and had debit of \$152.84 for bank services charges in its Wells Fargo checking account. In addition, after taking into consideration the \$15,514.59 in checks approved at the prior meeting, the ending balance in the District's Wells Fargo checking account at the end of June 2021 was \$121,675.87. Meanwhile, the District was paid \$42.05 for an overpayment to Coastal Welding, which brought that checking account to \$150,042.05. Lastly, Mr. Ring informed the Commissioners that the balance in the District's savings account at Wells Fargo increased by \$3.61 to \$27,494.82 due to an interest payment. Overall, the District's total liquid assets amounted to \$299,212.74 as of June 30, 2021. (See **Exhibit "C-1"**).

Mr. Ring then presented the Department's financial summary for June 2021 and explained the Department's checking account balance remained the same at \$10,000.00. However, he was please report that the Department's savings account increased by \$3,800.00 thanks to a donation in lieu of flowers for Jane Hebert in the amount of \$1,800.00 and a matching gift of \$2,000.00 from Exxon Mobile for an employee that serves on the volunteer fire department. After taking into

consideration the two gifts, the ending balance for the Department's savings account came to \$13,225.02. (See Exhibit "C-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 June 2021 meeting and the invoices to be paid at the meeting totaled \$22,409.58. (See Exhibit "C-3"). A summary of the invoices paid, or to be paid, is set forth below.

Paid @ July 2021 Meeting					
Payee	Category	Check #	Date Incurred	Date Paid	Amount
<b>Wells Fargo Checking</b>					
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	AUTO	6/30/2021	7/8/2021	\$138.44
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	6/30/2021	7/9/2021	\$51.99
Sabine Neches Chiefs Assn (replacement)	AE-12 Dues	2179	11/19/2020	7/13/2021	\$0.00
Verizon	OE-18 Internet & TV	AUTO	6/30/2021	7/26/2021	\$37.99
<b>Community Bank Checking</b>					
Entergy	OE-17 Utilities (Electric & Gas)	ONLINE	6/30/2021	7/25/2021	\$192.45
Card Service Center	OE-6 Fuel	POP	6/30/2021	7/25/2021	\$217.64
Card Service Center	OE-23 Station Maintenance	POP	6/30/2021	7/25/2021	\$19.20
Elite Card Payment Center Wells Fargo	OE-18 Internet & TV	1001	6/30/2021	7/26/2021	\$89.63
Elite Card Payment Center Wells Fargo	OE-23 Station Maintenance	1001	6/30/2021	7/26/2021	\$683.85
Elite Card Payment Center Wells Fargo	OE-29 Meals	1001	6/30/2021	7/26/2021	\$180.81
Terry Peady Pest Control	OE-23 Station Maintenance	1002	7/6/2021	7/26/2021	\$60.00
Firepenny	OE-4 Vehicle Main/Repair/Pump Recertification	1003	6/21/2021	7/26/2021	\$96.00
Hayden and Company	OE-5 Equipment Maint/Repair/Purchase	1004	7/20/2021	7/26/2021	\$48.47
Sieben Equipment Service Inc	OE-4 Vehicle Main/Repair/Pump Recertification	1005	6/23/2021	7/26/2021	\$1,617.62
Sieben Equipment Service Inc	OE-4 Vehicle Main/Repair/Pump Recertification	1006	6/23/2021	7/26/2021	\$2,912.51
Delta	OE-7 Bunker Gear Maintenance/Purchase	1007	7/6/2021	7/26/2021	\$88.00
City of Beaumont - Central Collections	OE-8 Radio & Pager Maintenance/Purchase	1008	6/28/2021	7/26/2021	\$3,502.98
Chris Gonzales - Unit #101	OE-25 Paid Salaries	1009	7/21/2021	7/26/2021	\$320.00
John Stone - Unit #171	OE-25 Paid Salaries	1010	7/21/2021	7/26/2021	\$1,584.00
Ehren Davis - Unit #177	OE-25 Paid Salaries	1011	7/21/2021	7/26/2021	\$144.00
Matthew Behnken - Unit #178	OE-25 Paid Salaries	1012	7/21/2021	7/26/2021	\$156.00
Ura Lara - Unit #182	OE-25 Paid Salaries	1013	7/21/2021	7/26/2021	\$320.00
Gabe Luke - Unit #183	OE-25 Paid Salaries	1014	7/21/2021	7/26/2021	\$428.00
Buddy Land - Unit #184	OE-25 Paid Salaries	1015	7/21/2021	7/26/2021	\$320.00
Emergency Training Enterprises	AE-3 Firefighter Coordinator	1016	6/30/2021	7/26/2021	\$100.00
Joshua C. Heinz	AE-4 Legal Expenses	1017	6/30/2021	7/26/2021	\$350.00
Hubert Oxford, IV	AE-4 Legal Expenses	1018	6/30/2021	7/26/2021	\$350.00
Chris Gonzales	AE-13 Staff	1019	6/30/2021	7/26/2021	\$1,120.00
Chris Gonzales	OE-25 Paid Salaries	1019	6/30/2021	7/26/2021	\$1,280.00
Julie LaFlamme	AE-13 Staff	1020	6/30/2021	7/26/2021	\$500.00
Robert Ring	AE-13 Staff	1021	6/30/2021	7/26/2021	\$500.00
Mitchell T. Fontenote CPA, Inc.	AE-9 Audit Expenses	1022	7/26/2021	7/26/2021	\$5,000.00
					<b>\$22,409.58</b>

Lastly, the Commissioners were asked to review the District's income statement and Balance sheet. (See Exhibit "C-4"). Staff reported that they will begin reviewing line items to make final budget amendments for 2020-2021 and were going to begin preparing a budget for 2021-2022. However, staff explained,

they were waiting on the tax rate worksheet from the Jefferson County Tax Assessor's office to assess tax rates and income generated.

At the end of the discussion on this agenda item, Commissioner Mark Zambardino 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 Hoyt Simmons and unanimously approved by all the Commissioners.

**Agenda Item No. 8 - 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 but did state that there was a low voltage light on for Engine 13 and a replacement part was on order. Otherwise, no action was taken.

**Agenda Item No. 9 - To review, discuss, and take any needed action regarding applying and/or accepting grants.**

The Chief reported that that he had applied for the Firehouse Sub grant to purchase a Lucas Device to assist with CPR. Per the Chief, he expects to get a response from Firehouse Sub in the next two (2) months. Again, no action was taken.

**Agenda Item No. 12 - Chief's Report**

According to the Chief, in June 2021, the Department and the District's firefighters responded to eleven (11) calls. He then gave the Commissioners highlights of the various calls set forth below.


**[INTENTIONALLY LEFT BLANK]**


Date / Time	Response Address	Nature of Call	Disposition
*6/1/21 - 12:24	Old Sour Lake Rd	Structure fire - Mutual aid	Cancelled enroute
6/4/21 - 06:42	Wayside	Chest pains	Pt. refusal
6/7/21 -05:48	Wayside	Chest pains	AEMS transported to St Elizabeth
6/7/21 - 19:29	Moore Road	Chest pains	Pt. refusal
*6/9/21 - 13:24	Old Sour Lake Rd.	Difficulty breathing	AEMS transported to Baptist
*6/10/21 - 17:36	Moore Road	Breathing difficulty	Cancelled enroute-incorrect address
*6/15/21 - 11:41	Moore Road	Chest pains	Pt. refusal
6/15/21 -20:41	Reins Road	Abdominal pains	AEMS transported to St Elizabeth
* 6/16/21 -16:57	Moss Hill	Medical alarm activation	False alarm-testing system
*6/18/21 -15:12	11517 Gentry Rd.	Odor investigation	Area identified as a mercaptin wicking station
6/29/21 - 14:14	577 Hwy. 326	Possible structure fire- mutual aid	Address out of SLFD district - cancelled

\*Daytime FF Response

There being no other matters to discuss, President Johnson gave a special thank you to Commissioner Pierce for attending the meeting and also thanked the regular Commissioners for attending. He then set the next meeting for Monday, August 23, 2021 at 6:00 p.m. Thereafter, Commissioner Hoyt Simmons made a motion to adjourn the meeting at 7:55 p.m. This motion was seconded by Commissioner Mark Zambardino and was unanimously approved by all the Commissioners.

**ATTEST TO:**

  
 Position: PRESIDENT  
 Date: 8-23-2021

  
 Position: Vice President  
 Date: 8-23-2021