

**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 23rd day of August 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
Mr. Robert Barnett	Interested Citizen

At 6:14 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 introduced Mr. Robert Barnett and asked Mr. Barnett if he had any public comment. Mr. Barnett explained that he was at the meeting because he wanted to learn about the District and its operations because he was considering requesting an appointment to the

Board's vacant position. President Johnson welcomed Mr. Barnett to the meeting and asked him to please ask questions and participate as much as he wanted.

**Agenda Item No. 5– Review, discuss, and approve minutes of the: July 26, 2021 Regular Meeting.**

The President then requested that the Commissioners review the minutes of the July 26, 2021 Regular Meeting Minutes. The Commissioners reviewed the minutes and verified that staff reviewed and addressed any needed changes. Staff responded that the minutes were reviewed and any changes they requested have been made.

Thereafter, Commissioner Mark Zambardino made a motion to approve the minutes of the July 26, 2021 Regular Meeting. This motion was seconded by Commissioner Hoyt Simmons, and unanimously approved by all the Commissioner's present.

**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 July 2021, the District had \$121,675.87 in its Wells Fargo Account and \$150,042.05 in the Community Bank Checking account. In the Wells Fargo Checking Account, during July 2021, the District received a tax deposit of \$2,261.49; interest payment of \$16.82; and had debit of (\$142.23) for bank services charges in its Wells Fargo checking account. In addition, there were three (3) debits totaling (\$228.42) for outstanding utility payments that were previously scheduled to be auto-drafted. After taking into consideration the debits and credits, the ending balance in the District's Wells Fargo checking account for July 2021 was \$123,583.53.

Meanwhile, Mr. Ring announced that July 2021 was the first month that the District utilized the Community Bank checking account to pay its invoices. The total invoices paid out of the account were \$22,181.16, leaving a balance of the \$127,860.89.

The final District account to be discussed was the Savings Account at Wells Fargo Bank. Mr. Ring informed the Commissioners that the balance in the District's savings account at Wells Fargo increased by \$3.74 to \$27,498.56 due to an interest

payment. Overall, the District's total liquid assets decreased from \$299,212.74 to \$278,942.98 as of July 31, 2021. (See Exhibit "A-1").

Mr. Ring then presented the Department's bank balances at Community Bank for July 2021. According to Mr. Ring, the Department's checking account remained the same at \$10,000.00 and the Department's savings account stayed at \$13,225.02. (See Exhibit "A-2"). Mr. Ring did advise that he expected a second donation from the donation in lieu of flowers for Jane Hebert.

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 total expenses to be paid were \$22,409.58. (See Exhibit "A-3"). A list 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 Peddy Pest Control	OE-23 Station Maintenance	1002	7/6/2021	7/26/2021	\$60.00
Fireponny	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>

Finally, the Commissioners were asked to review the District's income statement and Balance sheet. (See Exhibit "A-4"). The Commissioners and staff studied the income statement to determine the total amount of expenses unspent for the year but were expected to be incurred by the end of the year. According to the budget, there remained \$16,117.89 in outstanding revenue and \$37,519.66 in outstanding expenses. The reason this was discussed was determine whether staff needed to budget for a compiled financial statement or audit in 2021-2022 fiscal year. Staff reminded the Commissioners that if the District's fund balances remained above \$250,000.00, the District needed to budget for an audit that was expected to cost \$7,500.00 compared to a compiled financial statement that cost \$2,500.00.

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 - Discuss and take-action, if necessary, on designating funds in savings accounts for capital purchases.**

Attorney Oxford was called on to discuss Agenda Item No. 7. Attorney Oxford recommended that the District designate funds in its balance statement for a) reserves; b) to purchase real property; and c) to acquire equipment. Per Attorney Oxford, after talking to the Auditors, they suggested setting these funds aside as "restricted" so that residents of the District would understand why the District was accumulating funds. The Commissioners agreed and discussed setting Reserves for six months at \$93,000.00; Land Acquisition of \$100,000.00; and Equipment Acquisition of \$30,000.00.

Upon the conclusion of the discussion, Commissioner Mark Zambardino made a motion to designate as restricted funds: a) \$93,000.00 for Reserves; b) \$100,000.00 for Land Acquisition; and c) \$30,000.00 for Equipment Acquisition. This motion was seconded by Commissioner Hoyt Simmons and unanimously approved by all the Commissioners.

**Agenda Item No. 8 - Discuss and take-action, if necessary, authorizing the execution and filing of ad valorem forms for the Jefferson County Tax Assessor’s Office and/or the Jefferson County Appraisal District’s Office.**

Staff presented the Commissioners with the various property tax documents including: 2021 Truth in Taxation-Tax Unit Required Information forms; 2021 Debt Service Forms; Tax Rate Sheet; Tax Rate Comparison Spreadsheet; and Small Taxing Unit Notice. (See Exhibit “B”). According to the Tax Rate Sheet, the Tax Rate sheet, the District’s adjusted taxable value increased from \$231,504,943.00 to \$278,266,255.00. In 2020-2021, the District’s tax rate was \$0.079841. However, because of the increase in the taxable value of the property in the District, the District’s “No New Tax Rate” for the upcoming year decreased to \$0.066983 and the “Voter Approved Tax Rate” dropped to \$0.069355. A summary is set forth below:

2021-2022 No New Tax Rate (NNR)					
2021-2022 Certified Taxable Value (Adjusted)	Per \$100		Multiplied by Tax Rate	NNR Tax Rate	Revenue
\$278,266,255.00	÷ \$100	\$2,782,662.55	*	0.066983	\$186,391.09
2021-2022 Voter-Approved Tax Rate (AKA Rollback Rate)					
2021-2022 Certified Taxable Value (Adjusted)	Per \$100		Multiplied by Tax Rate	VA Tax Rate	Revenue
\$278,266,255.00	÷ \$100	\$2,782,662.55	*	0.069355	\$192,991.56

Following a review of the budget, reserves, and long term capital projects, the Commissioners agreed that for the upcoming year, they would recommend, at the next meeting, to adopt the No New Tax Rate of \$0.066983. This tax rate would generate approximately the same amount of revenue of \$186,391.09 for 2021-2022, which was roughly the same as 2020-2021. However, the Commissioners agreed that in 2022-2023, they would need to approve a tax increase at least as high as the Voter Approved Tax Rate to help offset anticipated expenses such as additional full time firefighters and the potential for building a second fire station.

A motion was then made by Hoyt Simmons to timely post notice of a public hearing for September 20, 2021 at 5:30 p.m. so that the Commissioners could adopt the No New Tax Rate of \$0.066983; and to authorize the President and/or Administrator to execute the necessary documents set forth in Exhibit “B” to approve the appraisal value and to give notice of the proposed 2021-2022 tax rate. This motion was seconded by Commissioner Mark Zambardino and unanimously approved by all the Commissioners.

**Agenda Item No. 9 - 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 he was researching intercom systems for the station. He then raised the issue of purchasing property for a new station. Per the Chief, he believed that since the District was growing, especially east of Highway 105, and he requested that the Commissioners begin considering a second station close to Highway 105. In response to questions about the existing station, the Chief emphasized that the preliminary plans were to keep the station operational. The Commissioners then began a discussion on various properties of interest; layouts of available property; and estimated costs. In addition, those in attendance discussed grant opportunities to help fund the purchase of the property and/or station. The Commissioners agreed to continue the discussion at a later meeting. Otherwise, no action needed to be taken on this agenda item.

**Agenda Item No. 10 - To review, discuss, and take any needed action regarding applying and/or accepting grants.**

No action was taken on this agenda item as grants for a new station were discussed during Agenda Item No. 9.

**Agenda Item No. 11 - Discuss and take-action, if necessary, to terminate the District's savings account and checking account at Wells Fargo and to deposit the funds at Allegiance Bank subject to a Bank Depository Agreement.**

Staff and Attorney Oxford suggested to the Commissioners that the District consider closing its savings account at Wells Fargo and relocate the account to Allegiance Bank of Texas where it can be properly collateralized, and the District will be charged less with better customer service. Staff explained that since Community Bank did not have a government collateral program, the maximum amount of money that could be on deposit at Community Bank was \$250,000.00 (i.e., FDIC insured amount). Staff then presented the Commissioners with a Resolution to Terminate the Wells Fargo Savings Account and a Bank Signatory Resolution for Allegiance Bank. (*See Exhibits "C-1" and "C-2."*)

At the end of a brief discussion, a motion was then made by Mark Zambardino to approve the Resolution to Terminate the District's Wells Fargo Account and to approve the Bank Signatory Resolution for Allegiance Bank authorizing the District

to open a saving account at Allegiance. (See Exhibit “C-1 and C-2”). This motion was seconded by Commissioner Hoyt Simmons and unanimously approved by all the Commissioners.


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


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

Date / Time	Response Address	Nature of Call	Disposition
7/4/21 - 17:46	Sequoia	Breathing difficulty	AEMS obtained refusal
*7/6/21 - 11:39	18000 Hwy 105	Motor vehicle collision	Assisted HCESD5 w/ extrication
*7/13/21 -08:56	Sequoia	Breathing difficulty	Scene turned over to AEMS &
*7/18/21 -17:00	Tram Road	Seizures	AEMS transported to Baptist
7/23/21 - 01:52	Thousand Oaks	Hemorrhaging	AEMS transported to St Elizabeth
7/23/21 - 19:50	Village Lane	Fall with injuries	AEMS transported to St Elizabeth
7/25/21 -22:11	Mintwood @ Tram Rd	Motor vehicle collision	AEMS transported to Baptist
7/27/21 -04:41	Michael Road	Chest pains	AEMS transported to St Elizabeth
7/28/21 -23:41	Wright Lane	Breathing problems	AEMS transported to St Elizabeth
7/29/21 -20:38	Tallow Circle	Cardiac problems	AEMS transported to St Elizabeth
7/30/21 - 17:52	Moore Road	Fall with injuries	AEMS transported to St Elizabeth
7/31/21 - 03:13	West Barkley	Structure fire	Assisted HCESD#5
*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 tax rate public hearing for Monday, September 20, 2021 at 5:30 p.m. and the Regular Meeting to immediately follow. Thereafter, Commissioner Mark Zambardino made a motion to adjourn the meeting at 8:12 p.m. This motion was seconded by Commissioner Hoyt Simmons and was unanimously approved by all the Commissioners.

**ATTEST TO:**

  
 Position: PRESIDENT  
 Date: 9-20-2021

  
 Position: Vice-President  
 Date: 9-20-2021