

**MINUTES OF THE PUBLIC HEARING AND 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 20th day of September 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 the Public Hearing and 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. In addition to the above-named Commissioners, the following persons were also present:

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

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.

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PUBLIC HEARING

Upon establishing that a quorum was present, President Johnson called the Public Hearing to order and advised that the Public Hearing had been posted in the Examiner pursuant to Section 26.05 of the Texas Tax Code. (See **Exhibit “A”**).

Agenda Item No. 3 - Public Hearing regarding the District’s proposed fiscal year 2021-2022 budget and 2021-2022 ad valorem tax rate.

He then called on staff and Attorney Oxford to provide a recommendation on the tax rate for 2020-2021. According to staff, during the upcoming year, the No New Tax Rate is \$0.066983 and the Voter Approved Rate, which was previously known as the Effective Tax Rate is \$0.0699355. He then explained that the tax rates dropped substantially from the previous year because the Certified Taxable Value of the property within the District increased from \$231,504,943.00 to \$278,266,255.00. As the Commissioners discussed in the prior meeting, if they chose to adopt the No New Tax Rate, the District would generate an estimated \$186,381.09 property tax revenue. This is slightly more than the 2020-2021 revenues of \$178,585.26. A summary of the tax rate and revenue generated is set forth below:

2021-2022 JCESD No. 1 Tax Rate Analysis					
2019-2020 Tax Rate - This is the actual tax rate the District used to determine property taxes this year					
2019-2021 Certified Taxable Value (Adjusted)	Per \$100		Multiplied by Tax Rate	Tax Rate	Revenue
\$222,588,851.00	÷ \$100	\$2,225,888.51	*	0.080231	\$178,585.26
2020-2021 No New Tax Rate (Approved-Voter Approved Rate, AKA Rollback Rate)					
2020-2021 Certified Taxable Value (Adjusted)	Per \$100		Multiplied by Tax Rate	Tax Rate	Revenue
\$231,504,943.00	÷ \$100	\$2,315,049.43	*	0.079841	\$184,835.86
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

President Johnson then called on staff and Attorney Oxford to present the 2021-2022 budget for the upcoming year. (See **Exhibit “B”**). According to staff, the budget for the upcoming year calls for total revenues of \$212,331.09, which is slightly less than the \$217,225.86 end of the year proposed budget amendment

revenue for 2020-2021. However, the proposed budgeted expenses for 2021-2022 are \$210,998.15 compared to the proposed final budget amendment expenses for 2020-2021 of \$222,871.12. A summary of the budget is as follows:

October 1, 2021 - September 30, 2022				
Original Budget				
Income	Actual Through Sept. Meeting 2021 (Connected to 20-21 Budget)	Final 2020-2021 Budget (Connected 20-21 Budget)	2021-2022 Proposed Budget (Needs to be updated)	% ↑↓ Original 2021-2022 to 2020-2021
Total	\$200,478.21	\$217,225.86	\$212,331.09	-2.25%
Administrative Expenses	Actual Through Sept. Meeting 2021	Final 2020-2021 Budget	2020-2021 Proposed Budget (Updated)	% ↑↓ Original 2021-2022 to 2020-2021
AE Total	\$44,931.81	\$50,437.88	\$43,722.88	-13.31%
Operational Expenses	Actual Through Sept. Meeting 2021	Final 2020-2021 Budget	2020-2021 Proposed Budget	% ↑↓ Original 2021-2022 to 2020-2021
OE TOTALS	\$140,500.42	\$172,633.24	\$167,175.27	-3.16%
Total Expenses	\$185,432.23	\$222,871.12	\$210,898.15	-5.37%
Net Revenue	\$15,045.98	(\$5,645.26)	\$1,432.94	

In regard to the expenses, the Commissioners and staff addresses several line items of interest. They were:

- OE-1 - Engine #2 Annual Payment: The group decided to keep the loan payment for Engine #2 in the budget even though the loan was paid off in 2021. The decision was made because it was agreed by all that the District needed to consider ordering a replacement engine during the 2021-2022 fiscal year.
- OE-17 - Internet & TV: This year's budget includes \$2,600.00 to install high speed internet at the station.
- OE-25-Paid Salaries: Staff recommended, and the Commissioners agreed, to include an additional paid firefighter position so that the District would have paid firefighters seven (7) days a week as opposed to six (6) days a week. The cost to hire paid firefighters to work the seventh day was estimated to be \$8,320.00.

After a discussion on the proposed tax rate and budget for 2021-2022, the Commissioners agreed to adopt the proposed tax rate and the budget set forth in **Exhibit “B”**.

At 6:41, President Johnson called for a motion to adjourn the Public Hearing. Commissioner Hoyt Simmons made a motion to adjourn the Public Hearing. This motion was seconded by Commissioner Mark Zambardino and unanimously approved by all the Commissioners present.

REGULAR MEETING

Immediately, following, President Johnson then asked the Commissioners to open the Regular Meeting. He then announced that all Commissioners were present, and then called on Commissioner Simmons to lead the group in prayer. Since there was no Public Comment, President Johnson asked the Commissioners to move to the Agenda Items.

Agenda Item No. 5 – Swear in Robert “Lee” Barnett to Office.

Mr. Robert “Lee” Barnett was then asked to stand and take the oath of office given by Attorney Oxford. Subsequently, Commissioner Barnett executed the Oath of Office and Statement of Officer. (*See Exhibit “C-1” and “C-2”*).

Agenda Item No. 6 – Discuss and take-action, if necessary, on appointment of officers.

President Johnson called on nominations for officers. It was agreed by all the Commissioners that the current slate of officers has continued to work well for the District and that everyone should remain in the existing positions.

With this said, a motion was made by Commissioner Mark Zambardino, which was seconded by Commissioner Brett Weldy, and the unanimously approved by all the Commissioners present, that the current roster of officers for 2021-2022 remain the same as 2020-2021 and set forth above.

Agenda Item No. 7 – Approve Prior Minutes

The President then requested that the Commissioners review the minutes of the August 23, 2021 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 Hoyt Simmons, and the unanimous vote of all the Commissioners present, approved minutes of the August 23, 2020 Regular Meeting.

Agenda Item No. 8 - 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 District's Administrative Assistant, reported that at the beginning of the August 2021, the District had \$123,583.53 in its Wells Fargo Account and \$127,860.89 in the Community Bank Checking account. During August 2021, the District received an interest payment of \$16.82; and had debit of (\$137.37) for bank services charges in its Wells Fargo checking account. After taking into consideration the debits and credits, the ending balance in the District's Wells Fargo checking account for August 2021 was \$123,462.98. Meanwhile, in the Community Bank checking account, there was a tax deposit for \$2,781.70; Insurance/Misc. deposit of \$327.15 and debits for the monthly expenses in the amount of \$9,656.45. Thus, the ending balance for August 2021 in the Community Bank checking account was \$121,313.29.

Mr. Ring then turned to the District's 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 \$27,502.30 due to an interest payment. Overall, the District's total liquid assets decreased in the month of August 2021 from \$278,942.98 to \$272,278.57. (See Exhibit "D-1").

Mr. Ring then presented the Department's bank balances at Community Bank for August 2021. According to Mr. Ring, the Department's checking account remained the same at \$10,000.00 but the Department's savings account increased by \$2,676.00 thanks to a \$2,000.00 donation from Exxon Mobil on behalf of a volunteer

that works for Exxon Mobil and \$676.00 from donations from the passing of Mrs. Jane Hebert. (See Exhibit “D-2”).

Following the summary of accounts, Mr. Ring then asked the Commissioners to review the outstanding invoice to be paid at the current meeting. Per Mr. Ring, the total expenses to be paid were \$24,386.54. (See Exhibit “D-3”). This month, the invoices were higher than usual due to three insurance premium payments. A list of the invoices paid, or to be paid, is set forth below.

Paid @ September 2021 Meeting					
Payee	Category	Check #	Date Incurred	Date Paid	Amount
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	AUTO	8/31/2021	9/8/2021	\$136.33
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	8/31/2021	9/9/2021	\$45.42
Texas A&M Forest Service	I-6 Grant Funding	1038	9/2/2021	9/2/2021	\$327.15
VFIS of Texas	OE-2 Vehicle, A&S & Contents Pkg Insurance	1039	8/10/2021	9/20/2021	\$2,014.00
TexasMutual	OE-3 Workman's Comp. Insurance	1040	9/16/2021	9/20/2021	\$3,768.00
A Line Front End & Brake Service Inc	OE-4 Vehicle Main/Repair/Pump Recertification	1041	9/1/2021	9/20/2021	\$1,208.13
The Examiner	AE-6 Office, Postage, Operations, Misc	1042	9/9/2021	9/20/2021	\$160.00
Jefferson Central Appraisal District	AE-7 JCAD Fees	1043	9/1/2021	9/20/2021	\$245.16
Card Service Center	OE-6 Fuel	1044	8/31/2021	9/20/2021	\$281.07
Card Service Center	OE-29 Meals	1044	8/31/2021	9/20/2021	\$58.09
Elite Card Payment Center Wells Fargo	AE-12 Dues	1045	8/31/2021	9/20/2021	\$45.00
Elite Card Payment Center Wells Fargo	OE-18 Internet & TV	1045	8/31/2021	9/20/2021	\$124.63
Elite Card Payment Center Wells Fargo	OE-23 Station Maintenance	1045	8/31/2021	9/20/2021	\$151.66
Elite Card Payment Center Wells Fargo	OE-29 Meals	1045	8/31/2021	9/20/2021	\$80.11
Chris Gonzales - Unit #101	OE-25 Paid Salaries	1046	8/19/2021	9/20/2021	\$392.00
John Stone - Unit #171	OE-25 Paid Salaries	1047	8/19/2021	9/20/2021	\$1,160.00
Matthew Behnken - Unit #178	OE-25 Paid Salaries	1048	8/19/2021	9/20/2021	\$632.00
Gabe Luke - Unit #183	OE-25 Paid Salaries	1049	8/19/2021	9/20/2021	\$276.00
Emergency Training Enterprises	AE-3 Firefighter Coordinator	1050	08/31/21	9/20/2021	\$100.00
Joshua C. Heinz	AE-4 Legal Expenses	1051	08/31/21	9/20/2021	\$350.00
Hubert Oxford, IV	AE-4 Legal Expenses	1052	08/31/21	9/20/2021	\$350.00
Chris Gonzales	AE-13 Staff	1053	08/31/21	9/20/2021	\$1,120.00
Chris Gonzales	OE-25 Paid Salaries	1053	08/31/21	9/20/2021	\$1,280.00
Robert Ring	AE-13 Staff	1054	08/31/21	9/20/2021	\$500.00
Entergy	OE-17 Utilities (Electric & Gas)	AUTO	08/31/21	9/24/2021	\$210.80
Verizon	OE-18 Internet & TV	AUTO	08/31/21	9/26/2021	\$37.99
VFIS of Texas	OE-2 Vehicle, A&S & Contents Pkg Insurance	1055	9/24/2021	9/27/2021	\$9,333.00
					\$24,386.54

Once the discussion on the financials and invoices concluded, staff reviewed the District’s budget through August 31, 2021 and a proposed final year end budget. (See Exhibit D-4). Overall, staff explained that the proposed final amendments increased the income 3.06% from the previous budget amendment but on the expense side, the total expenses went up by 2.26% from Budget Amendment No. 3 and 20.37% from the original budget. A summary of the recommended budget amendments is as follows:

October 1, 2020 - September 30, 2021							
	Actuals	Original Budget	Budget Amendment 3	Budget Amendment 4-Sept. 20, 2021			
Income	Actual Through Sept. Meeting 2021	2020-2021 Proposed Budget	Budget Amend.-3 April 26, 2021	Budget Amendments by Line Item (Amount Increase or Decrease) (Needs Updating)	Updated Budget-Post Amendment 4	% ↑↓ Original Budget to Budget Amend. 4	% ↑↓ Budget Amend. 3 to Budget Amend. 4
Total	\$200,478.21	\$186,000.86	\$210,775.86	\$6,450.00	\$217,225.86	16.79%	3.06%
Administrative Expenses	Actual Through Sept. Meeting 2021	2020-2021 Proposed Budget	Budget Amend.-3 April 26, 2021	Final Budget Amendments by Line Item	Updated Budget-Post Amendment 4	% ↑↓ Original Budget to Budget Amend. 4	% ↑↓ Budget Amend. 3 to Budget Amend. 4
AE Total	\$44,931.81	\$61,392.88	\$46,222.88	\$4,215.00	\$50,437.88	-17.84%	9.12%
Operational Expenses	Actual Through Sept. Meeting 2021	2020-2021 Proposed Budget	Budget Amend.-3 April 26, 2021	Budget Amendments by Line Item	Updated Budget-Post Amendment 4	% ↑↓ Original Budget to Budget Amend. 4	% ↑↓ Budget Amend. 3 to Budget Amend. 4
OE TOTALS	\$140,500.42	\$123,762.17	\$171,914.64	\$718.60	\$172,633.24	39.49%	0.42%
Total Expenses	\$185,432.23	\$185,155.05	\$217,937.52	\$4,933.60	\$222,871.12	20.37%	2.26%
Net Revenue	\$15,045.98	\$845.81	(\$7,161.66)	\$1,516.40	(\$5,645.26)	-767.44%	-21.17%

In response to questions about the increased expenses, staff explained that the increases were due to having to spend: 1) an extra \$5,000.00 on the District’s Audit; 2) an extra \$5,000.00 on vehicle repairs; 3) \$3,600.00 in radio equipment; and 4) \$2,327.00 for Emergency Reporting software. On the other hand, staff, did inform the Commissioners that they reduced: 1) the equipment repairs by \$5,000.00; 2) station maintenance by \$2,900.00; and 3) bunker gear purchases or repairs by \$2,000.00.

Next, staff and Attorney Oxford presented the Commissioner with documents supplied by Allegiance Bank to open a Savings Account at the bank so that the District can close its Wells Fargo accounts and transfer all the remaining funds to Allegiance Bank. (See **Exhibit “D-5”**). The Commissioners and staff then discussed the logistics of closing the Wells Fargo account. The Commissioners were also reminded that they had previously approved a resolution to close all the Wells Fargo accounts.

At the end of the discussion included in the agenda item, Commissioner Mark Zambardino made a motion to approve the 1) financials, 2) invoices, 3) Budget Amendment-4, and 4) authorized the execution of the Allegiance Bank documents to open a savings account at the bank. (See **Exhibits “D-1”, “D-2”, “D-3”, “D-4”,**

and “D-5”). This motion was seconded by Commissioner Brett Weldy and unanimously approved by all Commissioners present.

Agenda Item No. 9 - Discuss and take-action, if necessary, to adopt the District’s fiscal year 2021-2022 budget.

Since this Agenda Item was discussed at length in the Public Hearing, President Johnson asked if there was anything further to discuss. Before calling for a motion to adopt the 2021-2022 Budget, staff presented the Commissioners with documents to sign to following the budget’s adoption.. (See **Exhibit “B”**).

Thereafter, a motion was made by Commissioner Mark Zambardino to adopt the preliminary budget for 2021-2022 set forth in **Exhibit “B”**. This motion was seconded by Commissioner Robert Barnett and unanimously approved by all the Commissioner’s present.

Agenda Item No. 10 - Discuss and take-action, if necessary, to set the District’s 2021-2022 ad valorem tax rate.

As with Agenda Item No. 9, the Commissioners did not discuss this agenda item because it was previously discussed during the Public Hearing. Staff then presented the Commissioners with a packet of another set of documents that needed to be signed once the tax rate was approved (See **Exhibit “E”**).

Commissioner Mark Zambardino then made a motion that the property tax rate be increased by the adoption of the No New Tax Rate \$0.066983. This motion was seconded by Commissioner Robert Barnett and unanimously approved by all the Commissioner’s present.

Agenda Item No. 11 - Discuss and take-action, if necessary, action on adopting 2020-2021 tax rate form and other information/materials to be submitted to the Jefferson County Tax Assessor-Collector.

No action was taken as all the necessary tax forms were approved in Agenda Item No. 11 and set forth in **Exhibit “E”**.

Agenda Item No. 12 - To review, discuss, and take any needed action regarding: 1) staffing; 2) purchase and/or 3) repair requests submitted by the Volunteer Fire Department.

No action was taken.

Agenda Item No. 13 - To review, discuss, and take any needed action regarding applying and/or accepting grants.

No action was taken.

Agenda Item No. 14 – Chief’s Report


According to the Chief, in August 2021, the Department and the District’s firefighters responded to twenty-one (21) calls. He then gave the Commissioners highlights of various calls set forth below.

Date / Time	Response Address	Nature of Call	Disposition
*8/3/21 - 11:16	162 Moore Road #4	Electrical investigation	Contacted trailer park owner to remedy electrical wiring.
8/4/21 - 00:41	Hwy 105	Coughing up blood	AEMS transported to Emerg. Rm.
*8/5/21 -09:58	Moore Road	Breathing difficulty	AEMS transported to Emerg. Rm.
8/7/21 - 06:11	Sweet Gum	Chest pains	AEMS transported to St Elizabeth
*8/10/21 -17:14	River Bend	Natural gas leak	Secured area and contacted Centerpoint Energy
8/13/21 - 17:54	Tolivar Canal Road	Seizures	AEMS transported to St Elizabeth
8/14/21 - 20:09	1469 Moore Road	Unauthorized burning	Unable to locate
*8/16/21 -10:08	Saddlewood Ctr.	Fall with injuries	AEMS transported to St Elizabeth
*8/17/21 -16:37	Leaning Oaks	Breathing problems	AEMS transported to Baptist
*8/18/21 -12:02	Moss Hill	Anxiety episode	Pt. refusal
8/19/21 - 15:00	Hwy #105 @ Tram Rd.	Motor vehicle collision	No injuries - no transport
8/21/21 - 18:07	Moore Road	Medical alarm	False alarm
8/21/21 - 21:01	Hwy 105	Illegal burning	Extinguished fire
*8/23/21 - 09:04	Sweet Gum	Fall w/o injury	Lift assist only
*8/25/21 - 09:45	Hwy #105 @ Pine Wood	Trackhoe fire	Assisted extinguishing fire
8/26/21 - 21:26	Reins Road	Possible DOS	JCSO confirmed DOS
8/27/21 - 06:20	Hwy #105 @ Tram Rd.	Motor vehicle collision	1 pt. transported to St. Elizabeth
*8/27/21 - 19:37	Inwood Dr.	Fainting spell	Pt refusal
*8/28/21 - 11:06	Inwood Dr.	Fall w/ injury	AEMS transported to St Elizabeth
*8/29/21 - 14:57	Moore Road	Breathing problems	AEMS transported to Baptist
8/29/21 - 21:07	Carroll Lane	Motor vehicle collision	No injuries - no transport

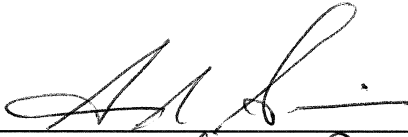
*Daytime FF Response

There being no other matters to discuss, President Johnson thanked the Commissioners for attending and then set the next meeting for Monday, October 25, 2021 at 6:00 p.m. Thereafter, Commissioner Hoyt Simmons made a motion to adjourn the meeting at 7:41 p.m. This motion was seconded by Commissioner Robert Barnett and was unanimously approved by all the Commissioners.

ATTEST TO:



Position: PRESIDENT
Date: 10-25-2021



Position: Vice-President
Date: 10-25-2021