

**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 22nd day of August 2022, 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	Commissioner

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	Assistant Administrator
Mr. Hubert Oxford, IV	Benckenstein & Oxford, LLP

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

Agenda Item No. 5 – Approve Prior Minutes

Turning to Agenda Item No. 5, to review and approval of the July 25, 2022, the President requested that the Commissioners review the minutes of and asked if there were any changes. There were none.

There being no additional change, a motion was made by Commissioner Mark Zambardino, which was seconded by Commissioner Hoyt Simmons and the unanimous vote of all the Commissioners present, to approve the minutes as presented of the July 25, 2022 Regular Meeting.

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

President Johnson then called on Mr. Ring to present the financial reports for the month of July 2022 with a review of the District's and the Department's accounts. According to Mr. Ring, the beginning balance in the District's Community Bank checking account was \$123,253.44. During July 2022, there were credits for a) \$1,994.96 in Tax Revenues; and b) Miscellaneous Deposits of \$2,001.00. Included in the Miscellaneous Deposits were: i) a payment of \$2,000.00 grant from CenterPoint Energy for an external antenna; and ii) \$1.00 reward from Lexis Nexis. After considering the debits for monthly expenses of (\$15,018.46) the ending balance for the month was \$112,230.94. (See Exhibit "A-1").

Next, Mr. Ring turned to the District's savings account at Allegiance Bank account. The beginning balance in July was \$210,779.77 and after receipt of an interest payment of \$26.85, the ending balance was \$210,806.62. (See Exhibit "A-1").

Combined, Mr. Ring advised that the District's funds available were \$323,037.56. However, after considering the \$223,000.00 in Restricted Funds, the District's total unrestricted funds were \$100,037.56.

Afterwards, Mr. Ring presented the Department's bank balances at Community Bank for July 2022. According to Mr. Ring, the Department's checking account remained at \$10,000.00. Likewise, the Department's savings account balance remained at \$15,863.02. (See Exhibit "A-2").

The Mr. Ring then reviewed the outstanding invoice to be paid and approved at the current meeting. Per Mr. Ring, the total expenses to be paid were \$33,450.52. (See Exhibit "A-3"). This month, Ring informed the Commissioners that all bills were routine except for the \$21,675.00 payment to Architectural Alliance, Inc. A

list of the invoices paid, or to be paid, is set forth below.

Paid @ August 2022 Meeting					
Payee	Category	Check #	Date Incurred	Date Paid	Amount
Dish	OE-18 Internet & TV	AUTO	7/31/2022	7/4/2022	\$130.68
AT&T	OE-10 Telephone Service (Phone/Fax/Security)	AUTO	7/31/2022	8/8/2022	\$144.57
CenterPoint Energy	OE-17 Utilities (Electric & Gas)	AUTO	7/31/2022	8/10/2022	\$76.62
Sparklight	OE-18 Internet & TV	AUTO	7/31/2022	8/20/2022	\$84.99
Entergy	OE-17 Utilities (Electric & Gas)	AUTO	7/31/2022	8/25/2022	\$208.90
VFIS of Texas	OE-2 Vehicle, A&S & Contents Pkg Insurance	1238	8/5/2022	8/22/2022	\$2,137.00
Architectural Alliance, Inc.	AE-6 Office, Postage, Operations, Misc.	1239	8/8/2022	8/22/2022	\$21,675.00
Dan Flowers	OE-4 Vehicle Main/Repair/Pump Recertification	1240	8/9/2022	8/22/2022	\$219.76
Casco Industries, Inc.	OE-7 Bunker Gear Maintenance/Purchase	1241	8/19/2022	8/22/2022	\$186.00
Chris Gonzales	OE-14 Medical Training (CPR & Other)	1242	8/19/2022	8/22/2022	\$141.00
Card Service Center	AE-6 Office, Postage, Operations, Misc.	POP	7/31/2022	8/20/2022	\$90.99
Card Service Center	OE-4 Vehicle Main/Repair/Pump Recertification	POP	7/31/2022	8/20/2022	\$32.29
Card Service Center	OE-5 Equipment Maint/Repair/Purchase	POP	7/31/2022	8/20/2022	\$138.76
Card Service Center	OE-6 Fuel	POP	7/31/2022	8/20/2022	\$345.04
Card Service Center	OE-8 Radio & Pager Maintenance/Purchase	POP	7/31/2022	8/20/2022	\$249.87
Card Service Center	OE-14 Medical Training (CPR & Other)	POP	7/31/2022	8/20/2022	\$39.05
Card Service Center	OE-23 Station Maintenance	POP	7/31/2022	8/20/2022	\$17.97
Card Service Center	OE-29 Meals	POP	7/31/2022	8/20/2022	\$101.13
Chris Gonzales - Unit #101	OE-25 Paid Salaries	1243	8/17/2022	8/22/2022	\$675.00
John Stone - Unit #171	OE-25 Paid Salaries	1244	8/17/2022	8/22/2022	\$1,362.42
Ehren Davis - Unit #177	OE-25 Paid Salaries	1245	8/17/2022	8/22/2022	\$195.00
Matthew Behnken - Unit #178	OE-25 Paid Salaries	1246	8/17/2022	8/22/2022	\$1,338.48
Leeland Farms LLC	AE-3 Firefighter Coordinator	1247	7/31/2022	8/22/2022	\$100.00
Joshua C. Heinz	AE-4 Legal Expenses	1248	7/31/2022	8/22/2022	\$350.00
Hubert Oxford, IV	AE-4 Legal Expenses	1249	7/31/2022	8/22/2022	\$350.00
Chris Gonzales	AE-13 Staff	1250	7/31/2022	8/22/2022	\$1,120.00
Chris Gonzales	OE-25 Paid Salaries	1250	7/31/2022	8/22/2022	\$1,440.00
Robert Ring	AE-13 Staff	1251	7/31/2022	8/22/2022	\$500.00
					\$33,450.52

Staff then reviewed the District's Balance Sheet and Income statement and reported that after eight (8) months into the fiscal year, there were several budget items that needed to be amended but there remained \$77,339.02 left in the budget. (See Exhibit "A-4").

Subsequently, Commissioner Hoyt Simmons made a motion to approve the 1) July 2022 account reports for the District and the Department; 2) invoices for the since the last meeting; and 3) July 2022 financial reports. (See Exhibits "A-1", "A-2", "A-3", and "A-4"). This motion was seconded by Commissioner Brett Weldy and unanimously approved by all Commissioners present.

Agenda Item No. 7 - 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, but the Chief did provide the Commissioners with an update on the purchase of real property for a new station.

Agenda Item No. 8 - Discuss and take-action, if necessary, on applying for grants and/or accepting grants.

The Chief reported that the District was going to apply for a \$10,000.00 grant to purchase supply line hose. In addition, the Chief reported that the District has already received the \$2,000 grant from CenterPoint Energy. Otherwise no action was taken.

Agenda Item No. 9 - Discuss and take-action, if necessary, on adopting a mileage reimbursement policy.

Turning to Agenda Item No. 9, Staff presented the Commissioners with a Mileage Reimbursement Policy that was discussed at the last meeting. Per Staff,

- Mileage will be calculated to and from a) the Member's residence to the District's Station (i.e., training); b) the Member's residence to an incident; c) the Station to a place of business (i.e., bank, courthouse, etc.);
- Mileage will be multiplied by the current General Service Administration rate (GSA) (e.g.: 4.2 miles X .62 (current 2022 GSA) = \$2.60; and
- Reimbursement checks will be written by the Department, who will be reimbursed by the District, on a quarterly basis to Active Members.

(See Exhibit "B").

After a review and discussion of the proposed policy, a motion was made by Commissioner Robert Barnett to adopt the proposed policy set forth in Exhibit "C". This motion was seconded by Commissioner Hoyt Simmons and the unanimous vote of all the Commissioners present.

Agenda Item No. 10 - 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.

Attorney Oxford informed the Commissioners that there was no action to be taken on this agenda item but did present the Commissioners with a summary of the No New Tax Rate and the Voter Approved Tax Rate as well as the revenue generated by each rate. As summary of the information provided is set forth below and details of the tax rate options are attached as **Exhibit “C”**.

2022-2023-No New Tax Rate (NNTR)						
COUNTY	PRELIMINARY CERTIFIED TAXABLE VALUE (Adjusted)	Per \$100			NNTR	REVENUE
JCESD No. 1	\$313,833,668.00	÷ 100	\$3,138,336.68	X	0.05999	\$188,268.82
2022-2023-Voter Approved Tax Rate (i.e., Rollback Rate)						
COUNTY	PRELIMINARY CERTIFIED TAXABLE VALUE (Adjusted)	Per \$100			VATR	REVENUE
JCESD No. 1	\$313,833,668.00	÷ 100	\$3,138,336.68	X	0.064653	\$202,902.88

After a review of the tax rate options, Attorney Oxford requested the Commissioners provide staff with guidance on their choice of tax rates as the District needed to prepare notices for the upcoming Public Notice and staff needed to prepare budgets for the next fiscal year. The Commissioners discussed their options but given the upcoming expenses and inflation concerns, the Commissioners instructed staff to prepared notices and budgets based on the Voter Approved Tax Rate of \$0.064653.

Agenda Item No. 11 – Chief’s Report

According to the Chief, in July 2022, the Department and the District’s firefighters responded to sixteen (16) calls. He then gave the Commissioners highlights of various calls set forth below.


Date / Time	Response Address	Nature of Call	Disposition
*7/1/22 - 12:35	Moore Road	Fire Alarm activation	False alarm - cancelled enroute
*7/4/22 - 10:35	Sweetgum Rd.	Possible stroke	AEMS transported to St. Elizabeth
*7/5/22 - 10:35	Reins Road	Smoke investigation	No illegal material burning
*7/8/22 - 14:35	Forest Trail	Fall w/ injury	AEMS transported to St. Elizabeth
*7/15/22 - 17:07	Hwy #105	Motor vehicle collision	AEMS transported one pt. to St. Elizabeth, 3 refusals
7/16/22 - 18:11	Black Gum Rd.	Unresponsive	AEMS transported to St. Elizabeth
7/18/22 - 18:29	Hwy #105	Motor vehicle collision/ w fire	Arrived on scene BFD extinguished fire. AEMS transported 1 pt.
7/18/22 - 22:42	Basswood Lane	Medical alarm activation	Accidental activation
7/18/22 - 23:20	Reins Road	Seizures	AEMS transported to Baptist
*7/19/22 - 16:52	Hwy #105	Power line down	Small fire on tree branch/extinguished
*7/21/22 - 12:25	Hwy #105	Unconscious	AEMS transported to Baptist
7/21/22 - 23:00	Michael Road	Overdose	AEMS transported to St. Elizabeth
*7/26/22 - 14:10	Aggie Drive	Hay baler fire	Assisted with overhaul
7/29/22 - 06:33	Tram Road	Breathing difficulties	AEMS transported to St. Elizabeth
7/31/22 - 05:33	Tan Oak	Fire Alarm activation	False activation - no fire
7/31/22 - 14:55	Rosewood	Chest pains	AEMS obtained a refusal

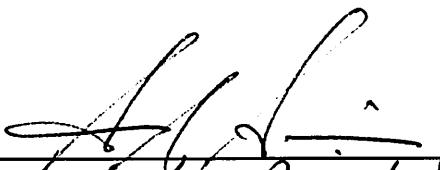
*Daytime FF Response - 8 responses

** Weekend Response - 0 responses

There being no other matters to discuss, President Johnson thanked the Commissioners for attending and then set the next meeting for Monday, September 26, 2022 at 6:00 p.m. Thereafter, Commissioner Hoyt Simmons made a motion to adjourn the meeting at 7:07 p.m. This motion was seconded by Commissioner Robert Barnett and was unanimously approved by all the Commissioners.

ATTEST TO


 Position: PRESIDENT
 Date: 9-26-2022


 Position: Vice President
 Date: 9/26/22