

MINUTES OF THE WORKSHOP
OF THE BOARD OF COMMISSIONERS OF THE
JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 4

A workshop of the Board of Commissioners of the Jefferson County Emergency Services District No. 4 ("District") was called for at 4:00 p.m. on January 6, 2015, at the office of Benckenstein & Oxford, L.L.P., located at 3535 Calder Ave., Suite 300, Beaumont, Texas 77706, pursuant to notice duly posted according to law.

At approximately 4:00 p.m., the workshop was called to order. The roll was called of the duly constituted officers and members of the Board, to wit:

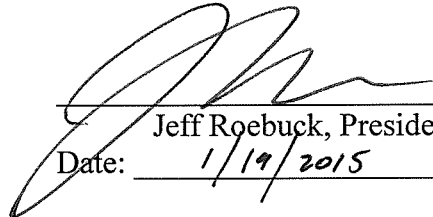
| | |
|----------------|---------------------|
| Jeff Roebuck | President |
| Charlie Reneau | Vice President |
| Sandra Duhon | Secretary |
| Sandra Melton | Treasurer |
| Charlie Cox | Assistant Treasurer |

All of said Board members were present, thus constituting a quorum. Also present at the meeting were Mary Ellen Robertson, account for the District, and Joshua Heinz of the law firm Benckenstein & Oxford, L.L.P., attorneys for the District.

Upon establishing that a quorum was present, President Roebuck directed the Board's attention to the Agenda Item No. 3, at which time the Board discussed various accounting-related policies to be considered for the District, including a comprehensive purchasing and procurement policy, as well as accounting and purchasing-related amendments to the VFD service agreements. Additionally, under Agenda Item No. 4, the Board discussed the potential creation of a District Manager and/or administrator position, along with the roles and responsibilities for same. The Board will discuss and take any needed action regarding these matters at its next regular meeting. Additionally, Mr. Heinz will begin preparation of a draft comprehensive purchasing and procurement

policy and proposed amendments to the VFD service agreement, and the Board members will begin exploring potential candidates for the potential manager and/or administrator positions.

The workshop was adjourned at approximately 5:30 p.m.



Jeff Roebuck, President
Date: 1/19/2015

ATTEST: 

Date: 1/19/2015