

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

A regular meeting of the Board of Commissioners of the Jefferson County Emergency Services District No. 4 ("District") was called for at 5:30 p.m. on the 15th day of January 2014, at the Jefferson County Precinct 4 Service Center, located at 7780 Boyt Road, Beaumont, Texas 77713, pursuant to notice duly posted according to law.

The meeting was called to order at approximately 5:45 p.m., and 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, with the exception of President Roebuck and Secretary Duhon, thus constituting a quorum. Also present at the meeting were: Joshua Heinz of the law firm Benckenstein & Oxford, L.L.P., attorneys for the District; Mary Ellen Robertson, CPA; and, those persons identified on the attendance log attached hereto as **Exhibit A**.

Upon establishing that a quorum was present, Vice President Reneau asked for public comment as set forth in Agenda Item No. 3. At this time, Scott Wade introduced Joey Ancelet of the Texas Department of Health. Mr. Ancelet advised the Board on the status of the EMS Ambulance variance for Labelle-Fannett VFD, and explained the type of reporting required of Labelle-Fannett VFD on an annual basis in order to maintain its variance. There was no further public comment.

The Board was then directed to Agenda Item No. 4 for review of the Minutes of the December 18, 2013 regular meeting. Upon motion by Treasurer Melton and seconded by Assistant Treasurer Cox, the proposed Minutes were approved by the Board members present.

Next, Vice President Reneau directed the Board's attention to Agenda Item No. 5 for the Treasurer's Report. Treasurer Melton reported that the District's Texas First Bank account balance as of December 31, 2013 was \$ \$34,672.79, as reflected on the account statement attached hereto as **Exhibit B**; and, the account balance as of January 15, 2014 was \$198,977.38.

Thereafter, the Board was directed to Agenda Item No. 6 regarding the Security Agreement/Pledge of Collateral required by Texas First Bank, a copy of which is attached hereto as **Exhibit C**. The Board members present reviewed and executed the document, and will have other Board members sign at the next meeting.

Vice President Reneau then directed the Board to Agenda Item No. 7 regarding the draft Fire Service Agreements between the District and the VFDs, and the draft Asset Transfer Agreement between the District and Cheek VFD. The Board discussed the funding language contained in the draft Service Agreements. Mary Ellen Robertson also discussed accounting/auditing issues to be considered by the Board in relation to the agreements, especially relating retention of assets by the VFDs. The Contract Committee will meet with the VFDs to review and work on the current drafts, and the Board will hold a special Board meeting on Wednesday, January 29, 2014, at 6:00 p.m. at the Labelle-Fannett VFD Fire Station for the purpose of reviewing and finalizing the Fire

Service Agreement drafts, so that same can be considered for approval at the Board's next regular meeting.

Next, the Board was directed to Agenda Item No. 8 regarding retention of an accountant, bookkeeper, and/or auditor for the District. Treasurer Melton and Assistant Treasurer Cox informed the Board that they had spoken with several accountants, including Mrs. Robertson, and advised the Board the Mrs. Robertson has significant experience with ESDs, as both an accountant and auditor, which makes her best qualified to serve as the District's accountant. The Board decided to table the retention of an accountant until the next Board meeting so as to allow Ms. Robertson the opportunity to present the Board with a representation proposal, which can then be reviewed and considered by all Board members.

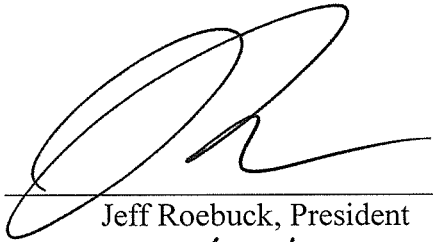
Vice President Reneau then directed the Board to Agenda Item No. 9 to discuss obtaining office equipment and supplies for the District. The Board reviewed and discussed the various options for a laptop computer, and though they all favored an Apple MacBook Pro over the Dell laptops, all agreed that they needed to first confirm compatibility with accounting software before they made the purchase. Additionally, Assistant Treasurer Cox advised that he would take care of having a phone/fax line installed at the District's administrative office.

Thereafter, the Board was directed to Agenda Item No. 10 regarding ISO evaluation criteria for the VFDs. Assistant Treasurer Cox advised the Board on the information he has gathered regarding ISO evaluations, and discussed in detail certain communication aspects that can be improved, which are a major component of the ISO evaluation.

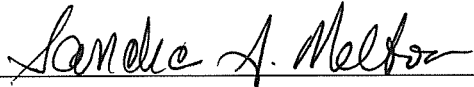
Next, the Board moved along to Agenda Item No. 11 regarding the upcoming SAFE-D Annual Conference. Treasurer Melton advised that all Board members have been registered for the conference and their fees have been paid. She also reported that there were no rooms available at Moody Gardens, and thus other accommodations would need to be made by the individual members. Each Board member will keep up with their expenses and will submit same to the Board for reimbursement at the next meeting.

Vice President Reneau then directed the Board to Agenda Item No. 12, at which time Mr. Heinz reported on the recent activities of counsel. Mr. Heinz reported on the status of the BASF facility on West Port Arthur Rd., and advised that he would continue to keep the Board apprised as the matter developed further.

Then, there being no further matters to come before, the regular meeting was adjourned at approximately 7:20 p.m.



Jeff Roebuck, President
Date: 2/19/14

ATTEST:


Name/Position: SANDRA J. MELTON
Date: 2-19-2014

Exhibit A

SCOTT WADE

Joey Ancelet, DSHS

Joos Salinas

Terry E. Burks

August Semien

Scott Newvine

KD BROWN

Earl Sluz

Bryan Werner

BRENDA OZEN

Ken Dutton

RAY Deshotel

NELSON LAVERGNE

Aaron King

Michael Richard

Ruffus Lavergne

PATRICK LARSON

Exhibit B



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Page: 1

JEFFERSON COUNTY EMERGENCY
SERVICES No. 4
12880 FM 365 RD
BEAUMONT TX 77705-9682

Account Number: 10031508
Statement Date: 1/01/14
Checks/Items Enclosed: 2

EM

PUBLIC FUNDS TIERED INT. JEFFERSON COUNTY EMERGENCY Acct 10031508
SERVICES No. 4

Beginning Balance 12/01/13 2,160.72
Deposits / Misc Credits 3 36,260.62
Withdrawals / Misc Debits 4 3,748.55
** Ending Balance 12/31/13 34,672.79 **
Service Charge .00
Interest Paid Thru 12/31/13 4.00
Interest Paid Year To Date 4.23
Annual Percentage Yield Earned .15%
Number of Days for A.P.Y.E. 31
Average Balance for A.P.Y.E. 31,549.86
Minimum Balance 2,160
Enclosures 2

FEE RECAP

Table with 2 columns: Fee Type, Amount. Rows include Total Overdraft Fees (\$0.00) and Total Returned Item Fees (\$0.00).

DEPOSITS AND OTHER CREDITS

Table with 3 columns: Date, Deposits, Activity Description. Rows include INCOMING WIRE transactions and Interest Paid.

DEBITS AND OTHER WITHDRAWALS

Table with 3 columns: Date, Withdrawals, Activity Description. Row includes INCOMING WIRE FEE.



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JEFFERSON COUNTY EMERGENCY

Account Number: 10031508
Statement Date: 1/01/14

DEBITS AND OTHER WITHDRAWALS

Date	Withdrawals	Activity Description
12/19	2,286.12	Debit Memo

CHECKS PAID

* indicates skip in check numbers

Date	Check No.	Amount	Date	Check No.	Amount	Date	Check No.	Amount
12/31	1500	1,405.43	12/26	1501	50.00			

DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
12/06	38,410.20	12/19	36,124.22	12/31	34,672.79
12/17	38,410.34	12/26	36,074.22		

Exhibit C

