

THE STATE OF TEXAS           §  
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COUNTY OF JEFFERSON       §

**NOTICE OF REGULAR MEETING AND AGENDA  
OF JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 4**

**January 19, 2015**

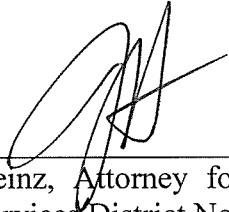
Notice is hereby given that a Regular Meeting of the Board of Commissioners of the Jefferson County Emergency Services District No. 4 will be held on January 19, 2015, beginning at 5:30 p.m., at the Labelle-Fannett VFD Fire Station, located at 12880 FM 365, Beaumont, Texas 77705, for the following purposes:

**Regular Meeting**

1. Call to order.
2. Determination of quorum.
3. Public comment. In accordance with the Texas Attorney General's opinion, any public comment that is made on an item that is not on the published final agenda will only be heard by the Board of Commissioners. No formal action, discussion, deliberation, nor comment will be made by the Board of Commissioners.
4. VFDs Chiefs' Reports; review and discuss Monthly Run Reports and financial/billing reports submitted by the VFDs.
5. Review and approve the following minutes:
  - December 15, 2014 regular meeting; and,
  - January 6, 2014 workshop.
6. Treasurer's Report.
7. Review, discuss and take action to approve and authorize payment of the District's bills and accounts; and, review, discuss and take action to approve VFDs' current operation and maintenance expenditures being submitted for payment by the District, and authorize payment of same.
8. Review and discuss any equipment repair, replacement, and/or acquisition proposals being submitted by the VFDs, and take any needed action.
9. Review, discuss and take any needed action regarding VFIS insurance proposals prepared for the District and the VFDs.
10. Discuss accounting-related policies and procedures for the District, including, but not limited to, a comprehensive purchasing and procurement policy, VFD expenditure

payment/reimbursement policy, fraud policy, credit card use policy, and/or travel reimbursement policy, as well as accounting-related amendments to the Fire Protection Service Agreements, and take any needed action.

11. Discuss creation of a District manager and/or administrative position and candidate(s) for same, and take any needed action.
12. Discuss inventory of the District and VFDs' equipment and assets, and take any needed action.
13. Discuss and take any needed action regarding retention of an independent accountant to perform District's annual audit for fiscal year 2013-14, along with annual audits for the VFDs, and take any needed action.
14. Discuss status of used ambulance recently acquired by the District and take any needed action in relation thereto.
15. Discuss and take action regarding Records Management Program, including Order establishing same; appointment of Records Management Officer and Public Information Coordinator; and, Declaration of Compliance with Records Scheduling Requirement of the Local Government Records Act.
16. Counsel report.
17. Such other matters that may come before the board.
18. Adjourn.



Joshua C. Heinz, Attorney for Jefferson County  
Emergency Services District No. 4

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A packet containing all supportive documentation for this agenda will be available for inspection on the third Monday of each month at the District's administrative office, located at the Labelle-Fannett VFD Fire Station, 12880 FM 365, Beaumont, Texas 77705, between 5:30 p.m. and 6:30 p.m.

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Jefferson County Emergency Services District No. 4 is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request.

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The Board may retire to Executive Session any time between the meetings opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or, discussion of real estate acquisitions pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

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