

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

A regular meeting of the Board of Commissioners of Jefferson County Emergency Services District No. 4 ("District") was called for at 5:30 p.m. on the 19th day of January, 2015, at the District's administrative office, located at the Labelle-Fannett VFD fire station, 12880 FM 365, Beaumont, Texas 77705, pursuant to notice duly posted according to law.

At approximately 5:30 p.m., the regular meeting 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, with the exception of Secretary Duhon and Assistant Treasurer Cox, 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, accountant for the District; and, those persons identified on the attendance log attached hereto as **Exhibit A**.

Upon establishing that a quorum was present, President Roebuck asked for public comment as set forth in Agenda Item No. 3. Being as there was no public comment, the Board moved along to Agenda Item No. 4, at which time Charles Sonnier, Chief of the Labelle-Fannett VFD, advised the Board of the VFDs' recent activities. A copy of the Dispatch Log Sheet submitted by Labelle-Fannett VFD is attached hereto as **Exhibit B**.

The Board was then directed to Agenda Item No. 5 for review of the Minutes of the December 15, 2014 regular meeting and January 6, 2015 workshop. Upon motion by Vice

President Reneau and seconded by Treasurer Melton, the proposed Minutes were unanimously approved by the Board members present.

Next, President Roebuck directed the Board to Agenda Item No. 6, at which time Treasurer Melton reported that the District's Texas First Bank account balance was \$245,636.14 as of December 31, 2014, and \$442,655.03 as of January 18, 2015, as reflected in the account statements attached hereto as **Exhibit C**. Mrs. Robertson also reviewed with the Board the financial statement of activities for the current period, which is attached hereto as **Exhibit D**, and recommended that the District establish a savings account. Upon motion by Treasurer Melton and seconded by Vice President Reneau, the Board members present unanimously authorized Treasurer Melton to establish a savings account for the District with a beginning balance of \$100.00, along with the transfer of said beginning balance funds from the District's operating/checking account.

President Roebuck then directed the Board to Agenda Item No. 7 for payment of the District and VFDs' bills. The Board reviewed the materials submitted by Labelle-Fannett VFD in support of its current expenditure payment and reimbursement requests and discussed same with the department representatives present. Following these discussions, President Roebuck made a motion to approve payment of the bills and expenditures listed on the account register attached hereto as **Exhibit E** (Check Nos. 1835-1858, totaling \$97,954.27), subject to further review and approval of Check Nos. 1839, 1840, 1845, 1848, 1851, 1853, 1855, and 1856 by Treasurer Melton. The motion was seconded by Vice President Reneau and unanimously approved by all the Board members present.

The Board then moved along to Agenda Item No. 8 at which time Charles Sonnier advised the Board that Labelle-Fannett VFD's gator was out of service (believed problem with

the alternator), and he is going to get a repair estimate and present same to the Board at the next regular meeting. Additionally, Mr. Sonnier is going to obtain estimates for putting decals on the department's vehicles and present same to the Board for consideration at the next meeting. Also, Jay Francis advised on the status of Cheek VFD's Engine 2, which the Board will consider designating as surplus/salvage property at its next meeting.

Next, after tabling Agenda Nos. 9 and 10, the Board was directed to Agenda Item No. 11 regarding creation and hiring of a manager and/or administrator for the District. Mr. Heinz suggested that the Board appoint a personnel committee to interview potential candidates for the position(s). President Roebuck made a motion to appoint Vice President Reneau and Assistant Treasurer Cox to the personnel committee, which was seconded by Treasurer Melton and unanimously approved by the members present. The personnel committee will collect information regarding and interview the potential candidates, and will report back to the Board at the next meeting.

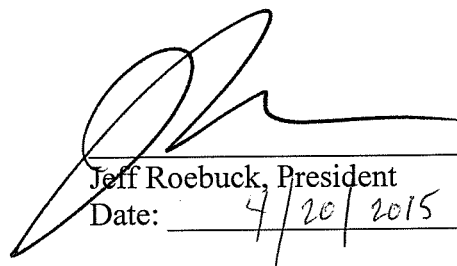
After discussing the District's asset inventory briefly under Agenda Item No. 12, President Roebuck directed the Board to Agenda Item No. 13 regarding the District's 2013-14 annual audit and audits for the VFDs. Mrs. Robertson advised the Board that she had received audit proposals from Ralph Likens and Cook Parker, and she was awaiting receipt of a proposal from James Edwards. The finance committee members will review the audit proposals and report back to the Board at the next meeting. Additionally, Mrs. Robertson advised that the proposed auditors will need to obtain certain financial records from the VFDs in order to provide an estimate for performing their audits. President Roebuck confirmed with the Labelle-Fannett VFD representatives that they will provide Mrs. Robertson within one (1) week of the meeting, with copies of the department's detailed balance sheets, profit/loss statements, general ledgers

and tax returns for 2013-14, so that she can then forward said records to the proposed auditors for purposes of providing estimates.

After tabling Agenda Item Nos. 14 and 15, the Board was directed to Agenda Item No. 16 for the counsel report, at which time Mr. Heinz advised the Board that the District's annual report had been submitted to the Texas Department of Agriculture – Office of Rural Affairs on December 11, 2014 in accordance with Tex. Health & Safety Code § 775.083; the District's administrative office address had been published in The Examiner on January 1, 2015 in accordance with Tex. Health & Safety Code § 775.036(f); and, the Commissioners Court of Jefferson County, Texas had re-appointed Vice President Reneau (Place 2) and Treasurer Melton (Place 4) to new two-year terms of office expiring on January 1, 2017 during its December 22, 2014 special meeting pursuant to Tex. Health & Safety Code § 775.034(b).

Lastly, under Agenda Item No. 17, President Roebuck reviewed the terms and conditions of the fire service agreements with the VFDs, specifically the provisions concerning training, billing revenue, and reporting requirements. Additionally, the Cheek VFD representatives requested that the Board conduct its next regular meeting in Cheek at the Precinct 4 Service Center, which the members were unopposed to. Mr. Heinz will confirm with Commissioner Alfred's office on availability of the Precinct 4 Service Center for the Board's next regular meeting (February 16, 2015).

Being as there were no further matters to come before the Board the meeting was adjourned at approximately 6:45 p.m.



Jeff Roebuck, President
Date: 4/20/2015

ATTEST:

Andrea Subin
Position: Secretary
Date: 4-20-13

Exhibit A

JCESD#4 - 1/19/2015
Sign-in Sheet


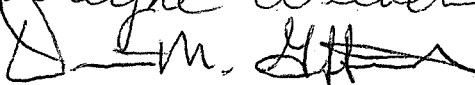
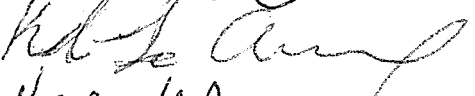

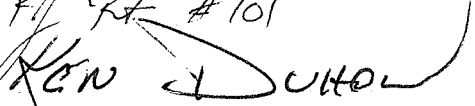
1. 
2. Ronnie Washburn
3. Ashley Hester
4. R. K. Kiker 301
5. Darlene Rivett 302
6. Earl Blue Jr
7. Pat Larson
8. Wayne Wilber
9.  M. ~~HH~~
10. Carol L. Gifford
11. 
12. Healy Jabre
13.  #101
14.  KEN DUTON
15. Mr. Jay FRANCIS
- 16.
- 17.
- 18.
- 19.
- 20.
- 21.
- 22.
- 23.
- 24.

Exhibit B

Dispatch Log Sheet for December 2014

Total Calls for June: 60 | Total Calls YTD: 629

Fannett	LaBelle	Cheek	TOTALS
Med : 17	Med : 15	Med : 8	Med: 40
MVA : 8	MVA : 5	MVA : 1	MVA: 14
Fire : 2	Fire : 3	Fire : 1	Fire: 6
Total: 27	Total: 23	Total: 10	Total: 60

Units Dispatched

Med6 - 39
Engine 1 - 10
Engine 8 - 1
Truck 118 - 3
Truck 4 - 0
Rescue 9 - 0
Tanker 5 - 0
Cheek Engine - 1

Transported: 21

Mutual Aid Units

Ham Med 2 - 4
Acadian - 8

Exhibit C



Helping Texans Build Texas

www.texasfirstbank.com

3000 FM 1764 • La Marque, TX 77568-2452

Return Service Requested

TELEPHONE BANKING
(409) 945-9889 (281) 538-2226
(855) 355-TFB1 (8321)

BOOKKEEPING
(409) 948-1993
(409) 296-2111

Page: 2

JEFFERSON COUNTY EMERGENCY

Account Number: 10031508
Statement Date: 1/01/15

CHECKS PAID

* indicates skip in check numbers

Table with columns: Date, Check No., Amount, Date, Check No., Amount, Date, Check No., Amount. Rows include check numbers 1821 through 1835 with corresponding dates and amounts.

DAILY BALANCE SUMMARY

Table with columns: Date, Balance, Date, Balance, Date, Balance. Rows show daily balances for dates 12/02, 12/09, 12/17, 12/18, 12/19, 12/22, 12/23, 12/24, 12/26, 12/30, and 12/31.

Account Details for Public Funds Tiered Int. - 10031508

Available Balance	\$442,655.03
Last Statement Date	12/31/2014
Current Balance	\$442,655.03
Interest Rate	0.200 %
Last Deposit Date	1/6/2015
Last Interest Paid Date	12/31/2014
Last Deposit Amount	\$209,133.09
Accrued Interest	\$39.20
Year-to-date interest amount	\$0.00

Account History for Public Funds Tiered Int. - 10031508

<u>Posted</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>BALANCE</u>
SORTED BY: POST DATE			
NEWEST ON TOP			
Stop/Hold Fee 1/15/15	\$29.50		\$442,655.03
Check 1/9/15 (Check #1836)	\$11,575.00		\$442,684.53
Check 1/6/15 (Check #1826)	\$326.80		\$454,259.53
INCOMING WIRE -P201501060005687-05687 1/6/15		\$209,133.09	\$454,586.33
Check 1/5/15 (Check #1837)	\$182.90		\$245,453.24
Interest Paid 12/31/14		\$40.46	\$245,636.14
Check 12/30/14 (Check #1835)	\$1,389.89		\$245,595.68
Check 12/26/14 (Check #1831)	\$419.99		\$246,985.57
Check 12/26/14 (Check #1834)	\$131.92		\$247,405.56
Check 12/24/14 (Check #1814)	\$4,508.70		\$247,537.48
Check 12/24/14 (Check #1823)	\$1,577.81		\$252,046.18
Check 12/24/14 (Check #1832)	\$13.54		\$253,623.99
Check 12/23/14 (Check #1815)	\$902.40		\$253,637.53
Check 12/23/14 (Check #1833)	\$68.57		\$254,539.93
Check 12/22/14 (Check #1827)	\$897.07		\$254,608.50
Check 12/22/14 (Check #1821)	\$500.00		\$255,505.57
Check 12/22/14 (Check #1830)	\$424.99		\$256,005.57
Check 12/22/14 (Check #1825)	\$300.55		\$256,430.56
Check 12/22/14 (Check #1828)	\$182.90		\$256,731.11
Check 12/19/14 (Check #1817)	\$2,088.76		\$256,914.01
Check 12/19/14 (Check #1829)	\$1,845.00		\$259,002.77
Check 12/19/14 (Check #1816)	\$661.44		\$260,847.77
Check 12/19/14 (Check #1824)	\$475.00		\$261,509.21
Check 12/18/14 (Check #1822)	\$400.00		\$261,984.21
Check 12/17/14 (Check #1820)	\$400.00		\$262,384.21
INCOMING WIRE -P201412090004473-04473 12/9/14		\$0.20	\$262,784.21
Check 12/2/14 (Check #1806)	\$950.00		\$262,784.01
INCOMING WIRE -P201412020006878-06878 12/2/14		\$52,890.17	\$263,734.01
Interest Paid 11/28/14		\$27.31	\$210,843.84
Check 11/28/14 (Check #1811)	\$168.87		\$210,816.53
Check	\$931.42		\$210,985.40

11/26/14 (Check #1792)		
Check		
11/26/14 (Check #1800)	\$400.00	\$211,916.82
Check		
11/26/14 (Check #1793)	\$144.49	\$212,316.82
Check		
11/26/14 (Check #1810)	\$76.90	\$212,461.31
Check		
11/25/14 (Check #1794)	\$973.39	\$212,538.21
Check		
11/25/14 (Check #1797)	\$601.86	\$213,511.60
Check		
11/25/14 (Check #1804)	\$475.00	\$214,113.46
Check		
11/25/14 (Check #1799)	\$83.29	\$214,588.46
Check		
11/24/14 (Check #1803)	\$4,458.64	\$214,671.75
Check		
11/24/14 (Check #1807)	\$1,492.24	\$219,130.39
Check		
11/24/14 (Check #1809)	\$1,079.00	\$220,622.63
Check		
11/24/14 (Check #1791)	\$812.42	\$221,701.63
Check		
11/24/14 (Check #1790)	\$574.25	\$222,514.05
Check		
11/24/14 (Check #1798)	\$364.00	\$223,088.30
Check		
11/24/14 (Check #1813)	\$329.00	\$223,452.30
Check		
11/24/14 (Check #1808)	\$182.90	\$223,781.30
Check		
11/24/14 (Check #1796)	\$94.00	\$223,964.20
Check		
11/21/14 (Check #1802)	\$2,427.74	\$224,058.20
Check		
11/21/14 (Check #1795)	\$600.00	\$226,485.94
Check		
11/21/14 (Check #1801)	\$400.00	\$227,085.94
	<i>Subtotal:</i> \$46,922.14	\$262,091.23

Exhibit D

Jefferson County Emergency Services District No. 4 Statement of Activities

	3 Months Ended	3 Months Ended	3 Months Ended	3 Months Ended	Annual Budget	Over (Under) Budget	% of Budget Used to Date
	12/31/2014	12/31/2014	12/31/2014	12/31/2014			
	Actual	Actual	Actual	Total			
	Labelle-Fannett	Cheek	Administrative	All Locations			
Revenue							
Ad Valorem Taxes	-	-	144,046	144,046	660,074	(516,028)	21.82%
Interest Income	-	-	100	100	-	100	0.00%
Reim. to BASF for Exempt Industrial Property	-	-	-	-	(120,000)	120,000	0.00%
Total Revenue	<u>0</u>	<u>0</u>	<u>144,146</u>	<u>144,146</u>	<u>540,074</u>	<u>(395,928)</u>	<u>26.69%</u>
Operating Expenses							
Accounting	-	-	1,432	1,432	27,000	(25,568)	5.30%
Advertising	-	-	-	-	1,000	(1,000)	0.00%
Bank Fees	-	-	-	-	400	(400)	0.00%
Cable	137	-	-	137	350	(213)	39.14%
Cell Phone/EMS Equipment	-	-	-	-	440	(440)	0.00%
Children's Education	-	-	-	-	3,000	(3,000)	0.00%
Cleaning & Building	3,750	-	-	3,750	1,850	1,900	202.70%
Computers & Software	424	-	-	424	1,300	(876)	32.62%
Copier	-	-	-	-	500	(500)	0.00%
Dues & Fees	250	-	-	250	2,100	(1,850)	11.90%
Fire Field Meals	-	-	-	-	1,300	(1,300)	0.00%
Fire Uniforms	94	806	-	900	3,850	(2,950)	23.38%
Fuel - EMS	976	-	-	976	2,500	(1,524)	39.04%
Fuel-Fire	1,647	-	-	1,647	12,000	(10,353)	13.73%
Insurance - Worker's Compensation	-	-	-	-	6,000	(6,000)	0.00%
Insurance- Accident & Sickness	-	-	-	-	4,000	(4,000)	0.00%
Insurance- Property & Liability	4,093	4,986	-	9,079	30,000	(20,921)	30.26%
Insurance-VFIS District	-	-	-	-	2,500	(2,500)	0.00%
Interest Expense	-	-	-	-	10,000	(10,000)	0.00%
Internet	-	-	-	-	2,900	(2,900)	0.00%
Lawn Service	750	-	-	750	4,500	(3,750)	16.67%
Legal/Professional	-	-	4,535	4,535	10,000	(5,465)	45.35%
Lodging/Meals/Travel & Regist ESD	-	-	-	-	8,000	(8,000)	0.00%
Maintenance & Repairs - Radios	137	-	-	137	4,500	(4,363)	3.04%
Notes Payable - Texas First Bank	-	-	-	-	20,000	(20,000)	0.00%
Office Supplies	-	-	198	198	1,475	(1,277)	13.42%
Postage & Box Rental	-	-	-	-	100	(100)	0.00%
Purchase of Additional Radios (3)	-	1,283	-	1,283	2,700	(1,417)	47.52%
Salary Expense - Secretary	-	-	-	-	12,000	(12,000)	0.00%
Small Equipment Purchases (less than \$5,000)	425	-	-	425	10,000	(9,575)	4.25%

For management purposes only.

**Jefferson County Emergency Services District No. 4
Statement of Activities**

	3 Months Ended	3 Months Ended	3 Months Ended	3 Months Ended	Annual Budget	Over (Under) Budget	% of Budget Used to Date
	12/31/2014	12/31/2014	12/31/2014	12/31/2014			
	Actual	Actual	Administrative	Total			
	Labelle-Fannett	Cheek		All Locations			
Supplies - Fire	-	-	-	-	9,000	(9,000)	0.00%
Tax & Appraisal Fees	-	-	5,899	5,899	10,000	(4,101)	58.99%
Telephone	2,602	-	298	2,900	9,800	(6,900)	29.59%
Utilities	2,069	377	-	2,446	10,500	(8,054)	23.30%
Water & Garbage	1,092	58	-	1,150	2,900	(1,750)	39.66%
Total Operating Expenses	18,446	7,510	12,362	38,318	228,465	(190,147)	16.77%
Emergency Medical Services							
Equipment (New/Repair/Testing)	-	-	-	-	8,000	(8,000)	0.00%
Medical Supplies	763	-	-	763	8,000	(7,237)	9.54%
Operating Expenses	14	-	-	14	-	14	0.00%
Tuition/Reg/Certification/Dues	-	-	-	-	2,000	(2,000)	0.00%
Vehicle Repair & Maintenance	1,111	-	-	1,111	15,000	(13,889)	7.41%
Total Emergency Medical Services	1,888	0	0	1,888	33,000	(31,112)	5.72%
Fire Services							
Equipment-Insp/Repairs	-	-	-	-	2,200	(2,200)	0.00%
Gloves & Boots	-	-	-	-	1,600	(1,600)	0.00%
Personal Protection Equipment	222	-	-	222	15,500	(15,278)	1.43%
Training & Materials	-	-	-	-	12,000	(12,000)	0.00%
Travel/Lodging/Meals/Trans Expenses	1,040	-	-	1,040	-	1,040	0.00%
Tuition/Registration	1,000	-	-	1,000	-	1,000	0.00%
Vehicle Repair & Maintenance	9,145	326	-	9,471	48,000	(38,529)	19.73%
Total Fire Services	11,407	326	0	11,733	79,300	(67,567)	14.80%
Fire and EMS General							
Auxiliary	-	-	-	-	3,000	(3,000)	0.00%
Total Fire & EMS General	0	0	0	0	3,000	(3,000)	0.00%
Capital Expenditures							
Brush Truck	-	-	-	-	30,000	(30,000)	0.00%
Cascade System	-	-	-	-	30,000	(30,000)	0.00%
Garage Door & Siding	-	3,548	-	3,548	5,600	(2,052)	63.36%
Radio Communication Upgrade	-	-	-	-	29,440	(29,440)	0.00%
Total Capital Expenditures	0	3,548	0	3,548	95,040	(91,492)	3.73%
Contingency							
	0	0	0	-	101,269	(101,269)	0.00%
Total Expenses	31,741	11,384	12,362	55,487	540,074	(484,587)	10.27%
Net Change in Fund Balance	\$ (31,741)	\$ (11,384)	\$ 131,784	\$ 88,659			

For management purposes only.

Exhibit E

Jefferson County Emergency Services District No. 4
Bank Account Register

Texas First Bank - Checking
 December 16, 2014 - January 19, 2015

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
			Beginning Balance			246,323.22
12/16/14	- 1835	JCAPPRaisal	Jefferson County Appraisal District	1,389.89		244,933.33
12/16/14	- 1836	METROFIRE	Metro Fire Apparatus Specialists, Inc.	11,575.00		233,358.33
12/16/14	- 1837	SPRINTWASTE	Sprint Waste Services	182.90		233,175.43
12/31/14			Interest Income		40.46	233,215.89
01/15/15	+ 1838	BASF	BASF Corporation	73,578.70		159,637.19
01/19/15	1839	ADVANCERESC	Advanced Rescue Systems	1,600.00		158,037.19
01/19/15	1840	AT&T847	AT&T	894.04		157,143.15
01/19/15	+ 1841	ATT8089	AT&T	35.75		157,107.40
01/19/15	+ 1842	BENCK	Benckenstein & Oxford, L.L.P.	587.18		156,520.22
01/19/15	+ 1843	CAJUNFLAVOR	Cajun Flavors, Inc.	1,440.00		155,080.22
01/19/15	+ 1844	COUNTRYCORN	Country Corner	158.23		154,921.99
01/19/15	1845	DELTA	Delta Industrial Service and Supply	185.46		154,736.53
01/19/15	+ 1846	ENTERGY332	Entergy	54.70		154,681.83
01/19/15	+ 1847	GREENACRES	Green Acres Grocery	795.68		153,886.15
01/19/15	1848	HOWARDS	Howard's Auto Supply	293.59		153,592.56
01/19/15	+ 1849	OXFORD	Hubert Oxford, IV	400.00		153,192.56
01/19/15	+ 1850	HEINZ	Joshua C. Heinz	400.00		152,792.56
01/19/15	1851	LB-F VFD	Labelle-Fannett VFD- REIMBURSEMENTS	1,309.10		151,483.46
01/19/15	+ 1852	MER	Mary Ellen Robertson, CPA	475.00		151,008.46
01/19/15	1853	SETXINTER	SETX Interstate Tire & Mech. Road Service, Ltd.	90.00		150,918.46
01/19/15	+ 1854	EXAMINER	The Examiner	11.00		150,907.46
01/19/15	1855	UNIONSTD	Union Insurance Company	1,844.00		149,063.46
01/19/15	1856	UNITED COM	United Communications Inc.	556.00		148,507.46
01/19/15	+ 1857	VISA4586	VISA	61.27		148,446.19
01/19/15	+ 1858	VISA4594	VISA	36.78		148,409.41
			Totals	<u>97,954.27</u>	<u>40.46</u>	<u>148,409.41</u>

Transaction count = 25

—	Total bills paid - 12/16/14	\$ 13,147.79
+	Total bills approved and processed for payment - 1/19/15 (includes BASF replacement check dated 1/15/15)	78,034.29
	Total bills for Labelle-Fannett VFD turned in late, processed, but not approved	<u>6,772.19</u>
	TOTAL CHECKS PROCESSED	<u><u>\$ 97,954.27</u></u>