

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 February 16, 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, thus constituting a quorum. Also present at the meeting were: Mary Ellen Robertson, accountant for the District; Joshua Heinz of the law firm Benckenstein & Oxford, L.L.P., attorneys 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 Kelly Jo Arceneaux advised the Board on Labelle-Fannett VFD’s recent activities, upcoming training requirements, and status of EMS billing. A copy the Dispatch Log Sheet submitted by Labelle-Fannett VFD is attached hereto as **Exhibit B**. Ken Duhon also reported on the recent activities of Cheek VFD, and advised the Board that Rufus Lavergne will be stepping down as the Chief of Cheek VFD, and Mr. Duhon will be taking his place.

The Board was then directed to Agenda Item No. 5 for review of the Minutes of the January 19, 2015 regular meeting. Upon motion by Vice President Reneau and seconded by Treasurer Melton, the proposed Minutes were unanimously approved.

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 \$435,629.52 as of January 31, 2015, and \$559,183.66 as of February 14, 2015, as reflected in the account statements attached hereto as Exhibit C. Additionally, Treasurer Melton and Mrs. Robertson reviewed with the Board the financial statement of activities for the current period, which is attached hereto as Exhibit D.

President Roebuck then directed the Board to Agenda Item No. 7 for payment of the District and VFDs' bills. After reviewing and discussing the various expenditures, Treasurer Melton made a motion to approve payment of the bills and expenditures listed on the account register attached hereto as Exhibit E (Check Nos. 1859-1879, totaling \$11,568.64). The motion was seconded by Secretary Duhon and unanimously approved by the Board.

The Board then moved along to Agenda Item No. 8 regarding the District's 2013-14 annual audit. Mrs. Robertson advised that the following audit proposals were received: (1) J.R. Edwards, estimated cost of \$5,000.00 to \$6,000.00; (2) Ralph Liken of Liken & Hayes, estimated cost of \$7,500.00; and, (3) Cook Parker, estimated cost of \$11,250.00. Mrs. Robertson also advised the Board that Ralph Liken is a qualified audit peer reviewer, and thus is the most experienced candidate of the group. Upon motion by Treasurer Melton and seconded by Assistant Treasurer Cox, and with the unanimous consent of the Board members present, the Board accepted the proposal of Liken & Hayes to perform the District's 2013-14 annual audit.

The Board was then directed to Agenda Item No. 9 regarding equipment repairs and acquisitions. Assistant Treasurer Cox advised the Board that he has obtained several bids for purchasing an air bottle fill station for Labelle-Fannett VFD, but he is still awaiting further information on maintenance and testing services. Assistant Treasurer Cox also advised that he has obtained one quote for purchasing a thermal imaging camera for Labelle-Fannett VFD, but he will be getting additional quotes for comparison. Vice President Reneau advised that he has requested another mechanic to provide a bid to repair Labelle-Fannett VFD's gator, and he is also requesting an estimate to add a slide-out water tank on same. Also, Ken Duhon of Cheek VFD advised the Board that he will be obtaining a repair estimate for Cheek VFD's pumper, which will be presented to the Board at the next meeting.

Next, under Agenda Item No. 10, Assistant Treasurer Cox made a motion to declare Cheek VFD's Engine 2 as salvage property, being as the pump does not work and the cost to repair same would exceed the value of the vehicle. The motion was seconded by Vice President Reneau and unanimously approved by the Board. Assistant Treasurer Cox will inquire about options for selling/disposing of the apparatus.


The Board then moved along to Agenda Item Nos. 11 and 13, at which time Assistant Treasurer Cox requested the Board hold a special meeting to review, discuss and take action of the District manager position and District accounting policies and procedures. Mr. Heinz will get with everyone about availability prior to scheduling the meeting and posting an agenda.

After tabling Agenda No. 12, the Board was directed to Agenda Item No. 14, at which time Treasurer Melton advised the Board on the status of the inventory of District assets she has been working on.

Thereafter, under Agenda Item No. 15, the Board briefly discussing the status of the used ambulance acquired by the District, and confirmed that while the ambulance will be kept by the District, it will not be placed into service, as such could result in Labelle-Fannett VFD losing its variance.


Then, after tabling Agenda Item No. 16, and being as there was no report from counsel under Agenda Item No. 17, the Board moved to Agenda Item No. 18, at which time Secretary Duhon requested a meeting with a Labelle-Fannett VFD representative to review and discuss its current phone plan and options available to reduce the monthly cost. Kelly Jo Arceneaux agreed to meet with Secretary Duhon to review the phone plan and alternative options.

Being as there were no further matters to come before the Board the meeting was adjourned at approximately 6:30 p.m.



~~Jeff Roebuck, President~~ *Charlie Reneau, VP*
Date: 3-16-2015

ATTEST:



Position: Secretary
Date: 3-16-15

Exhibit A

JCESD #4 - 2/16/2015
Regular Meeting Sign-in Sheet

①	Carrie Sandus	203	dispatch dispatcher
②	Philip Sannier	133	FIRE
③	Kelli Arceneaux	244	Dispatcher / Fire
④	Daylene Ruff	302	
⑤	Ken Ruff	301	Fire
⑥	Paul Blaszczak		
⑦	Ronnie Washburn	122	Vice President
⑧	Shelly Kester	124	Ems / Fire
⑨	Randall Jacobs	101	Fire
10.	Ken Doherty		CHECK VFD

Exhibit B

Dispatch Log Sheet for January 2015

Total Calls for June: 62 | Total Calls YTD: 62

Fannett	LaBelle	Cheek	TOTALS
Med : 16	Med : 6	Med : 15	Med: 37
MVA : 10	MVA : 3	MVA : 2	MVA: 15
Fire : 5	Fire : 1	Fire : 2	Fire: 8
Total: 31	Total: 10	Total: 19	Total: 60

Mutual Aid:

Hamshire: 1 – Medical

China: 1 - Fire

Units Dispatched

Med6 - 33

Engine 1 - 18

Engine 8 – 2

Truck 118 - 6

Truck 4 - 1

Rescue 9 - 0

Tanker 5 – 1

Cheek Engine - 3

Transported: 20

Mutual Aid Units

Ham Med 2 - 6

Acadian - 13

Air Rescue - 1

Exhibit C



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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: 2/01/15

CHECKS PAID

* indicates skip in check numbers

Table with 9 columns: Date, Check No., Amount, Date, Check No., Amount, Date, Check No., Amount. Lists check payments from 1/06 to 1/27.

DAILY BALANCE SUMMARY

Table with 6 columns: Date, Balance, Date, Balance, Date, Balance. Shows daily account balances from 1/05 to 1/30.

Account Details for Public Funds Tiered Int. - 10031508

Available Balance	\$559,183.66
Last Statement Date	1/30/2015
Current Balance	\$559,183.66
Interest Rate	0.200 %
Last Deposit Date	2/4/2015
Last Interest Paid Date	1/30/2015
Last Deposit Amount	\$198,950.49
Accrued Interest	\$47.43
Year-to-date interest amount	\$68.10

Account History for Public Funds Tiered Int. - 10031508

Posted				
<u>SORTED BY: POST DATE</u>	<u>NEWEST ON TOP</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>BALANCE</u>
Stop/Hold Fee 2/12/15		\$29.50		\$559,183.66
Check 2/9/15 (Check #1848)		\$293.59		\$559,213.16
Check 2/9/15 (Check #1845)		\$185.46		\$559,506.75
Check 2/6/15 (Check #1851)		\$1,309.10		\$559,692.21
Check 2/5/15 (Check #1838)		\$73,578.70		\$561,001.31
INCOMING WIRE -P201502040003016-03016 2/4/15			\$198,950.49	\$634,580.01
Interest Paid 1/30/15			\$68.10	\$435,629.52
Check 1/30/15 (Check #1840)		\$894.04		\$435,561.42
Check 1/30/15 (Check #1857)		\$61.27		\$436,455.46
Check 1/30/15 (Check #1858)		\$36.78		\$436,516.73
Check 1/27/15 (Check #1855)		\$1,844.00		\$436,553.51
Check 1/27/15 (Check #1847)		\$795.68		\$438,397.51
Check 1/27/15 (Check #1842)		\$587.18		\$439,193.19
Check 1/27/15 (Check #1849)		\$400.00		\$439,780.37
Check 1/27/15 (Check #1853)		\$90.00		\$440,180.37
Check 1/26/15 (Check #1843)		\$1,440.00		\$440,270.37

Check 1/26/15 (Check #1852)	\$475.00	\$441,710.37
Check 1/26/15 (Check #1841)	\$35.75	\$442,185.37
Check 1/23/15 (Check #1846)	\$54.70	\$442,221.12
INCOMING WIRE -P201501230005229-05229 1/23/15	\$31.79	\$442,275.82
Check 1/22/15 (Check #1854)	\$11.00	\$442,244.03
Check 1/21/15 (Check #1850)	\$400.00	\$442,255.03
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
	<i>Subtotal:</i> \$112,774.48	\$461,114.30	

Exhibit D

Jefferson County Emergency Services District No. 4 Statement of Activities

	4 Months Ended	4 Months Ended	4 Months Ended	4 Months Ended	Annual Budget	Over (Under) Budget	% of Budget Used to Date
	1/31/2015	1/31/2015	1/31/2015	1/31/2015			
	Actual	Actual	Actual	Total			
	Labelle-Fannett	Cheek	Administrative	All Locations			
Revenue							
Ad Valorem Taxes	-	-	274,934	274,934	660,074	(385,140)	41.65%
Interest Income	-	-	168	168	-	168	0.00%
Reim. to BASF for Exempt Industrial Property	-	-	-	-	(120,000)	120,000	0.00%
Total Revenue	<u>0</u>	<u>0</u>	<u>275,102</u>	<u>275,102</u>	<u>540,074</u>	<u>(264,972)</u>	<u>50.94%</u>
Operating Expenses							
Accounting	-	-	1,425	1,425	27,000	(25,575)	5.28%
Advertising	-	-	11	11	1,000	(989)	1.10%
Bank Fees	-	-	30	30	400	(370)	7.50%
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	1,046	-	-	1,046	1,850	(804)	56.54%
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	1,050	-	-	1,050	2,500	(1,450)	42.00%
Fuel-Fire	1,498	-	-	1,498	12,000	(10,502)	12.48%
Insurance - Worker's Compensation	-	-	-	-	6,000	(6,000)	0.00%
Insurance- Accident & Sickness	-	-	-	-	4,000	(4,000)	0.00%
Insurance- Property & Liability	5,937	4,986	-	10,923	30,000	(19,077)	36.41%
Insurance-VFIS District	-	-	-	-	2,500	(2,500)	0.00%
Interest Expense	-	-	-	-	10,000	(10,000)	0.00%
Internet	-	-	85	85	2,900	(2,815)	2.93%
Lawn Service	500	-	-	500	4,500	(4,000)	11.11%
Legal/Professional	-	-	4,622	4,622	10,000	(5,378)	46.22%
Lodging/Meals/Travel & Regist ESD	-	-	-	-	8,000	(8,000)	0.00%
Maintenance & Repairs - Radios	77	-	-	77	4,500	(4,423)	1.71%
Notes Payable - Texas First Bank	-	-	-	-	20,000	(20,000)	0.00%
Office Supplies	-	-	-	-	1,475	(1,475)	0.00%
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)	981	-	-	981	10,000	(9,019)	9.81%

For management purposes only.

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

	4 Months Ended	4 Months Ended	4 Months Ended	4 Months Ended	Annual Budget	Over (Under) Budget	% of Budget Used to Date
	1/31/2015	1/31/2015	1/31/2015	1/31/2015			
	Actual	Actual	Actual	Total			
	Labelle-Fannett	Cheek	Administrative	All Locations			
Supplies - Fire	-	-	-	-	9,000	(9,000)	0.00%
Tax & Appraisal Fees	-	-	6,788	6,788	10,000	(3,212)	67.88%
Telephone	3,496	-	249	3,745	9,800	(6,055)	38.21%
Utilities	2,658	212	-	2,870	10,500	(7,630)	27.33%
Water & Garbage	1,043	84	-	1,127	2,900	(1,773)	38.86%
Total Operating Expenses	19,191	7,371	13,210	39,772	228,465	(188,693)	17.41%
Emergency Medical Services	-	-	-	-	8,000	(8,000)	0.00%
Equipment (New/Repair/Testing)	-	-	-	-	8,000	(7,400)	7.50%
Medical Supplies	600	-	-	600	-	21	0.00%
Operating Expenses	21	-	-	21	2,000	(2,000)	0.00%
Tuition/Reg/Certification/Dues	-	-	-	-	15,000	(15,000)	0.00%
Vehicle Repair & Maintenance	-	-	-	-	33,000	(32,379)	1.88%
Total Emergency Medical Services	621	0	0	621	33,000	(32,379)	1.88%
Fire Services	-	-	-	-	2,200	(2,034)	7.55%
Equipment-Insp/Repairs	166	-	-	166	1,600	(1,600)	0.00%
Gloves & Boots	-	-	-	-	15,500	(15,093)	2.63%
Personal Protection Equipment	407	-	-	407	12,000	(12,000)	0.00%
Training & Materials	-	-	-	-	-	3,053	0.00%
Travel/Lodging/Meals/Trans Expenses	3,053	-	-	3,053	-	1,000	0.00%
Tuition/Registration	1,000	-	-	1,000	48,000	(41,926)	12.65%
Vehicle Repair & Maintenance	6,122	(48)	-	6,074	79,300	(68,600)	13.49%
Total Fire Services	10,748	(48)	0	10,700	79,300	(68,600)	13.49%
Fire and EMS General	-	-	-	-	3,000	(3,000)	0.00%
Auxiliary	-	-	-	-	3,000	(3,000)	0.00%
Total Fire & EMS General	0	0	0	0	3,000	(3,000)	0.00%
Capital Expenditures	-	-	-	-	30,000	(30,000)	0.00%
Brush Truck	-	-	-	-	30,000	(30,000)	0.00%
Cascade System	-	-	-	-	5,600	(5,600)	0.00%
Garage Door & Siding	-	-	-	-	29,440	(29,440)	0.00%
Radio Communication Upgrade	-	-	-	-	95,040	(95,040)	0.00%
Total Capital Expenditures	0	0	0	0	101,269	(101,269)	0.00%
Contingency	-	-	-	-	540,074	(489,981)	9.46%
Total Expenses	30,560	7,323	13,210	51,093	540,074	(489,981)	9.46%
Net Change in Fund Balance	(30,560)	(7,323)	261,892	224,009			

For management purposes only.

Exhibit E

**Jefferson County Emergency Services District No. 4
Bank Account Register**

Texas First Bank - Checking
January 20, 2015 - February 16, 2015

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
01/23/15			Beginning Balance			359,409.91
01/30/15			Property Taxes		31.79	359,441.70
02/06/15			Interest Income		68.10	359,509.80
02/11/15			Property Taxes		198,950.49	558,460.29
02/11/15	1859	GREENACRES	Green Acres Grocery	296.91		558,163.38
02/16/15	1860	AT&T847	AT&T	961.11		557,202.27
02/16/15	1861	COUNTRYCORN	Country Corner	123.05		557,079.22
02/16/15	1862	EDSAUTO	Ed's Automatic Transmission	329.55		556,749.67
02/16/15	1863	ENTERGY332	Entergy	49.26		556,700.41
02/16/15	1864	GREENACRES	Green Acres Grocery, Inc.	863.43		555,836.98
02/16/15	1865	OXFORD	Hubert Oxford, IV	400.00		555,436.98
02/16/15	1866	JACKSON	Jackson Lawn Care	250.00		555,186.98
02/16/15	1867	HEINZ	Joshua C. Heinz	400.00		554,786.98
02/16/15	1868	LB-F VFD	Labelle-Fannett VFD	1,691.28		553,095.70
02/16/15	1869	LONESTAR	Lone Star Lube Right	31.00		553,064.70
02/16/15	1870	MER	Mary Ellen Robertson, CPA	475.00		552,589.70
02/16/15	1871	PCMARKET	P. C. Market and Hardware	41.32		552,548.38
02/16/15	1872	SAFED	SAFE-D - Texas State Assoc of Fire & Emerg Dists	1,100.00		551,448.38
02/16/15	1873	SIDDONS	Siddons-Martin Emergency Group, LLC	3,333.20		548,115.18
02/16/15	1874	SPRINTWASTE	Sprint Waste Services	182.90		547,932.28
02/16/15	1875	HOMETOWN	The Hometown Press	41.00		547,891.28
02/16/15	1876	UNITED COM	United Communications Inc.	143.50		547,747.78
02/16/15	1877	VISA4586	VISA	148.36		547,599.42
02/16/15	1878	VISA4594	VISA	27.44		547,571.98
02/16/15	1879	BENCK	Benckenstein & Oxford, L.L.P.	680.33		546,891.65
Totals				<u>11,568.64</u>	<u>199,050.38</u>	<u>546,891.65</u>

Transaction count = 24