

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

A special meeting of the Board of Commissioners of Jefferson County Emergency Services District No. 4 ("District") was called for at 12:00 p.m. on the February 23, 2015, at the offices 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 12:00 p.m., the special meeting was called to order. The roll was called of the duly constituted officers and members of the Board, to wit:

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|----------------|---------------------|
| 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 Wayne Wilbur, 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 to Agenda Item No. 3 regarding the District manager position. The Board then proceeded to interview Wayne Wilbur for the manager position, and discussed with him his qualifications, expected job responsibilities, potential conflict with his services as a volunteer firefighter/EMT, and his plans for carrying out the District's objectives. Following the interview, Mr. Wilbur exited the meeting. Thereafter, Assistant Treasurer Cox advised the Board that he and Vice President Reneau, members of the Personnel Committee, had previously interviewed Mr. Wilbur, and they were both impressed with his qualifications and knowledge of the District's operations. Additionally, Assistant Treasurer Cox indicated that he also spoke with other

potential candidates who had shown interest in the position, but he favored Mr. Wilbur for the position based on the amount of time he could devote to the position. The Board also discussed the terms of the position, and suggested that the manager be retained as an independent contractor at a flat rate of \$2,500.00 per month, that he be required to contribute at least 20 hours per week to the position, that he submit time sheets to the Board on a monthly basis, and that he undergo regular evaluations so that the Board can be assured that he is fulfilling the obligations of the position. The Board also recommended that the manager be designated as the District's records management officer. The Board will consider and take action on filling the position at the next regular meeting, along with a contract for same, which Mr. Heinz will prepare.

Next, the Board moved along to Agenda Item No. 4 regarding accounting procedures and policies and amendments to the VFDs' fire service agreements. Mr. Heinz suggested that he hold off on drafting the proposed policies and procedures and amendments to the service agreements until the District manager position has been filled and said person can assist in establishing the necessary policies and procedures. Mr. Heinz recommended that said drafts be completed in time for the Board April 2015 regular meeting, so that same can be considered at said time. The Board agreed with Mr. Heinz's recommendation.

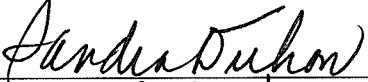
Lastly, under Agenda Item No. 5, Mr. Heinz advised the Board that he has been made aware of certain industrial facility properties located on or about West Port Arthur Rd. and within the District's boundaries which also have in lieu of tax agreements with the City of Port Arthur, and the city is interested in having these properties removed or exempted from the District. Mr. Heinz will continue to keep the Board apprised as he receives additional information and the matter develops further.

Being as there were no further matters to come before the Board, the meeting was adjourned at approximately 1:30 p.m.



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

ATTEST:



Position: Secretary
Date: 3-16-15