

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 April 18, 2016, at the Labelle-Fannett VFD fire station, located at 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
Randy Walston	Secretary
Sandra Melton	Treasurer
Robert Bordes	Assistant Treasurer

All of said Board members were present, thus constituting a quorum. Also present at the meeting were: Wayne Wilber, District Manager; Joshua Heinz of the law firm Benckenstein & Oxford, L.L.P., attorneys for the District; and, the individuals listed 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, at which time James Smith, a District resident, asked the Board when Labelle-Fannett VFD would turn its assets over to the District like Cheek VFD did and when Labelle-Fannett VFD would clean up its act.

Being as there was no further public comment, the Board was directed to Agenda Item No. 4 for the VFD Chiefs’ reports. Kelli Jo Arceneaux, Secretary of Labelle-Fannett VFD, reviewed the monthly run report submitted by the department with the Board and advised on the departments’ recent activities and service calls. A copy Labelle- Fannett VFD’ monthly run

report is attached hereto as **Exhibit B**. No verbal or written report was received from Cheek VFD, but its run information is included in Labelle-Fannett VFD's written report.

The Board then moved along to Agenda Item No. 5 or the District Manager's report. Wayne Wilber advised the Board that Labelle-Fannett VFD and Cheek VFD had submitted their quarterly membership rosters and training records to the District. Also, Mr. Wilber advised that the Hurst extrication tools for Cheek had arrived, and that Cheek VFD received a 90-day extension for submitting documentation on the Texas A&M Forest Service grant for said tolls. Mr. Wilber also advised that a radio had been purchased for Tanker 41, and that installation of same was being scheduled, and that he was still awaiting a list of items for Labelle-Fannett VFD for rigging out the new tanker. Further, Mr. Wilber informed the Board that the District was not receiving any mail directed to the station physical address, including, but not limited to, the Entergy bills, Siddons-Martin invoice, and mail from the Forest Service, and that the District's phone service had recently been disconnected by and unauthorized individual believed associated with Labelle-Fannett VFD, but that upon receiving notice of the disconnection issue with the Labelle-Fannett VFD representatives present, who indicated that Labelle-Fannett VFD had just revised its service agreement with AT&T in order to lower its monthly phone bill, and that the District's phone line might have been inadvertently and unintentionally disconnected during the process. Additionally, Mr. Heinz advised the Board that Mr. Wilber's Management Service Agreement was set to expire on April 20, 2016. After discussing the matter, Vice President Reneau made a motion to renew Mr. Wilber's Management Service Agreement for another one-year term effective April 20, 2016, which was seconded by Secretary Walston and unanimously approved the by the Board.

The Board was then directed to Agenda Item No. 6 for review of the Minutes of the March 21, 2016 regular meeting and April 4, 2016 special meeting. Upon motion by Treasurer Melton and seconded by Assistant Treasurer Bordes, the proposed minutes were unanimously approved by the Board.

Next, President Roebuck directed the Board to Agenda Item No. 7, at which time Treasurer Melton reported that the District's Texas First Bank checking account balance was \$477,983.80 as of March 31, 2016 and \$490,234.54 as of April 17, 2016, and that the District's Texas First Bank savings account balance was \$200,221.77 as of as of March 31, 2016, and \$200,238.78 as of April 17, 2016, as reflected in the account statements attached hereto as **Exhibit C**.

The Board then moved to Agenda Item No. 8 for payment of the District's bills. Treasurer Melton reviewed with the Board the District's various monthly expenditures proposed for payment. Upon motion by Treasurer Melton and seconded by Assistant Treasurer Bordes, the Board unanimously approved payment of the bills and expenditures listed on the account register attached hereto as **Exhibit D** (Check Nos. 2129-2149).

The Board was then directed by President Roebuck to Agenda Item No. 9 regarding equipment purchases and repairs, at which time Charles Sonnier, Chief of Labelle-Fannett VFD, advised the Board that the department is having a lot of problems with the Streamlight flashlights purchased and furnished by the District. Specifically, Chief Sonnier indicated that there is a wiring malfunction which prevents the flashlights from keeping a charge. Mr. Wilber will contact the supplier and/or manufacturer to inquire about the reported problem and remedy for same.

Thereafter, the Board's attention was directed to Agenda Item No. 10 regarding the lawn service agreement for the fire station properties. Mr. Wilber advised that the service agreement with Jackson Law Care had expired, and per advise from the District's accountant and counsel, he requested bids from several lawn service providers, but he only received proposals back from Jackson Law Care, which totaled \$330.00 per month for the Labelle-Fannett VFD and Cheek VFD stations, and Earl's Law Service, which totaled \$300.00 per month. Upon motion by Vice President Reneau and seconded by Secretary Walston, the Board unanimously approved the proposal of Earl's Law Service, as the lowest bidder. Mr. Wilber will request a proposed contract from Earl's Law Service which comports with the terms set forth in the approved proposal.

The Board then moved to Agenda Item No. 12, at which time President Roebuck advised the Board that Mr. Wilber has prepared an inventory of District assets for use in the event that the Board decides in the future to establish its own fire department.

As there were no discussions under Agenda Item No. 13, the Board moved back to Agenda Item No. 11 regarding Labelle-Fannett VFD's lawsuit against the District (Cause No. E-198,306; *Labelle-Fannett Volunteer Fire Department vs. Jefferson County, et al*; in the 172<sup>nd</sup> Judicial District Court). Upon motion by Treasurer Melton and seconded by Vice President Reneau, and with the unanimous consent of the members, the Board announced that it was going into closed session at approximately 5:50 p.m. to discuss the matter and receive advise from counsel about same. At said time, all attendees, except for the Board members and Mr. Heinz, exited the meeting room. At approximately 6:30 p.m., the Board returned to open session and all attendees were invited back into the meeting room.

Then, being as there was no other matters to come before the Board under Agenda Item No. 14, the meeting was adjourned immediately after the Board returned to open session.

  
\_\_\_\_\_  
Jeff Roebuck, President

Date: 6/27/2016

ATTEST:

Sandra A. Melton

Position: Treasurer

Date: 6/27/2016

# Exhibit A

JEFFERSON COUNTY EMERGENCY SERVICE DISTRICT NO. 4

April 18, 2016 (Regular Meeting)

SIGN IN SHEET

- 1 Carolyn Hurych Hampshire VFD
- 2 James Nash LBVFD 110
- 3 ~~Cliff~~ LFVFD 132
- 4 Pat Larson
- 5 Jacob Rivett LFVFD, CFD, HFD #101
- 6 Darlene Rivett LFVFD, CFD, HFD #302
- 7 R. Rivett LFVFD, CFD, HFD #301
- 8 Earl Blueje C.V.F.P 169
- 9 Ken Dutton C.V.F.D.
- 10 DWAYNE MORVANT - 104
- 11 Jim Smith
- 12 HENRY LAIBRIE 103 LBVFD
- 13 SEBASTIAN WADE
- 14 TERRY E. BURKS #108 CVFD
- 15 August Semian #102 CVFD
- 16 NELSON LAVERGNE CVFD
- 17
- 18
- 19
- 20

# Exhibit B

# LABELLE FANNETT VFD EMS

12880 Hwy 365, Beaumont Texas | Phone: (409) 794-1441

## Dispatch Log Sheet for March 2016

Total Calls for the month 51 · Total Calls YTD 148

	<i>Fannett</i>	<i>LaBelle</i>	<i>Cheek</i>	<i>Newton</i>	<i>TOTAL</i>
<i>Medical</i>	17	9	3	0	29
<i>MVA</i>	14	3	0	0	17
<i>Fire</i>	1	3	0	1	5
<i>TOTAL</i>	32	15	3	1	51

<i>Members</i>	<i>Total Calls</i>
101	1
102	1
103	6
106	3
206	2
108	10
109	2
110	15
113	1
114	2
115	6
117	3
123	2
124	12
132	15
144	5
145	2
245	1

<i>Units</i>	<i>Total Calls</i>	<i>Transports</i>
<i>Med 6</i>	14	5
<i>Acadian</i>	22	Unknown
<i>Ham Med</i>	2	
<i>Engine 41</i>	11	
<i>Engine 42</i>	2	
<i>Engine 40</i>	5	
<i>Brush 118</i>	2	
<i>Brush 41</i>	2	
<i>Rescue 41</i>	1	
<i>Tinder 41</i>	0	
<i>Tinder 42</i>	0	
<i>Cheek Engine</i>	0	
<i>Air Rescue</i>	1	

# 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: 1

JEFFERSON COUNTY EMERGENCY
SERVICES DISTRICT No. 4
PO BOX 154
HAMSHIRE TX 77622-0154

Account Number: 10031508
Statement Date: 3/31/16
Checks/Items Enclosed: 22

EM

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

Beginning Balance 3/01/16 511,105.27
Deposits / Misc Credits 3 219,965.83
Withdrawals / Misc Debits 22 253,087.30
\*\* Ending Balance 3/31/16 477,983.80 \*\*
Service Charge .00
Interest Paid Thru 3/31/16 97.82
Interest Paid Year To Date 239.87
Annual Percentage Yield Earned .20%
Number of Days for A.P.Y.E. 31
Average Balance for A.P.Y.E. 575,869.82
Minimum Balance 477,885
Enclosures 22

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 deposits on 3/04, 3/08, and 3/31.



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

Page: 2

JEFFERSON COUNTY EMERGENCY

Account Number: 10031508
Statement Date: 3/31/16

CHECKS PAID

\* indicates skip in check numbers

Table with columns: Date, Check No., Amount, Date, Check No., Amount, Date, Check No., Amount. Lists check payments from 3/11 to 3/29.

DAILY BALANCE SUMMARY

Table with columns: Date, Balance, Date, Balance, Date, Balance. Shows daily balance changes from 3/04 to 3/31.

PUBLIC FUNDS SAVINGS

JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT No. 4

Acct 20041885

Summary table for Public Funds Savings showing Beginning Balance, Deposits, Withdrawals, Ending Balance, Service Charge, Interest Paid, and Annual Percentage Yield.

DEPOSITS AND OTHER CREDITS

Table with columns: Date, Deposits, Activity Description. Shows a deposit of 17.01 on 3/31 for Interest Earned.



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TELEPHONE BANKING  
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(855) 355-TFB1 (8321)

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

Page: 3

JEFFERSON COUNTY EMERGENCY

Account Number: 10031508  
Statement Date: 3/31/16

DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
3/31	200,238.78				



Click the account name to view details. Use the quick links on the top right to make a transfer or pay a bill.

4/17/16 3:52 pm

Accounts

**\$ Public Funds Tiered Int.**  
10031508

Available Balance **\$490,234.54**

**\$ Public Funds Savings**  
20041885

Available Balance **\$200,238.78**

**TEXAS FIRST BANK**  
**Account Details**

4/17/16 3:52 pm

There have been 646 transactions on this account since 9/25/2013.

**Public Funds Tiered Int.**  
 10031508

**\$490,234.54**

Available Balance	\$490,234.54	Interest Rate	0.002 %
Current Balance	\$490,234.54	Last Interest Paid Date	3/31/2016
Last Deposit Date	4/8/2016	Accrued Interest	\$45.17
Last Deposit Amount	\$14,007.29	Year-to-date Interest amount	\$239.87
Last Statement Date	3/31/2016		

Subtotal: Credits: \$676,211.88 | Debits: \$-351,085.03

Date	Description	Amount
4/8/16	ORIG:JEFFERSON COUNTY TRN:P201604080006529	\$14,007.29
4/6/16	Check (2120)	Ⓜ -\$1,446.28
4/1/16	Check (2106)	Ⓜ -\$179.82
4/1/16	Check (2115)	Ⓜ -\$130.45
3/31/16	Interest Paid	\$97.82
3/31/16	Check (2126)	Ⓜ -\$198.00
3/30/16	Check (2127)	Ⓜ -\$1,313.00
3/30/16	Check (2125)	Ⓜ -\$198.00
3/29/16	Check (2114)	Ⓜ -\$1,706.28
3/29/16	Check (2122)	Ⓜ -\$215.14
3/29/16	Check (2109)	Ⓜ -\$200.00
3/29/16	Check (2112)	Ⓜ -\$150.00
3/28/16	Check (2117)	Ⓜ -\$11,689.00
3/28/16	Check (2121)	Ⓜ -\$4,639.97
3/28/16	Check (2119)	Ⓜ -\$190.96
3/28/16	Check (2123)	Ⓜ -\$165.00
3/28/16	Check (2108)	Ⓜ -\$57.70
3/28/16	Check (2110)	Ⓜ -\$15.83
3/25/16	Check (2118)	Ⓜ -\$190.43
3/24/16	Check (2111)	Ⓜ -\$400.00
3/23/16	Check (2107)	Ⓜ -\$505.88
3/23/16	Check (2116)	Ⓜ -\$475.00

3/23/16	Check (2113)	\$400.00
3/23/16	Check (2124)	\$153.78
3/22/16	Check (2128)	\$2,500.00
3/17/16	Check (2105)	\$227,000.00
3/11/16	Check (2093)	\$723.33
3/8/16	ORIG: WIRES IN PROCESS TRN: P201603080016199	\$152,000.00
3/4/16	ORIG: JEFFERSON COUNTY TRN: P201603040005907	\$67,868.01
2/29/16	Interest Paid	\$83.34
2/29/16	Check (2091)	\$250.00
2/26/16	Check (2094)	\$488.12
2/25/16	Check (2100)	\$250.00
2/24/16	Check (2084)	\$10,915.00
2/24/16	Check (2102)	\$690.37
2/23/16	Check (2088)	\$100.00
2/23/16	Check (2089)	\$46.04
2/22/16	Check (2087)	\$4,368.60
2/22/16	Check (2090)	\$400.00
2/22/16	Check (2098)	\$193.46
2/19/16	Check (2086)	\$17,542.00
2/19/16	Check (2097)	\$3,140.00
2/19/16	Check (2096)	\$125.00
2/18/16	Check (2103)	\$700.90
2/18/16	Check (2095)	\$475.00
2/17/16	Check (2085)	\$2,521.28
2/17/16	Check (2092)	\$400.00
2/17/16	Check (2101)	\$326.68
2/16/16	Check (2104)	\$2,500.00
2/4/16	ORIG: JEFFERSON COUNTY TRN: P201602040006913	\$168,249.79

2/1/16	Check (2080)	☹ -\$1,100.00
2/1/16	Check (2076)	☹ -\$725.00
2/1/16	Check (2078)	☹ -\$192.76
1/29/16	Interest Paid	\$58.71
1/27/16	Check (2065)	☹ -\$425.42
1/27/16	Check (2073)	☹ -\$250.00
1/27/16	Check (2081)	☹ -\$121.83
1/26/16	Check (2079)	☹ -\$2,196.72
1/26/16	Check (2077)	☹ -\$1,682.80
1/26/16	Check (2082)	☹ -\$571.67
1/26/16	Check (2072)	☹ -\$400.00
1/26/16	Check (2075)	☹ -\$390.00
1/25/16	Check (2070)	☹ -\$182.00
1/25/16	Check (2071)	☹ -\$157.87
1/21/16	Check (2069)	☹ -\$5,256.01
1/21/16	Check (1559)	☹ -\$4,175.00
1/20/16	Check (2083)	☹ -\$2,500.00
1/20/16	Check (2074)	☹ -\$400.00
1/19/16	Check (2013)	☹ -\$5,110.53
1/19/16	Check (1967)	☹ -\$2,699.94
1/19/16	Check (2059)	☹ -\$375.72
1/8/16	ORIG:JEFFERSON COUNTY TRN:P201601080007093	\$231,624.85
1/5/16	Check (2066)	☹ -\$32.98
12/31/15	Interest Paid	\$24.99
12/31/15	Check (2058)	☹ -\$1,181.69
12/31/15	Check (2055)	☹ -\$250.00
12/30/15	Check (2064)	☹ -\$2,761.38
12/30/15	Check (2056)	☹ -\$1,365.35
12/30/15	Check (2067)	☹ -\$293.44
12/30/15	Check (2063)	☹ -\$194.42

12/29/15	Check (2062)	☒ -\$1,747.00
12/29/15	Check (2060)	☒ -\$475.00
12/29/15	Check (2061)	☒ -\$338.00
12/29/15	Check (2053)	☒ -\$105.40
12/24/15	Check (2054)	☒ -\$400.00
12/23/15	Check (2052)	☒ -\$1,611.00
12/23/15	Check (2057)	☒ -\$400.00
12/22/15	Check (2068)	☒ -\$2,500.00
12/11/15	Check (2037)	☒ -\$4,475.52
12/4/15	Check (2035)	☒ -\$202.51
12/3/15	ORIG:JEFFERSON COUNTY TRN:P201512030015478	\$42,176.60
11/30/15	Interest Paid	\$20.48
11/27/15	Check (2044)	☒ -\$250.00
11/27/15	Check (2049)	☒ -\$108.29
11/25/15	Check (2036)	☒ -\$210.50
11/24/15	Check (2050)	☒ -\$449.41
11/24/15	Check (2042)	☒ -\$110.77
11/23/15	Check (2040)	☒ -\$1,766.40
11/23/15	Check (2041)	☒ -\$200.00

# Exhibit D

# Jefferson County Emergency Services District No. 4

## Bank Account Register

Texas First Bank - Checking  
March 22, 2016 - April 18, 2016

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
			Beginning Balance			476,129.43
03/31/16			Interest Income		97.82	476,227.25
04/08/16			Property Taxes		14,007.29	490,234.54
04/18/16	2129	ADVANCERESC	Advanced Rescue Systems	965.00		489,269.54
04/18/16	2130	EARLLAWN	Earl Lawn Service	200.00		489,069.54
04/18/16	2131	ENTERGY023	Entergy	1,203.15		487,866.39
04/18/16	2132	FERRARA	Ferrara Fire Apparatus, Inc.	3,046.00		484,820.39
04/18/16	2133	GREENACRES	Green Acres Grocery, Inc.	237.10		484,583.29
04/18/16	2134	OXFORD	Hubert Oxford, IV	400.00		484,183.29
04/18/16	2135	JACKSON	Jackson Lawn Care	250.00		483,933.29
04/18/16	2136	JACOPEST	Jaco Pest Control	50.00		483,883.29
04/18/16	2137	JCAPPRASISAL	Jefferson County Appraisal District	1,365.35		482,517.94
04/18/16	2138	HEINZ	Joshua C. Heinz	400.00		482,117.94
04/18/16	2139	MER1099	Mary Ellen Robertson, CPA	475.00		481,642.94
04/18/16	2140	MER1099	Mary Ellen Robertson, CPA	2,441.37		479,201.57
04/18/16	2141	PROGRESSIVE	Progressive Waste Solutions of TX, Inc.	192.20		479,009.37
04/18/16	2142	SAFED	SAFE-D - Texas State Assoc of Fire & Emerg Dists	1,590.00		477,419.37
04/18/16	2143	SIDDONS	Siddons-Martin Emergency Group, LLC	3,068.38		474,350.99
04/18/16	2144	SE EMERG	Southeastern Emergency Equipment	76.30		474,274.69
04/18/16	2145	TOWNANDCOUN	Town and Country	220.18		474,054.51
04/18/16	2146	VISA9650	VISA	777.37		473,277.14
04/18/16	2147	WILBER	Wayne Lynn Wilber	2,500.00		470,777.14
04/18/16	2148	BENCK	Benckenstein & Oxford, L.L.P.	1,957.95		468,819.19
04/18/16	2149	DUPREE	Jared Dupree	120.00		468,699.19
<b>Totals</b>				21,535.35	14,105.11	468,699.19

Transaction count = 23

**Jefferson County Emergency Services District No. 4**

**Bank Account Register**

Texas First Bank - Savings  
March 22, 2016 - April 18, 2016

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
03/31/16			Beginning Balance			200,221.77
			Interest Income		17.01	200,238.78
			<b>Totals</b>	<u>0.00</u>	<u>17.01</u>	<u>200,238.78</u>

Transaction count = 1