

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 5:30 p.m. on May 22, 2017, at the Labelle fire station, located at 12880 FM 365, Beaumont, Texas 77705, pursuant to notice duly posted according to law.

At approximately 5:40 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:

Jeff Roebuck	President
Charlie Reneau	Vice President
Randy Walston	Secretary
Sandra Melton	Treasurer
Robert Bordes	Assistant Treasurer

All of said Board members were present, with the exception of Secretary Walston, thus constituting a quorum. Also present were: Dwayne Morvant, District Fire Chief; Jeremy Hansen, District Manager; Mary Ellen Robertson, the District's accountant; Joshua Heinz of the law firm Benckenstein & Oxford, L.L.P., attorneys for the District; and, other members of the volunteer fire department.


President Roebuck first directed the Board to Agenda Item No. 4 regarding rental of the Labelle station. Mr. Heinz advised that he spoke with the VFIS agent, Glenn Hastings, who confirmed that the District's insurance policy allowed for the building to be rented and afforded the District coverage in the event that something were to happen. After discussing the matter at length, President Roebuck made a motion to rent the building out to local non-profit organizations (i.e., Boys Scouts, etc.), and for other, at a rate of \$50 per hour, plus a \$250.00 security deposit, and if alcohol will be served, the

renter will also have to hire and pay for security. The motion was seconded by Assistant Treasurer Bordes, and unanimously approved by the Board members present.

The Board then moved back to Agenda Item No. 3 regarding the District Chief and Manager positions. To begin with, the Board discussed with Chief Morvant and Mr. Hansen the status of membership and participation of the volunteer membership, during which time Chief Morvant advised that the District VFD has approximately 30 volunteer members (not including Cheek VFD members), and that about 12 of those members are regularly active. They then discussed options and incentives for increasing participation. They then discussed the status of training for the volunteer members and issues with scheduling same. Chief Morvant advised that he is in the process of interviewing candidates for the Training Coordinator position, who would be the member responsible for scheduling and facilitating the membership training. The Board then got into a discussion with Chief Morvant about his position and the duties and responsibilities of same. Chief Morvant advised the Board that he did not apply for and does not want a full-time position. The Board reminded Chief Morvant that the position was a part-time position, and that at his request, the Board had temporarily approved full-time hours until such time that an administrative assistant could be hired. The Board then discussed with Chief Morvant and Mr. Hansen the overall operation of the District and the direction and time frame in which it would like to see everything progress. Furthermore, Chief Morvant and Mr. Hansen recommended that the District hire an administrative assistant, so that said individual can assist them with various administrative matters, including, but not limited to, run reporting into Firehouse software. Such would then allow them to focus on other aspects of the District's overall operations, including, but not limited to,

finalizing standard operating procedures for the District VFD, and also establishing the various station positions and responsibilities for same. It was also suggested that the District retain Daniel Diaz, who is the administrative assistant for Jefferson Co. ESD No. 3, on a temporary basis until such time that the administrative assistant position is filled, if he is available and willing. After discussing the matter further, President Roebuck made a motion to make a job posting for and hire a part-time administrative assistant for the District at up to \$15.00 per hour, and that the District hire Daniel Diaz at the same hourly rate on a temporary basis until the position is filled, if he is available. The Motion was seconded by Vice President Reneau and unanimously approved by the Board members present. Mr. Heinz then proposed that he meet with Chief Morvant and Mr. Hansen to work on and finalize a service agreement for each position, which will include a detailed description of their duties and responsibilities, as well as to work on and finalize the proposed standard operating guidelines for the District VFD and other polices or procedures needed for the department, so that same can be presented to the Board at the next regular meeting, which the Board members were all in agreement with.

Being as there were no further matters to come before the Board under Agenda Item No. 5, the special meeting was adjourned at approximately 7:45 p.m.

  
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Jeff Roebuck, President  
Charlie Reneau, Vice President  
Date: 6/19/2017

ATTEST:

  
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Randy Walston, Secretary

Date: 6/19/2017