

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 July 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 5:40 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, with the exception of Secretary Walston, thus constituting a quorum. Also present at the meeting were: Wayne Wilber, District Manager; Mary Ellen Robertson, accountant for the District; Joshua Heinz of the law firm Benckenstein & Oxford, L.L.P., attorneys for the District; and, various members and representatives of Labelle-Fannett VFD, including, but not limited to, Larry Watts, attorney for the department.

Being as there was no public comment under Agenda Item No. 3, the Board was directed to Agenda Item No. 4 for the VFD Chiefs' reports. Charles Sonnier, Chief of Labelle-Fannett VFD, reported on the departments' recent activities. No report was provided by Cheek VFD, and neither department submitted a written monthly run report.

The Board then moved along to Agenda Item No. 5 for the District Manager's report, at which time Wayne Wilber reviewed with the Board the matters set forth in his written report attached hereto as **Exhibit A**.

The Board was then directed to Agenda Item No. 6 for review of the Minutes of the June 27, 2016 regular meeting. Upon motion by Treasurer Melton and seconded by Vice President Reneau, 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 \$395,986.16 as of June 30, 2016 and \$391,080.68 as of July 16, 2016, and that the District's Texas First Bank savings account balance was \$200,288.71 as of June 30, 2016 and July 16, 2016, as reflected in the account statements attached hereto as **Exhibit B**. Additionally, Mary Ellen Robertson reviewed with the Board the District's monthly financial reports, which are attached hereto as **Exhibit C**.

The Board then moved to Agenda Item No. 8 regarding amendments to the District's fiscal year 2015-16 budget. Mrs. Robertson reviewed the proposed budget amendments in detail and discussed same with the Board members. Upon motion by Treasurer Melton and seconded by Vice President Reneau, the proposed budget amendments were unanimously approved. A copy of the amended fiscal year 2015-16 budget is attached hereto as **Exhibit D**.

The Board was then directed by President Roebuck to Agenda Item No. 9 regarding the District's fiscal year 2016-17 budget. Treasurer Melton advised that she will continue working with Mrs. Robertson on preparing a proposed 2016-17 budget, so that the Board can review and discuss same at the next regular meeting.

Thereafter, the Board's attention was directed to Agenda Item No. 10 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 Assistant Treasurer Bordes and seconded

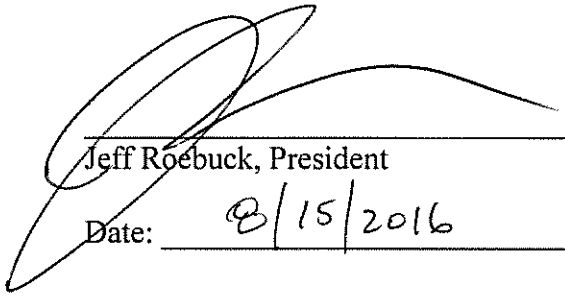
by Treasurer Melton, the Board unanimously approved payment of the bills and expenditures listed on the account register attached hereto as Exhibit E (Check Nos. 2187-2206).

The Board then moved to Agenda Item No. 11, at which time Mr. Wilber indicated that there were no pending equipment purchase, repair, or maintenance requests from the VFDs. Chief Sonnier asked about the status of the equipment recently ordered by the District for the new tanker, and Mr. Wilber advised that he follow up on that matter.

The Board was then directed to Agenda Item No. 12 regarding establishment of a District volunteer fire department. Mr. Wilber advised that he is working with others on plans and preparations for the new department, and that he has received inquiries from 19 individuals who are interested in joining the new department.

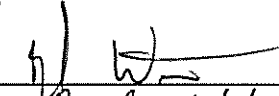
Next, the Board was directed to Agenda Item No. 13 regarding Labelle-Fannett VFD's lawsuit against the District (Cause No. E-198,306; *Labelle-Fannett Volunteer Fire Department vs. Jefferson County, et al*; in the 172<sup>nd</sup> Judicial District Court). Mr. Heinz reported that there has been no recent activity in the lawsuit. Further, Mr. Heinz reported that despite multiple conversations for Labelle-Fannett VFD's counsel, he has been unable to arrange a meeting between the District and department representatives to discuss the lawsuit, as well as the transition of service from the department to the District. Larry Watts, attorney for Labelle-Fannett VFD, then indicated the Board that he and department representatives are agreeable to such a meeting. Mr. Heinz informed Mr. Watts that they could discuss scheduling once the Board meeting was adjourned.

Being as there was no report from counsel under Agenda Item No. 14 or other matters to come before the Board under Agenda Item No. 15, the meeting was adjourned at approximately 6:20 p.m.

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

Date: 8/15/2016

ATTEST:

  
\_\_\_\_\_  
Position: Ranley Walston  
Secretary

Date: 8/15/2016

# Exhibit A

## District Manager Report -July 2016

Cheek VFD: New officers and Chief were elected at July 7<sup>th</sup> business meeting. The new Fire Chief is Jared Sampson, lives in Cheek and is a firefighter with Beaumont Fire/Rescue, also Engineer/Driver for Orange County ESD No. 1

SD Construction will start work on concrete slab in annex building at Cheek fire station this week.

District Manager has not received quarterly updated training records, membership roster or monthly financial report from Cheek VFD.

Rescue 44 will be sent to Siddons Martin in Port Arthur tomorrow to wire all flashlights and thermal imaging camera equipment.

VFIS of Texas quote for Workers' Compensation Insurance arrived today. The In Network Premium is \$2,784.00, which is included in bills to pay at this meeting. I will complete HB 3667 grant reimbursement request form and submit to Texas Forest Service once check clears bank and VFIS sends receipt of payment.

### LaBelle-Fannett VFD:

District Manager has not received quarterly updated training records, membership roster or monthly financial report from LaBelle-Fannett VFD. *rec. 7/18/16 @ 17:25*

All apparatus has been repaired and in working condition.

No request pending for new equipment or repairs/maintenance request.

JCESD4 Calls recorded by District Manager for month of June 2016 for District:

MVA- 10

Medical- 37 (4 by LF Med 6 / 36 by Acadian)

Fire- 16 (4 actual fires) Other nature of fire calls: Gas leaks, fire alarms, powerline down, smoke investigation, cat in tree.

# Exhibit B



# TEXAS FIRST BANK

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-TF81 (8321)

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

Page: 2

JEFFERSON COUNTY EMERGENCY

Account Number: 10031508  
Statement Date: 6/30/16

-----  
CHECKS PAID  
-----

\* indicates skip in check numbers

Date	Check No.	Amount	Date	Check No.	Amount	Date	Check No.	Amount
6/01	2160	7.00	6/29	2169	600.00	6/30	2178*	475.00
6/29	2168*	1,282.28	6/29	2170	300.00	6/28	2184*	2,500.00

-----  
DAILY BALANCE SUMMARY  
-----

Date	Balance	Date	Balance	Date	Balance
6/01	377,755.19	6/21	401,079.26	6/29	396,396.98
6/02	385,324.26	6/28	398,579.26	6/30	395,986.16
6/20	400,324.26				

PUBLIC FUNDS SAVINGS

JEFFERSON COUNTY EMERGENCY  
SERVICES DISTRICT No. 4

Acct 20041885

Beginning Balance	6/01/16	200,272.25
Deposits / Misc Credits	1	16.46
Withdrawals / Misc Debits	0	.00
** Ending Balance	6/30/16	200,288.71
Service Charge		.00
Interest Paid		16.46
Interest Paid Year To Date		99.85
Annual Percentage Yield Earned		.10%
Number of Days for A.P.Y.E.		30
Average Balance for A.P.Y.E.		200,272.25
Minimum Balance		200,272

-----  
DEPOSITS AND OTHER CREDITS  
-----

Date	Deposits	Activity Description
6/30	16.46	Interest Earned

-----  
DAILY BALANCE SUMMARY  
-----

Date	Balance	Date	Balance	Date	Balance
6/30	200,288.71				

**TEXAS FIRST BANK**  
Accounts

Public Funds Tiered Int.  
10031508

Available Balance **\$391,080.68**

Public Funds Savings  
20041885

# BUDGET Amended Budget Worksheet

2015-2016

	LABELLE-FANNETT FIRE DEPARTMENT	CHEEK FIRE DEPARTMENT	JCESD No. 4	Original Budget Approved 9/28/15 TOTAL	Actual 10/1/15 - 6/30/16 TOTAL	Over or (Under) Budget 6/30/2016	Proposed Amendment 7/18/2016	MISCELLANEOUS NOTES
<b>2015 - 2016 REVENUE</b>								
JCESD No. 4 -- Ad Valorem Tax			597,502	597,502	540,883	(56,419.00)	597,502	
Fire & EMS Billing			0	0	0	0.00	0	
Grants			0	0	0	0.00	15,000	Grant received during this year
Interest Income			200	502	302.00	102.00	1,200	Additional increase in interest income
Loan Proceeds			0	152,000	152,000.00	152,000.00	152,000	loan for new fire truck
<b>TOTAL VFD REVENUE</b>	<b>0</b>	<b>0</b>	<b>597,502</b>	<b>693,385</b>			<b>765,502</b>	
<b>JCESD NO. 4 TOTAL REVENUE</b>								
<b>2015-2016-EXPENSES</b>								
<b>OPERATING EXPENSES</b>								
Accounting	500	500	15,000	10,191	(4,809.00)	18,600	18,600	Increase due to additional expenses-LB audit
Advertising			1,000	0	(1,000.00)	1,000	1,000	
Bank Fees			150	0	(150.00)	150	150	
Cable	400	400	800	0	(800.00)	800	800	
Cell Phone/EMS Equipment	100		100	0	(100.00)	100	100	
Children's Education	1,000	1,000	6,000	2,000	(2,000.00)	2,000	2,000	
Cleaning & Building Maintenance	4,500	1,500	2,500	2,264	(3,736.00)	6,000	6,000	
Communications- Purchase of Additional Radios			2,500	0	(2,500.00)	2,500	2,500	
Copier			700	0	(700.00)	700	700	
District Manager			30,000	20,000	(10,000.00)	30,000	30,000	
Dues & Fees	1,000	750	1,250	1,759	(1,241.00)	3,000	3,000	
Fire Equipment Damages (Replacement)	500	500	1,000	0	(1,000.00)	1,000	1,000	
Fire Field Meals	1,500	1,500	3,000	0	(3,000.00)	3,000	3,000	
Fire Uniforms	9,000	3,500	16,500	2,395	(14,105.00)	6,000	6,000	Cost of fuel less than anticipated
Fuel - Fire and EMS			2,800	0	(2,800.00)	2,800	2,800	
Insurance - Worker's Compensation	27,500		6,500	25,289	(8,711.00)	34,000	34,000	
Insurance - Property & Liability			2,600	0	(2,600.00)	2,600	2,600	
Insurance - VFD District			400	5,090	5,090.00	5,090	5,090	Reclass of payment on truck note to interest
Interest Expense			400	1,038	238.00	2,000	2,000	
Internet	3,000	1,200	4,200	2,625	(1,575.00)	4,200	4,200	
Lawn Service								
Legal/Professional			10,000	39,025	29,025.00	65,000	65,000	Additional Legal for LBVFD suit
Lodging/Meals/Travel/Regist - ESD			5,000	2,592	(2,408.00)	5,000	5,000	
Maintenance & Repairs - Radios	2,000	2,000	4,000	560	(3,440.00)	4,000	4,000	
Note Payable - First Financial Bank - Mini-Pumper			41,012	35,921	(5,091.00)	35,921	35,921	Need to reduce for principle only
Note Payable - Government Capital (3000 Gal Tanker)			1,200	586	(614.00)	2,700	2,700	
Office Supplies	1,000	500	2,700	744	(2,114.00)	2,700	2,700	
Postage & Box Rental	100	100	450	450	294.00	450	450	
Supplies - Fire	10,000	10,000	20,000	4,835	(15,165.00)	20,000	20,000	
Tax & Appraisal Fees			12,000	8,949	(3,051.00)	12,000	12,000	
Telephone	800	800	1,600	481	(1,119.00)	1,600	1,600	
Utilities	7,500	1,200	8,700	1,759	(6,941.00)	8,700	8,700	
Water & Garbage	2,900	500	3,400	2,096	(1,304.00)	3,400	3,400	
Small Equipment Purchases (I.D. Badges/Patches)			2,000	0	(2,000.00)	2,000	2,000	
<b>Total Operating Expenses</b>	<b>73,300</b>	<b>28,750</b>	<b>134,962</b>	<b>237,012</b>	<b>168,199</b>		<b>286,311</b>	

# BUDGET Amended Budget Worksheet

2015-2016

	LABETTE-FARNETT FIRE DEPARTMENT	CHEEK FIRE DEPARTMENT	JCESD No. 4	Approved 9/28/15 TOTAL	10/1/15 - 6/30/16 TOTAL	Budget 6/30/2016	Amendment 7/18/2016	MISCELLANEOUS NOTES
<b>Emergency Medical Services</b>								
Equipment (New/Repair/Testing)	0	0		0	0	0.00	0	
Medical Supplies	0	0		0	0	0.00	0	
Office Supplies	0	0		0	0	0.00	0	
Tuition/Reg/Certification/Dues	0	0		0	0	0.00	0	
Vehicle Repair & Maintenance	0	0		0	0	0.00	0	
<b>Total Emergency Medical Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	
<b>Fire Station</b>								
EDspatching			33,500	33,500	1,747	(31,753.00)	2,000	Change in cost - travel - phone
Equipment - Insp/Repairs	2,200			2,200	165	(2,035.00)		
Gloves & Boots - Insp/Repairs	3,000			5,000	0	(5,000.00)	5,000	
Personal Protection Equipment	15,500			26,000	12,530	(13,470.00)	26,000	
Training & Materials				0	0	0.00	0	
Vehicle Repair & Maintenance	20,000			25,000	14,003	(10,997.00)	25,000	
Tuition/Lodging/meals/Trans Expenses	6,000			7,500	737	(6,763.00)	7,500	
Tuition/Registration	1,500			2,000	0	(2,000.00)	2,000	
Supplies - Hoses / Nozzles / Tarps	1,000			4,000	0	(4,000.00)	4,000	
Banquet				0	0	0.00	0	
Certification Dues				0	0	0.00	0	
<b>Total Fire Services</b>	<b>49,200</b>	<b>20,500</b>	<b>35,500</b>	<b>105,200</b>	<b>29,182</b>		<b>73,706</b>	
<b>Fire &amp; EMS General</b>								
Auxiliary (53,000 Removed by LF)				0	0	0.00	0	
Billing				0	0	0.00	0	
<b>Total Fire &amp; EMS General</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	
<b>Capital Expenditures</b>								
Capital Expenditures - Building & Grounds				0	0	0.00	0	
3000 Gal Tanker	100,000			100,000	228,166	128,166.00	236,000	increase for actual cost Add 136,000
Children's Education Enclosed Trailer	6,000			6,000	4,369	(1,631.00)	6,000	
3/4 ESD Utility Pickup Truck			20,000	20,000	0	(20,000.00)	0	Not purchasing this year
Radio Communication Upgrade			30,000	30,000	0	(30,000.00)	0	Not purchasing this year
Upgrade Caters	11,000			11,000	10,915	(85.00)	11,000	
Rescue Mini Pumper				0	0	0.00	0	
5 Additional Radios				0	0	0.00	0	
Rescue Tools- Rescue 44		30,000		30,000	26,910	(3,090.00)	30,000	
Crushed Concrete (Driveway to Stor Bldg)		1,800		1,800	0	(1,800.00)	1,800	
Concrete Slab (Storage Bldg)		7,500		7,500	0	(7,500.00)	7,500	
SCBA Pads/Replacement Bottles			10,000	10,000	3,046	(6,954.00)	10,000	
Automate Rollup Door		4,700		4,700	3,140	(1,560.00)	3,140	Cost less than anticipated
Dispatch Equipment			16,000	16,000	1,182	(14,818.00)	1,500	Not purchasing this year
<b>Total Capital Expenditures</b>	<b>117,000</b>	<b>44,000</b>	<b>76,000</b>	<b>237,000</b>	<b>277,728</b>		<b>306,940</b>	
<b>Contingency</b>								
Contingency			18,290	18,290	0	(18,290.00)	98,551	
<b>Total Contingency</b>	<b>0</b>	<b>0</b>	<b>18,290</b>	<b>18,290</b>	<b>0</b>		<b>98,551</b>	
<b>JCESD No. 4 TOTAL EXPENSES</b>	<b>239,500</b>	<b>93,250</b>	<b>264,752</b>	<b>597,502</b>	<b>475,109</b>		<b>765,502</b>	

# Exhibit E

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

Texas First Bank - Checking  
June 28, 2016 - July 18, 2016

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
06/30/16			Beginning Balance			386,132.73
07/07/16			Interest Income		64.18	386,196.91
07/18/16			Property Taxes		4,833.77	391,030.68
07/18/16	2187	BENCK	Benckenstein & Oxford, L.L.P.	300.47		390,730.21
07/18/16	2188	BENCK	Benckenstein & Oxford, L.L.P.	791.34		389,938.87
07/18/16	2189	DOOLEYT	Dooley Tackaberry, Inc.	901.50		389,037.37
07/18/16	2190	EARLLAWN	Earl Lawn Service	300.00		388,737.37
07/18/16	2191	FARM&HOME	Farm & Home Supply	9.18		388,728.19
07/18/16	2192	GREENACRES	Green Acres Grocery, Inc.	85.13		388,643.06
07/18/16	2193	OXFORD	Hubert Oxford, IV	400.00		388,243.06
07/18/16	2194	JREDWARDS	J.R. Edwards & Associates, LLC	6,000.00		382,243.06
07/18/16	2195	HEINZ	Joshua C. Heinz	400.00		381,843.06
07/18/16	2196	JPL	JPL Electric, LLC	739.51		381,103.55
07/18/16	2197	LONESTAR	Lone Star Lube Right	616.26		380,487.29
07/18/16	2198	MER1099	Mary Ellen Robertson, CPA	475.00		380,012.29
07/18/16	2199	PROGRESSIVE	Progressive Waste Solutions of TX, Inc.	196.52		379,815.77
07/18/16	2200	ROLLINS	Rollins Truck & Trailer Repair, LLC	335.36		379,480.41
07/18/16	2201	SIDDONS	Siddons-Martin Emergency Group, LLC	1,594.60		377,885.81
07/18/16	2202	TOWNANDCOUN	Town and Country	103.72		377,782.09
07/18/16	2203	VISA4586	VISA	30.04		377,752.05
07/18/16	2204	VISA9650	VISA	1,259.19		376,492.86
07/18/16	2205	WILBER	Wayne Lynn Wilber	2,500.00		373,992.86
07/18/16	2206	TEXASMUTUAL	Texas Mutual Insurance Company	2,784.00		371,208.86
			<b>Totals</b>	<u>19,821.82</u>	<u>4,897.95</u>	<u>371,208.86</u>

Transaction count = 22

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

Texas First Bank - Savings  
June 28, 2016 - July 18, 2016

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
06/30/16			Beginning Balance			200,272.25
			Interest Income		16.46	200,288.71
			<b>Totals</b>	<u>0.00</u>	<u>16.46</u>	<u>200,288.71</u>

Transaction count = 1