

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

A regular meeting of the Board of Commissioners of the Jefferson County Emergency Services District No. 4 ("District") was called for at 5:30 p.m. on the 16th day of October, 2013, 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.

The meeting was called to order at approximately 5:30 p.m., and 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 Joshua Heinz of the law firm Benckenstein & Oxford, L.L.P., attorneys for the District, as well as the 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. Ken Duhon, President of the Cheek VFD, requested that the VFDs be provided with notice of the Board meetings, and he requested that the Board consider alternating its regular meeting location between the Cheek VFD and Labelle-Fannett VFD fire stations. Additionally, Carolyn Hurych, EMS Director for Hamshire VFD, advised the Board of the Coverage Assistance Agreement existing between Hamshire VFD and Labelle-Fannett VFD, and she provided the Board with a

copy of said agreement, which is attached hereto as **Exhibit B**. She indicated that Labelle-Fannett VFD, and specifically its dispatcher, is not complying with the terms of the agreement, which was confirmed by Scott Wade, EMS Director for Labelle-Fannett VFD.

Following these public comments, the Board was directed to Agenda Item No. 4 for review of the Minutes of the September 18, 2013 public hearing and regular meeting. Upon motion by Assistant Treasurer Cox and seconded by Secretary Duhon, the proposed Minutes were unanimously approved by the Board members present.

Next, President Roebuck directed the Board's attention to Agenda Item No. 5 for the Treasurer's Report. Treasurer Melton reported that the District has received a portion of its \$10,000.00 line of credit from Texas First Bank, and from said funds, the District has paid its annual VFIS insurance premium (\$2,124.00), which had been previously approved by the Board, and purchased checks.

The Board was then directed to Agenda Item No. 6 regarding retention of an accountant, bookkeeper, and/or auditor for the District. The Board discussed the retention of an accountant for the District, and the possible hiring an administrator to handle the day-to-day administrative needs of the District. However, all the Board members agreed that the District needed to first retain an accountant, who could help set up the account software and procedures for an administrator to follow. Assistant Treasurer Cox indicated that he and Treasurer Melton will identify possible accountants and/or accounting firms for the District to consider, and will provide said information to the Board at the next regular meeting. The Board also briefly discussed obtaining office

equipment and supplies under Agenda Item No. 7, but tabled the matter until a future meeting.

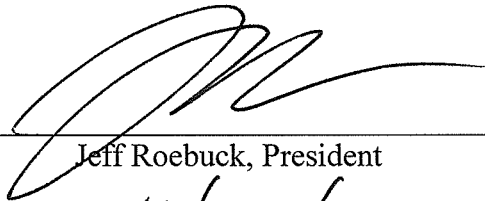
Thereafter, President Roebuck directed the Board to Agenda Item No. 8 regarding future contracts between the District and the VFDs. The Board discussed their preferences relating to certain terms of the proposed contracts, and agreed that it would be beneficial to all parties if the VFDs conveyed their assets to the District upon the commencement of their initial Fire Service Agreement. Vice President Reneau and Secretary Duhon are going to meet with representatives of the VFDs to discuss the proposed contractual terms, including, but not limited to, funding and purchasing procedures, training requirements, transfer of assets, etc., and will report back to the Board at the next regular meeting.

Next, the Board moved along to Agenda Item No. 9 regarding future ISO evaluations and retention of a consultant to assist the District and VFDs in preparing for same. Assistant Treasurer Cox reported that he has been investigating this matter, and he feels that the District needs to confirm that the VFDs have their records in order (i.e., equipment maintenance records) before the District retains a consultant and begins the ISO evaluation process. Assistant Treasurer Cox is going to gather additional information and educational materials relating to ISO evaluation process and criteria, and will provide same to the Board members at the next regular meeting.

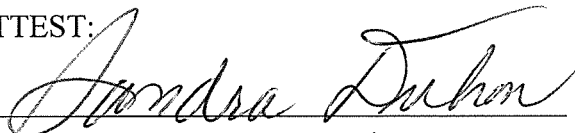
After tabling Agenda Item No. 10, President Roebuck directed the Board to Agenda Item No. 11, at which time Mr. Heinz reported on the recent activities of counsel. Mr. Heinz advised the Board that Jefferson County Appraisal District ("JCAD") had recently indicated that the BASF facility on West Port Arthur Road is located in the

District and would be subject to the District's ad valorem tax. Previously, and as reported in the certified tax roll, JCAD had indicated that the property was not within the District's boundaries. The issue of concern is that the BASF facility is covered under an Industrial District Agreement (i.e., In Lieu of Tax Agreement) with the City of Port Arthur, and thus is already paying for fire protection and emergency services. Mr. Heinz said he is currently working with BASF's tax consultants and the City of Port Arthur on a proposed resolution to the issue, and he will keep the Board apprised as the matter develops.

There being no further matters to come before the Board under Agenda Item No. 12, the regular meeting was adjourned at approximately 6:30 p.m.



Jeff Roebuck, President
Date: 11/20/13

ATTEST:


Name/Position: Secretary
Date: 11/20/13

Exhibit A

Rufus Lavergne
Ken Dutton
Darlene Rivett
R. J. Rider
Patrick Larson
DENNIS GIFFORD
CAROL GIFFORD
SCOTT WADE
Carolyn Hurych
Mary Modre
Richard Hawks
Richard HAWKS Jr.

Hampshire
EMS Director

Exhibit B

Coverage Assistance Agreement

Hamshire and Labelle-Fannett EMS Services

Hamshire EMS is an emergency medical organization, which is staffed by 100% volunteer personnel. Hamshire operates two BLS/MICU Capable ambulances in a service area outlined on the attached map. Hamshire receives 911 calls either directly, at 409-243-2311, or from the Jefferson County Sheriff's Department. Due to the fact that all Hamshire personnel are volunteers and have full-time jobs, there are times that Hamshire will not have personnel to respond to a medical emergency. Hamshire EMS can call on the Labelle-Fannett EMS service, a sister department, for coverage assistance, either in the form of medics only, or in the form of an ambulance and medics. This agreement is entered into with the understanding that Labelle-Fannett EMS service is a volunteer organization also, and they might not be able to assist 100% of the times when called. If Labelle-Fannett EMS is unable to give assistance, then a private ambulance service will be called in a timely fashion. There will be times, depending on the geographical location of the emergency, that an appropriate private service will be called first.

This agreement will be in effect beginning: 04-01-2012

Dr. Michael N. Amsden, M.D. Michael N. Amsden MD Date: 2/21/2012

(Dr. Amsden is the Medical Director for Labelle-Fannett and Hamshire EMS services)