

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 the October 19, 2015, at the Labelle-Fannett 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
Sandra Duhon	Secretary
Sandra Melton	Treasurer
Charlie Cox	Assistant Treasurer

All of said Board members were present, with the exception of Vice President Reneau, 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, the individuals listed in the attendance logs 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, and being as there was none, the Board moved along to Agenda Item No. 4 for the VFD Chiefs' reports. Kelly Jo Arceneaux, Secretary of Labelle-Fannett VFD, and Ken Duhon, Chief of Cheek VFD, advised the Board on the VFDs' recent activities and service calls during the previous month. Copies of the monthly run reports submitted by the departments are attached hereto as Exhibit B.

The Board was then directed to Agenda Item No. 5 for the District Manager's report. Wayne Wilber reported that Cheek VFD had submitted its quarterly membership roster and training records, but that Labelle-Fannett VFD had not yet submitted said information. Additionally, Mr. Wilber advised that the District's membership into the Sabine-Neches Chiefs' Association had been approved and that the Board needed to appoint representatives for the District. Mr. Wilber recommended that Chief Sonnier and Chief Duhon be appointed as the District's representatives. Lastly, Mr. Wilber advised that he had set up a District fuel account at the Valero station on Hwy 365 at Labelle Rd., and that he will be closing the District's fuel account at the Country Corner (Cow) Store.

Next, President Roebuck directed the Board to Agenda Item No. 6 for review of the Minutes of the September 28, 2015 public hearing and regular meeting. Upon motion by Assistant Treasurer Cox and seconded by Treasurer Melton, the proposed minutes were unanimously approved by the Board members present.

Then, the Board moved to Agenda Item No. 7 for the Treasurer's report. Treasurer Melton reported that the District's Texas First Bank checking account balance was \$204,647.45 as of September 30, 2015 and \$175,008.13 as of October 15, 2015, and that the District's Texas First Bank savings account balance was \$200,138.41 as of as of September 30, 2015 and October 15, 2015, as reflected in the account statements attached hereto as Exhibit C. Additionally, Treasurer Melton and Mrs. Robertson reviewed with the Board the District's current financial statement of activities, which is attached hereto as Exhibit D.

Thereafter, the Board's attention was directed to Agenda Item No. 8 for payment of the District's bills. After reviewing and discussing the various expenditures, Treasurer Melton made a motion to approve payment of the bills and expenditures listed on the account register attached

hereto as Exhibit E (Check Nos. 2023-2034). The motion was seconded by Secretary Duhon and unanimously approved by all of the present Board members.

President Roebuck then directed the Board to Agenda Item No. 9, at which time Mary Ellen Robertson reviewed and discussed with the Board proposed final amendments to the District's 2014-15 budget, which are reflected in Exhibit F attached hereto. Upon motion by Assistant Treasurer Cox and seconded by Treasurer Melton, the proposed 2014-15 final amended budget was unanimously approved by the members present.

The Board then moved along to Agenda Item No. 10 regarding proposed equipment repairs and acquisitions. Mr. Wilber advised the Board that Labelle-Fannett VFD has requested five (5) new sets of bunker gear, which Mr. Wilber estimates will cost \$13,340.00 total (\$2,668.00 each). Mr. Wilber confirmed that there were sufficient funds available in Labelle-Fannett VFD's budget for the requested bunker gear purchase. Assistant Treasurer Cox made a motion to approve the purchase of the five (5) new sets of bunker gear, which was seconded by Secretary Duhon, and unanimously approved by the Board members present. The Board also discussed with Mr. Wilber the need to take possession of and track any equipment purchased by the District, including bunker gear, and not currently being used by the VFDs. Additionally, Mr. Wilber advised that the District had recently purchased flashlights for Labelle-Fannett VFD, and the total cost of said flashlights was \$1,776.00.

Thereafter, the Board was directed to Agenda Item No. 11 regarding the agreed procedures review of the VFDs financial records. Mrs. Robertson and Treasurer Melton advised the Board that per the authority given by the Board during the last regular meeting, they have discussed the scope of the review with the account, Charles Reed, and that the anticipated cost of the review will be \$4,000.00-\$4,500.00. Treasurer Melton and Mrs. Robertson are going to

discuss the matter further with Mr. Reed in order to finalize the scope of work, and thereafter he the review will commence.

President Roebuck then directed the Board to Agenda Item No. 12 regarding emergency vehicles operating procedures for the District. Mr. Heinz reviewed with the Board the operating guidelines proposed by VFIS, the District's insurance carrier, a copy of which are attached hereto as Exhibit G. After discussing the proposed guidelines in detail, along with the independent contractor relationship between the District and the VFDs, Assistant Treasurer Cox indicated that he and Mr. Wilber will review the proposed guidelines and prepare a recommended set of emergency vehicle guidelines for the Board to consider at the next meeting.


The Board then moved along to Agenda Item No. 15 regarding the EMS services agreement with Labelle-Fannett VFD. Mr. Heinz and the Board discussed the proposed terms of the service agreement, as well as questions regarding funding, including payment of insurance premiums. Based on representations by Labelle-Fannett VFD, the Board understanding is that in exchange for receiving all EMS-related billing revenue, the department would be responsible for paying all EMS-related expenses, which includes insurance. Mr. Heinz will work with Assistant Treasurer Cox and Mr. Wilber to prepare a proposed EMS services agreement for the Board to consider at the next regular meeting, and Mr. Heinz will also draft a proposed amended fire services agreement for Labelle-Fannett VFD.

Next, the Board's attention was directed to Agenda Item No. 14 regarding dispatch services, at which time Mr. Wilber advised the Board that the E-Dispatch service will be up and running in the near future, which will dispatch all emergency service calls to the VFD members' smart phones. The E-Dispatch service will cost \$1,548.00 per year (\$128.00 per month), plus miscellaneous up-front equipment costs of less than \$100.00. The Board also discussed the

departments' current dispatch arrangements, and the need for including dispatch performance requirements and protocols in the VFDs' service agreements. Mr. Heinz will work with Assistant Treasurer Cox and Mr. Wilber in coming up with some suggested language for the Board to consider at the next meeting.


Then, being as there was no report from counsel under Agenda Item No. 15, the Board was directed to Agenda Item No. 16, at which time Mr. Wilber advised the Board that Cheek VFD had received a \$15,000.00 grant from the Texas Forestry Service for purchasing vehicle extraction tools. Additionally, Chief Duhon requested that the next regular Board meeting be held in Cheek.

Being as there were no further matters to come before the Board, the meeting was adjourned at approximately 7:00 p.m.



Jeff Roebuck, President
Charlie Renshaw, Vice President
Date: 11 | 16 | 2015

ATTEST:



Position: Secretary

Date: 11 | 16 | 2015

Exhibit A

JEFFERSON COUNTY EMERGENCY SERVICE DISTRICT NO.4

October 19, 2015

SIGN IN SHEET

- 1 Carolyn Hynch HVFD
- 2 Darlene Riwett #302 LFVFD
- 3 ~~Pat Rivett~~ #301 LFVFD
- 4 Ashley Kistner #124 LFVFD
- 5 June Arcene #144 LFVFD
- 6 Knt Larp 244 LFVFD
- 7 Lucy Holst Concerned Taxpayer
- 8 ~~Pat Rivett~~ #101 LFVFD
- 9 Lena Boyden Concerned Taxpayer
- 10 Carrie Sanders
- 11 ~~Pat Rivett~~ 132
- 12 J. M. 110
- 13 Dylan Compton #106
- 14 Henry LABRIE #103
- 15 Ken Dutton #101 CVFD
- 16
- 17
- 18
- 19
- 20

Exhibit B

LABELLE FANNETT VFD EMS

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

Dispatch Log Sheet for August 2015

Total Calls for the month 51 · Total Calls YTD 551

	<i>Fannett</i>	<i>LaBelle</i>	<i>Cheek</i>	<i>TOTAL</i>
<i>Medical</i>	20	9	1	30
<i>MVA</i>	14	1	0	15
<i>Fire</i>	3	2	1	6
<i>TOTAL</i>	37	12	2	51

<i>Units</i>	<i>Total Calls</i>	<i>Transports</i>
<i>Med 6</i>	10	8
<i>Acadian</i>	15	Unknown
<i>Ham Med 1 & 2</i>	3	
<i>Engine 1</i>	13	
<i>Engine 8</i>	4	
<i>Engine 3</i>		
<i>Truck 118</i>	2	
<i>Truck 4</i>	2	
<i>Rescue 9</i>	1	
<i>Tanker 5</i>	0	
<i>Cheek Engine</i>	1	
<i>Air Rescue</i>	0	

EXHIBIT B
MONTHLY REPORT

Month: September '15

Total Calls Received: 1

Responses:

Structure Fires: 1

Wood/Grass Fires: _____

Vehicles/Wrecks: _____

EMT/First Responder: _____

Others: _____

Total: 1

Mutual Aid Responses: 1

Other Matters and/or Specific Event Details:

TRAILER FIRE - Bluit Rd. 9/26

Exhibit C

TEXAS FIRST BANK

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www.texasfirstbank.com

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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: 9/30/15
Checks/Items Enclosed: 4

EM

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

Beginning Balance	9/01/15	205,083.00	
Deposits / Misc Credits	4	3,174.94	
Withdrawals / Misc Debits	6	3,610.49	
** Ending Balance	9/30/15	204,647.45	**
Service Charge		.00	
Interest Paid Thru 9/30/15		25.61	
Interest Paid Year To Date		688.68	
Annual Percentage Yield Earned		.15%	
Number of Days for A.P.Y.E.		30	
Average Balance for A.P.Y.E.		207,737.64	
Minimum Balance		204,621	
Enclosures		4	

FEE RECAP

	Total for this period	Total year-to-date
Total Overdraft Fees	\$.00	\$.00
Total Returned Item Fees	\$.00	\$.00

DEPOSITS AND OTHER CREDITS

Date	Deposits	Activity Description
9/03	3,135.33	ORIG:JEFFERSON COUNTY TRN:P201509030007670
9/29	7.00	Refund Incoming Wire Fee
9/29	7.00	Refund Incoming Wire Fee
9/30	25.61	Interest Paid

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Page: 2

JEFFERSON COUNTY EMERGENCY

Account Number: 10031508
 Statement Date: 9/30/15

----- DEBITS AND OTHER WITHDRAWALS -----

Date	Withdrawals	Activity Description
9/03	7.00	INCOMING WIRE FEE-P201509030007670
9/29	106.62	Debit Memo

----- CHECKS PAID * indicates skip in check numbers -----

Date	Check No.	Amount	Date	Check No.	Amount	Date	Check No.	Amount
9/21	1999	196.87	9/30	2012*	400.00	9/29	2022*	2,500.00
9/30	2009*	400.00						

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

Date	Balance	Date	Balance	Date	Balance
9/03	208,211.33	9/29	205,421.84	9/30	204,647.45
9/21	208,014.46				

PUBLIC FUNDS SAVINGS

JEFFERSON COUNTY EMERGENCY
 SERVICES DISTRICT No. 4

Acct 20041885

Beginning Balance	9/01/15	200,121.96
Deposits / Misc Credits	1	16.45
Withdrawals / Misc Debits	0	.00
** Ending Balance	9/30/15	200,138.41 **
Service Charge		.00
Interest Paid		16.45
Interest Paid Year To Date		38.41
Annual Percentage Yield Earned		.10%
Number of Days for A.P.Y.E.		30
Average Balance for A.P.Y.E.		200,121.96
Minimum Balance		200,121

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

Date	Deposits	Activity Description
9/30	16.45	Interest Earned

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Page: 3

JEFFERSON COUNTY EMERGENCY

Account Number: 10031508
Statement Date: 9/30/15

DAILY BALANCE SUMMARY

Date	Balance	Date	Balance	Date	Balance
9/30	200,138.41				

TEXAS FIRST BANK
Account Details

10/15/15 10:06 am

There have been 522 transactions on this account since 9/25/2013.

Public Funds Tiered Int.
 10031508

\$175,008.13

Available Balance	\$175,008.13	Interest Rate	0.150 %
Current Balance	\$175,008.13	Last Interest Paid Date	9/30/2015
Last Deposit Date	10/2/2015	Accrued Interest	\$10.69
Last Deposit Amount	\$1,464.75	Year-to-date Interest amount	\$688.68
Last Statement Date	9/30/2015		

Subtotal: Credits: \$16,786.83 | Debits: \$-618,650.20

Date	Description	Amount	Balance
10/9/15	Check (2010)	Ⓢ -\$500.00	\$175,008.13
10/8/15	Check (2001)	Ⓢ -\$1,515.33	\$175,508.13
10/8/15	Check (2021)	Ⓢ -\$920.54	\$177,023.46
10/7/15	Check (2011)	Ⓢ -\$1,389.90	\$177,944.00
10/6/15	Check (2016)	Ⓢ -\$18,850.00	\$179,333.90
10/6/15	Check (2015)	Ⓢ -\$475.00	\$198,183.90
10/6/15	Check (2005)	Ⓢ -\$249.84	\$198,658.90
10/6/15	Check (2006)	Ⓢ -\$129.71	\$198,908.74
10/6/15	Check (2003)	Ⓢ -\$89.36	\$199,038.45
10/6/15	Check (2002)	Ⓢ -\$84.77	\$199,127.81
10/6/15	Check (2007)	Ⓢ -\$75.94	\$199,212.58
10/5/15	Check (2014)	Ⓢ -\$2,931.29	\$199,288.52
10/5/15	Check (2017)	Ⓢ -\$2,440.00	\$202,219.81
10/5/15	Check (2019)	Ⓢ -\$354.57	\$204,659.81
10/2/15	Check (2018)	Ⓢ -\$577.02	\$205,014.38
10/2/15	Check (2008)	Ⓢ -\$320.80	\$205,591.40
10/2/15	Check (2004)	Ⓢ -\$200.00	\$205,912.20
10/2/15	ORIG:JEFFERSON COUNTY TRN:P201510020006739	\$1,464.75	\$206,112.20
9/30/15	Interest Paid	\$25.61	\$204,647.45
9/30/15	Check (2009)	Ⓢ -\$400.00	\$204,621.84
9/30/15	Check (2012)	Ⓢ -\$400.00	\$205,021.84
9/29/15	Check (2022)	Ⓢ -\$2,500.00	\$205,421.84

9/29/15	Debit Memo	-\$106.62	\$207,921.84
9/29/15	Refund Incoming Wire Fee	\$7.00	\$208,028.46
9/29/15	Refund Incoming Wire Fee	\$7.00	\$208,021.46
9/21/15	Check (1999)	Ⓢ -\$196.87	\$208,014.46
9/3/15	INCOMING WIRE FEE-P201509030007670	-\$7.00	\$208,211.33
9/3/15	ORIG:JEFFERSON COUNTY TRN:P201509030007670	\$3,135.33	\$208,218.33
8/31/15	Interest Paid	\$28.41	\$205,083.00
8/31/15	Check (1985)	Ⓢ -\$637.39	\$205,054.59
8/31/15	Check (1981)	Ⓢ -\$244.52	\$205,691.98
8/31/15	Check (1959)	Ⓢ -\$181.18	\$205,936.50
8/28/15	Check (1979)	Ⓢ -\$3,560.34	\$206,117.68
8/28/15	Check (1990)	Ⓢ -\$1,560.00	\$209,678.02
8/28/15	Check (1997)	Ⓢ -\$847.18	\$211,238.02
8/28/15	Check (1996)	Ⓢ -\$631.11	\$212,085.20
8/27/15	Check (1980)	Ⓢ -\$1,615.14	\$212,716.31
8/27/15	Check (1987)	Ⓢ -\$250.00	\$214,331.45
8/26/15	Check (1993)	Ⓢ -\$3,749.44	\$214,581.45
8/26/15	Check (1983)	Ⓢ -\$200.00	\$218,330.89
8/25/15	Check (1988)	Ⓢ -\$350.00	\$218,530.89
8/25/15	Check (1984)	Ⓢ -\$144.50	\$218,880.89
8/25/15	Check (1991)	Ⓢ -\$7.00	\$219,025.39
8/25/15	Teller Withdrawal (1978)	Ⓢ -\$30.00	\$219,032.39
8/24/15	Check (1982)	Ⓢ -\$3,339.95	\$219,062.39
8/21/15	Check (1992)	Ⓢ -\$475.00	\$222,402.34
8/21/15	Check (1995)	Ⓢ -\$95.00	\$222,877.34
8/20/15	Check (1994)	Ⓢ -\$2,797.00	\$222,972.34
8/19/15	Check (1989)	Ⓢ -\$400.00	\$225,769.34
8/19/15	Check (1986)	Ⓢ -\$400.00	\$226,169.34
8/18/15	Check (1998)	Ⓢ -\$2,500.00	\$226,569.34
8/5/15	INCOMING WIRE FEE-P201508050004946	-\$7.00	\$229,069.34

8/5/15	ORIG:JEFFERSON COUNTY TRN:P201508050004946	\$3,670.65	\$229,076.34
8/3/15	Check (1976)	Ⓜ -\$718.64	\$225,405.69
8/3/15	Check (1974)	Ⓜ -\$296.85	\$226,124.33
8/3/15	Check (1975)	Ⓜ -\$27.44	\$226,421.18
7/31/15	Interest Paid	\$75.08	\$226,448.62
7/31/15	Check (1966)	Ⓜ -\$582.93	\$226,373.54
7/30/15	Check (1962)	Ⓜ -\$400.00	\$226,956.47
7/30/15	Check (1963)	Ⓜ -\$250.00	\$227,356.47
7/29/15	Check (1969)	Ⓜ -\$7,500.00	\$227,606.47
7/29/15	Check (1970)	Ⓜ -\$90.00	\$235,106.47
7/28/15	Check (1961)	Ⓜ -\$315.53	\$235,196.47
7/27/15	Check (1964)	Ⓜ -\$350.00	\$235,512.00
7/27/15	Check (1972)	Ⓜ -\$182.90	\$235,862.00
7/24/15	Check (1968)	Ⓜ -\$475.00	\$236,044.90
7/24/15	Check (1971)	Ⓜ -\$430.39	\$236,519.90
7/24/15	Check (1973)	Ⓜ -\$225.66	\$236,950.29
7/24/15	Check (1960)	Ⓜ -\$200.00	\$237,175.95
7/24/15	Check (1957)	Ⓜ -\$109.00	\$237,375.95
7/24/15	Check (1956)	Ⓜ -\$109.00	\$237,484.95
7/23/15	TELEPHONE TRF TO SV 20041885	-\$200,000.00	\$237,593.95
7/23/15	Debit Memo	-\$111,204.66	\$437,593.95
7/22/15	Check (1965)	Ⓜ -\$400.00	\$548,798.61
7/22/15	Check (1958)	Ⓜ -\$109.00	\$549,198.61
7/21/15	Check (1977)	Ⓜ -\$2,500.00	\$549,307.61
7/16/15	Check (1940)	Ⓜ -\$546.58	\$551,807.61
7/2/15	INCOMING WIRE FEE-P201507020003901-03901	-\$7.00	\$552,354.19
7/2/15	ORIG:JEFFERSON COUNTY	\$8,260.30	\$552,361.19
6/30/15	Interest Paid	\$112.70	\$544,100.89
6/30/15	Check (1942)	Ⓜ -\$250.00	\$543,988.19
6/26/15	Check (1954)	Ⓜ -\$957.90	\$544,238.19
6/26/15	Check (1955)	Ⓜ -\$474.18	\$545,196.09

6/26/15	Check (1938)	⇒ -\$64.15	\$545,670.27
6/25/15	Check (1947)	⇒ -\$2,813.94	\$545,734.42
6/24/15	Check (1927)	⇒ -\$301.43	\$548,548.36
6/24/15	Check (1945)	⇒ -\$232.32	\$548,849.79
6/23/15	Check (1950)	⇒ -\$647.50	\$549,082.11
6/22/15	Check (1951)	⇒ -\$186,810.00	\$549,729.61
6/22/15	Check (1935)	⇒ -\$32,095.89	\$736,539.61
6/22/15	Check (1944)	⇒ -\$1,389.89	\$768,635.50
6/22/15	Check (1939)	⇒ -\$400.00	\$770,025.39
6/22/15	Check (1937)	⇒ -\$321.28	\$770,425.39
6/22/15	Check (1952)	⇒ -\$182.90	\$770,746.67
6/22/15	Check (1943)	⇒ -\$50.00	\$770,929.57
6/19/15	Check (1949)	⇒ -\$3,140.00	\$770,979.57
6/19/15	Check (1948)	⇒ -\$475.00	\$774,119.57
6/19/15	Check (1941)	⇒ -\$400.00	\$774,594.57
6/17/15	Check (1936)	⇒ -\$1,476.93	\$774,994.57
6/17/15	Check (1946)	⇒ -\$400.00	\$776,471.50

TEXAS FIRST BANK
Account Details

10/15/15 10:06 am

There have been 9 transactions on this account since 4/21/2015.

Public Funds Savings
 20041885

\$200,138.41

Available Balance	\$200,138.41	Interest Rate	0.100 %
Current Balance	\$200,138.41	Last Interest Paid Date	9/30/2015
Last Deposit Date	7/23/2015	Accrued Interest	\$7.68
Last Deposit Amount	\$200,000.00	Year-to-date Interest amount	\$38.41
Last Statement Date	9/30/2015		

Subtotal: Credits: \$200,141.41 | Debits: \$3.00

Date	Description	Amount	Balance
9/30/15	Interest Earned	\$16.45	\$200,138.41
8/31/15	Interest Earned	\$17.00	\$200,121.96
7/31/15	Interest Earned	\$4.94	\$200,104.96
7/23/15	TELEPHONE TRF FR DD 10031508	\$200,000.00	\$200,100.02
6/30/15	Interest Earned	\$0.01	\$100.02
5/29/15	Interest Earned	\$0.01	\$100.01
5/7/15	Refund Balance Requirement Fee	\$3.00	\$100.00
4/30/15	BALANCE REQUIREMENT FEE	-\$3.00	\$97.00
4/21/15	TELEPHONE TRF FR DD 10031508	\$100.00	\$100.00

Exhibit D

Jefferson County Emergency Services District No. 4 Statement of Activities

	12 Months Ended	12 Months Ended	12 Months Ended	12 Months Ended	Annual Budget	Over (Under) Budget	% of Budget Used to Date
	9/30/2015	9/30/2015	9/30/2015	9/30/2015			
	Actual	Actual	Actual	Total			
	Labelle-Fannett	Cheek	Administrative	All Locations			
Revenue							
Ad Valorem Taxes	\$ -	\$ -	\$ 561,099	\$ 561,099	\$ 600,000	\$ (38,901)	93.52%
Interest Income	-	-	827	827	700	127	118.14%
Loan Proceeds	-	-	189,516	189,516	189,516	0	100.00%
Other Income	-	-	2,951	2,951	3,000	(49)	98.37%
Total Revenue	<u>0</u>	<u>0</u>	<u>754,393</u>	<u>754,393</u>	<u>793,216</u>	<u>(38,823)</u>	<u>95.11%</u>
Operating Expenses							
Accounting	-	-	12,780	12,780	27,000	(14,220)	47.33%
Advertising	-	-	52	52	1,000	(948)	5.20%
Bank Fees	-	-	137	137	400	(263)	34.25%
Cable	414	-	-	414	450	(36)	92.00%
Cell Phone/EMS Equipment	70	-	-	70	440	(370)	15.91%
Children's Education	215	-	-	215	3,000	(2,785)	7.17%
Cleaning & Building Maintenance	5,997	195	-	6,192	8,150	(1,958)	75.98%
Computers & Software	424	-	108	532	1,300	(768)	40.92%
Copier	-	-	-	-	500	(500)	0.00%
Dues & Fees	575	-	1,100	1,675	2,100	(425)	79.76%
Fire Field Meals	-	-	-	-	1,300	(1,300)	0.00%
Fire Uniforms	94	806	-	900	3,850	(2,950)	23.38%
Fuel - EMS	3,537	-	-	3,537	4,000	(463)	88.43%
Fuel-Fire	3,590	283	-	3,873	6,000	(2,127)	64.55%
Insurance - Worker's Compensation	2,305	2,797	-	5,102	6,000	(898)	85.03%
Insurance- Accident & Sickness	-	-	-	-	4,000	(4,000)	0.00%
Insurance- Property & Liability	28,203	6,310	-	34,513	36,500	(1,987)	94.56%
Insurance-VFIS District	-	-	2,528	2,528	2,550	(22)	99.14%
Interest Expense	-	-	5,004	5,004	5,000	4	100.08%
Internet	-	-	445	445	2,900	(2,455)	15.34%
Lawn Service	2,750	1,300	-	4,050	4,500	(450)	90.00%
Legal/Professional	-	-	23,447	23,447	25,000	(1,553)	93.79%
Lodging/Meals/Travel & Regist ESD	-	219	133	352	8,000	(7,648)	4.40%
Maintenance & Repairs - Radios	1,077	1,487	-	2,564	4,500	(1,936)	56.98%
Notes Payable - Texas First Bank	-	-	106,207	106,207	106,207	-	100.00%
Office Supplies	802	30	1,286	2,118	2,500	(382)	84.72%
Postage & Box Rental	-	-	40	40	100	(60)	40.00%
Purchase of Additional Radios (3)	-	1,283	-	1,283	2,700	(1,417)	47.52%
Salary Expense	-	-	15,000	15,000	15,000	-	100.00%
Small Equipment Purchases (less than \$5,000)	1,511	4,601	-	6,112	10,000	(3,888)	61.12%

For management purposes only.

Jefferson County Emergency Services District No. 4 Statement of Activities

	12 Months Ended	12 Months Ended	12 Months Ended	12 Months Ended	Annual Budget	Over (Under) Budget	% of Budget Used to Date
	9/30/2015	9/30/2015	9/30/2015	9/30/2015			
	Actual	Actual	Actual	Total			
	Labelle-Fannett	Cheek	Administrative	All Locations			
Supplies - Fire	1,283	758	-	2,041	9,000	(6,959)	22.68%
Tax & Appraisal Fees	-	-	12,663	12,663	12,000	663	105.53%
Telephone	11,460	-	866	12,326	9,800	2,526	125.78%
Utilities	7,923	1,070	-	8,993	10,500	(1,507)	85.65%
Water & Garbage	3,198	304	-	3,502	2,900	602	120.76%
Total Operating Expenses	75,428	21,443	181,796	278,667	339,147	(60,480)	82.17%
Emergency Medical Services	-	-	-	-	8,000	(8,000)	0.00%
Equipment (New/Repair/Testing)	-	-	-	-	8,000	(7,050)	11.88%
Medical Supplies	950	-	-	950	2,000	(1,673)	16.35%
Tuition/Reg/Certification/Dues	327	-	-	327	15,000	(13,645)	9.03%
Vehicle Repair & Maintenance	1,355	-	-	1,355	33,000	(30,368)	7.98%
Total Emergency Medical Services	2,632	0	0	2,632	58,000	(55,368)	9.03%
Fire Services	-	-	-	-	2,200	(2,034)	7.55%
Equipment-Insp/Repairs	166	-	-	166	1,600	(1,600)	0.00%
Gloves & Boots	-	-	-	-	15,500	(11,301)	27.09%
Personal Protection Equipment	1,332	2,867	-	4,199	12,000	(11,660)	2.83%
Training & Materials	175	165	-	340	3,500	(447)	87.23%
Travel/Lodging/Meals/Trans Expenses	3,053	-	-	3,053	1,200	(25)	97.92%
Tuition/Registration	1,175	-	-	1,175	30,000	(7,592)	74.69%
Vehicle Repair & Maintenance	16,524	5,884	-	22,408	66,000	(34,659)	47.49%
Total Fire Services	22,425	8,916	0	31,341	150,000	(118,659)	74.69%
Fire and EMS General	-	-	-	-	3,000	(3,000)	0.00%
Auxiliary	-	0	0	0	3,000	(3,000)	0.00%
Total Fire & EMS General	0	0	0	0	3,000	(3,000)	0.00%
Capital Expenditures	-	-	-	-	15,000	0	100.00%
Cameras- Thermal Imaging	7,500	7,500	-	15,000	32,096	0	100.00%
Cascade System	25,677	6,419	-	32,096	8,500	(51)	99.40%
Garage Door & Siding	-	8,449	-	8,449	186,810	0	100.00%
Pumper Truck	-	186,810	-	186,810	242,406	(51)	99.98%
Total Capital Expenditures	33,177	209,178	0	242,355	554,995	(229,827)	70.72%
Contingency	-	-	-	-	101,269	(101,269)	0.00%
Total Expenses	133,662	239,537	181,796	554,995	784,822	(229,827)	70.72%
Net Change in Fund Balance	\$ (133,662)	\$ (239,537)	\$ 572,597	\$ 199,398	\$ 8,394		

For management purposes only.

Exhibit E

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

Texas First Bank - Checking
September 29, 2015 - October 19, 2015

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
09/29/15			Beginning Balance			165,780.92
09/29/15			Refund of Wire Fees		14.00	165,794.92
09/29/15	debit	TexasFirst	Texas First Bank	106.62		165,688.30
09/30/15			Interest Income		25.61	165,713.91
10/02/15			Property Taxes		1,464.75	167,178.66
10/19/15	2023	BENCK	Benckenstein & Oxford, L.L.P.	303.38		166,875.28
10/19/15	2024	COUNTRYCORN	Country Corner	286.01		166,589.27
10/19/15	2025	EARLLAWN	Earl Lawn Service	200.00		166,389.27
10/19/15	2026	EVCON	Evcon S.B.S. Protect Service	138.61		166,250.66
10/19/15	2027	GREENACRES	Green Acres Grocery, Inc.	84.05		166,166.61
10/19/15	2028	OXFORD	Hubert Oxford, IV	400.00		165,766.61
10/19/15	2029	HEINZ	Joshua C. Heinz	400.00		165,366.61
10/19/15	2030	MER1099	Mary Ellen Robertson, CPA	517.62		164,848.99
10/19/15	2031	PROGRESSIVE	Progressive Waste Solutions of TX, Inc.	194.86		164,654.13
10/19/15	2032	VFIS	VFIS of Texas	6,428.00		158,226.13
10/19/15	2033	VISA9650	VISA	489.82		157,736.31
10/19/15	2034	WILBER	Wayne Lynn Wilber	2,500.00		155,236.31
			Totals	<u>12,048.97</u>	<u>1,504.36</u>	<u>155,236.31</u>

Transaction count = 16

Jefferson County Emergency Services District No. 4

Bank Account Register

Texas First Bank - Savings
September 29, 2015 - October 19, 2015

Date	Reference	Payee ID	Description	Checks/ Payments	Deposits/ Additions	Balance
09/30/15			Beginning Balance			200,121.96
			Interest Income		16.45	200,138.41
			Totals	<u>0.00</u>	<u>16.45</u>	<u>200,138.41</u>

Transaction count = 1

Exhibit F

**Jefferson County Emergency Services District No. 4
Second Amended Budget for the year 2014-15**

	<u>Original Budget</u>	<u>8/17/2015 Amended Budget</u>	<u>10/19/2015 Proposed Amended Budget</u>	<u>Proposed Increase or (Decrease)</u>
Revenue				
Ad Valorem Taxes	660,074	600,000	600,000	0
Interest Income	0	700	850	150
Other Income	0	3,000	3,000	0
Loan Proceeds	0	189,516	189,516	0
Reim. to BASF for Exempt Industrial Property	-120,000	0	0	0
Total Revenue	<u>540,074</u>	<u>793,216</u>	<u>793,366</u>	<u>150</u>
Operating Expenses				
Accounting	27,000	27,000	27,000	0
Advertising	1,000	1,000	1,000	0
Bank Fees	400	400	400	0
Cable	350	450	450	0
Cell Phone/EMS Equipment	440	440	440	0
Children's Education	3,000	3,000	3,000	0
Cleaning & Building Maintenance	1,850	8,150	8,150	0
Computers & Software	1,300	1,300	1,300	0
Copier	500	500	500	0
Dues & Fees	2,100	2,100	2,100	0
Fire Field Meals	1,300	1,300	1,300	0
Fire Uniforms	3,850	3,850	3,850	0
Fuel - EMS	2,500	4,000	4,000	0
Fuel-Fire	12,000	6,000	6,000	0
Insurance - Worker's Compensation	6,000	6,000	6,000	0
Insurance- Accident & Sickness	4,000	4,000	4,000	0
Insurance- Property & Liability	30,000	36,500	36,500	0
Insurance-VFIS District	2,500	2,550	2,550	0
Interest Expense	10,000	5,000	5,004	4
Internet	2,900	2,900	2,900	0
Lawn Service	4,500	4,500	4,500	0
Legal/Professional	10,000	25,000	25,000	0
Lodging/Meals/Travel & Regist ESD	8,000	8,000	8,000	0
Maintenance & Repairs - Radios	4,500	4,500	4,500	0
Notes Payable - Texas First Bank	20,000	106,207	106,207	0
Office Supplies	1,475	2,500	2,500	0
Postage & Box Rental	100	100	100	0
Purchase of Additional Radios (3)	2,700	2,700	2,700	0
Salary Expense	12,000	15,000	15,000	0
Small Equipment Purchases (less than \$5,000)	10,000	10,000	10,000	0
Supplies - Fire	9,000	9,000	9,000	0
Tax & Appraisal Fees	10,000	12,000	13,000	1,000
Telephone	9,800	9,800	13,500	3,700
Utilities	10,500	10,500	10,500	0
Water & Garbage	2,900	2,900	3,700	800
Total Operating Expenses	<u>228,465</u>	<u>339,147</u>	<u>344,651</u>	<u>5,504</u>
Emergency Medical Services				
Equipment (New/Repair/Testing)	8,000	8,000	8,000	0
Medical Supplies	8,000	8,000	8,000	0
Tuition/Reg/Certification/Dues	2,000	2,000	2,000	0
Vehicle Repair & Maintenance	15,000	15,000	15,000	0
Total Emergency Medical Services	<u>33,000</u>	<u>33,000</u>	<u>33,000</u>	<u>0</u>
Fire Services				
Equipment-Insp/Repairs	2,200	2,200	2,200	0
Gloves & Boots	1,600	1,600	1,600	0
Personal Protection Equipment	15,500	15,500	15,500	0
Training & Materials	12,000	12,000	12,000	0
Travel/Lodging/Meals/Trans Expenses	0	3,500	3,500	0
Tuition/Registration	0	1,200	1,200	0
Vehicle Repair & Maintenance	48,000	30,000	30,000	0
Total Fire Services	<u>79,300</u>	<u>66,000</u>	<u>66,000</u>	<u>0</u>
Fire and EMS General				
Auxiliary	3,000	3,000	3,000	0
Total Fire & EMS General	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>
Capital Expenditures				
Pumper Truck	0	186,810	186,810	0
Cascade System	30,000	32,096	32,096	0
Brush Truck	30,000	0	0	0
Garage Door & Siding	5,600	8,500	8,500	0
Cameras - Thermal Imaging	0	15,000	15,000	0
Radio Communication Upgrade	29,440	0	0	0
Total Capital Expenditures	<u>95,040</u>	<u>242,406</u>	<u>242,406</u>	<u>0</u>
Contingency	101,269	101,269	95,915	-5,354
Total Expenses	<u>540,074</u>	<u>784,822</u>	<u>784,972</u>	<u>150</u>
Net Change in Fund Balance	<u>0</u>	<u>8,394</u>	<u>8,394</u>	<u>0</u>

Exhibit G

The

Communiqué

...a technical reference bulletin by the Risk Control
Services Department of the Glatfelter Insurance Group

Emergency Vehicle Response Guidelines

In today's emergency services organizations, there is a growing need for the development and use of standard operating guidelines and issue specific training. One of the areas that requires a great deal of attention is the operation of emergency vehicles.

Chief officers, as well as drivers, need to recognize the fact that the emergency vehicle response is the basis for the success or failure of all other emergency functions. These expensive vehicles carry all of the portable emergency equipment in addition to all of the personnel of the organization. Without the safe conveyance of these vehicles to the emergency scene, the emergency service organization cannot achieve its' mission of saving lives and protecting property.

Having sound emergency vehicle response guidelines in place will assist the emergency service organization in providing sound direction to its' officers and drivers. The following guidelines may be used to implement, supplement or enhance the emergency vehicle response policies and provide the basis for driver training for most emergency service organizations.

This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization's needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm, or damage to personnel, property, and the general public. For additional information on this topic, contact your VFIS Risk Control Representative at (800) 233-1957.



EMERGENCY VEHICLE RESPONSE OPERATING GUIDELINES OF THE

Purpose

Responding to any emergency call, the _____ places a great deal of responsibility on the drivers of our emergency vehicles. Not only must emergency vehicles drivers provide prompt conveyance of the apparatus, equipment, and personnel to provide service to those in need, but as importantly, must accomplish this task in the safest and most prudent manner possible. Emergency vehicle drivers have in their care, custody and control most of the major assets possessed by this organization (the vehicle, portable equipment, personnel). Emergency vehicle drivers also have a higher standard of care to provide to the general motoring public and must make every attempt possible to provide due regard for the safety of others. Drivers must constantly monitor and reduce the amount of risk and exposure to potential losses during each and every response. Safe arrival at the emergency scene shall be, and must always remain, the first priority of all emergency vehicle drivers. In order to accomplish this enormous task all emergency vehicles drivers shall become familiar with, and constantly abide by the following policies and procedures.

Procedures

1. Circle of safety

Prior to entering the cab and starting the vehicle, the emergency vehicle driver shall make a circle of safety around the vehicle to see that all equipment is secured, that all compartment doors are securely closed and any physical obstructions moved out of the way. During the circle of safety the emergency vehicle driver shall encircle the vehicles and visually inspect all 4 sides and the top of the vehicle before entering the cab. He/she should also verify right side and rear clearance with the person riding in the officer position. This shall be conducted prior to moving the vehicle regardless of whether or not the vehicle is about to leave on an emergency or non-emergency.

2. Warning devices and true emergencies

When responding to a true emergency¹, all audible and visual warning devices will be operated at all times regardless of time of day and/or traffic conditions. All emergency vehicle driver's must understand that warning devices are not always effective in making other vehicle operators aware of your presence. Warning devices only request the right-of-way, they do not insure the right-of-way.

3. Vehicle control and right-of-way

All drivers shall attempt to maintain control of the vehicle that they are operating in such a manner as to provide the maximum level of safety for both their passengers and the general public. Emergency

¹ The definition of a true emergency is a situation in which there is a high probability of death or serious injury to an individual or significant property loss, and actions by an emergency vehicle driver may reduce the seriousness of the situation.



vehicle drivers should be aware that the civilian vehicle operators may not react in the manner in which is expected or felt to be appropriate. An attempt should be made to have options available when passing or overtaking vehicles. If another vehicle operator fails to yield the right of way to an emergency vehicle, the emergency vehicle driver can not force the right of way, nor can you assume the right of way, therefore you do not have the right of way until the other vehicle yields to you.

The emergency vehicle driver shall be aware of his/her rate of closure on other vehicles and pedestrians at all times to make sure that a safe following distance is established and maintained. All drivers shall follow the rule for safe following distance and allow 1 second of following distance for every 10 feet of vehicle length for speeds under 40 mph and add 1 additional second for each 10 mph for speeds over 40 mph.

4. Response speeds

When responding to a true emergency only, drivers shall operate the vehicle they are driving at as close to the **posted speed limit** as possible, but not to exceed ten (10) miles per hour over the posted speed limit, conditions permitting. Examples of conditions requiring slower response speeds include but are not limited to;

- slippery road conditions
- inclement weather
- poor visibility
- heavy or congested traffic conditions
- sharp curves

5. Intersection Practices

Extreme care should be taken when approaching any intersection as intersections are the locations responsible for a large percentage of major accidents involving emergency vehicles. Drivers are required to practice the organizations intersection operating guidelines during all emergency responses.

Uncontrolled intersections

Any intersection that does not offer a control device (stop sign, yield or traffic signal) in the direction of travel of the emergency vehicle or where a traffic control signal is green upon the approach of the emergency vehicle all emergency vehicle drivers should do the following:

- Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling fast, etc.). Observe traffic in all 4 directions (left, right, front, rear)
- Slow down if any potential hazards are detected and cover the brake pedal with the drivers foot.
- Change the siren cadence not less than 200' from intersection
- Avoid using the opposing lane of traffic if at all possible.

Emergency vehicle drivers should always be prepared to stop. If another vehicle operator fails to yield the right of way to an emergency vehicle, the emergency vehicle driver can not force the right of way,



nor can you assume the right of way, therefore you do not have the right of way until the other vehicle yields to you.

Controlled intersections

Any intersection controlled by a stop sign, yield sign, yellow traffic light or a red traffic light requires a complete stop by the emergency vehicle driver. In addition to bringing the vehicle to a complete stop these additional steps must be followed as well;

- Do not rely on warning devices to clear traffic
- Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling fast etc.) as well as driver options
- Begin to slow down well before reaching the intersection and cover the brake pedal with the drivers foot, continue to scan in 4 directions (left, right, front,, back)
- Change the siren cadence not less than 200; from intersection
- Scan intersection for possible passing options (pass on right, left, wait, etc.) avoid using the opposing lane of traffic if at all possible
- Come to a complete stop
- Establish eye contact with other vehicle drivers; have partner communicate all is clear; reconfirm all other vehicles are stopped
- Proceed one lane of traffic at a time treating each lane of traffic as a separate intersection

Railroad intersections

At any time an emergency vehicle driver approaches an unguarded rail crossing he/she shall bring the apparatus or vehicle he/she is operating to a complete stop before entering the grade crossing. In addition the emergency vehicle driver shall perform the following prior to proceeding:

- turn off all sirens and air horns
- operator the motor at idle speed
- turn off any other sound producing equipment or accessories
- open the windows and listen for a train's horn

6. Non-emergency response

When responding to a call in a non-emergency response mode or normal flow of traffic (non-code 3 or when not responding to a true emergency) the vehicle will be operated without any audible or visual warning devices and in compliance with all state motor vehicle laws that apply to civilian traffic. At no time should any emergency vehicle be operated during response with only visual warning devices.

7. Ordinary travel procedures

All drivers shall obey all traffic laws and traffic control devices when driving any fire department vehicle under ordinary travel conditions. Any driver observed breaking any traffic laws or driving any vehicle in an aggressive manner will be subject to disciplinary action including, suspension of driving privileges.



8. Riding policy

The department requires all persons riding on fire apparatus to be seated in approved riding positions and be secured to the vehicle by seat belts whenever the vehicle is in motion. The emergency vehicle driver and/or the person riding in the officer position shall verify that all personnel are properly seated and in seat belts before the vehicle is moved. Standard communication signals should be formulated and utilized by all personnel.

The department prohibits the riding on tailsteps, sidesteps, running boards, or any other exposed position. Personnel who perform emergency medical care while the vehicle is in motion should be secured to the vehicle by a seat belt or safety harness designed for occupant restraint.

9. Backing

The department recognizes that backing emergency vehicles is made hazardous by the fact that the driver cannot see much of where he/she intends to go. The department recommends that whenever possible drivers should avoid backing as the safest way to back up a vehicle is not to back up at all. When it is necessary to back-up any departmental vehicle all drivers shall follow one of the following measures would be taken.

- The department's first choice of backing procedures is that before any vehicle is put into reverse and backed that a spotter be put in place near the rear of the vehicle. The spotter should be safely positioned so that the emergency vehicle driver can see them at all times. If at any time the emergency vehicle driver loses sight of the spotter, he/she shall stop immediately until the spotter makes himself/herself visible again.
- If conditions exist that make use of spotters impossible, all drivers, before attempting to back up any fire department vehicle, shall will make a circle of safety to see that; no person or persons are directly behind the vehicle or in its intended path of travel; all equipment is secured and that all compartment doors are securely closed; any physical obstructions are moved out of the way. The emergency vehicle driver should also note all potential obstructions in the intended path of travel.

10. Response in private owned vehicles

When any member responds to the station or to the scene of an emergency in his/her private vehicle, each member must strictly adhere to all applicable motor vehicle laws. Privately owned vehicles are not provided with the same exemptions that are provided to emergency vehicles. No member of the organization will be permitted to violate any motor vehicle laws, including but not limited to;

- Speed limits
- Going through traffic control devices
- Passing in an unsafe manner

While it is recognized that timeliness in response to an emergency is important, it is imperative that all drivers understand that their private vehicles are not emergency vehicles and therefore are not



afforded any exemptions or special privileges under state law. Any driver observed breaking any traffic laws or operating any vehicle in an aggressive or unsafe manner will be subject to disciplinary action including, suspension, loss of driving privileges and withdrawal of courtesy light permit.

Acknowledgment

I _____ acknowledge that I have received a copy of the _____ Emergency Vehicle Response Plan and have also been trained and understand the items and instructions contained in the policy. I also understand the importance of safe operation of this organization vehicles, and will abide by all of the tactical and administrative operating guidelines contained in this document.

Signed _____

Date _____

original - personnel file

copy - driver

