

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 12:00 p.m. on October 26, 2017, at the office of Benckenstein & Oxford, L.L.P., located at 3535 Calder Ave., Suite 300, Beaumont, Texas 77706, pursuant to notice duly posted according to law.

At approximately 12:05 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

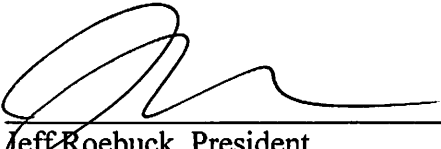
All of said Board members were present, with the exception of Vice President Reneau and Assistant Treasurer ~~Melton~~ <sup>Bordes</sup>, thus constituting a quorum. Also present were: Doug Saunders, Interim District Manager; Jeremy Hansen, District Fire Chief; Mary Ellen Robertson, the District's accountant; Joshua Heinz of the law firm Benckenstein & Oxford, L.L.P., attorneys for the District; and, Wayne Wilber, former District Manager.

President Roebuck first directed the Board to Agenda Item No. 3 regarding the District Manager and Chief positions. Mr. Saunders discussed with the Board the role and responsibilities of the District Manager, as well as proposed salary, and they also discussed the overall organization of the District. The District Manager position will have purchasing authority subject to District guidelines and Board oversight, will tend to all District administrative matters, and will act as liaison between the Board and fire department. Everyone then reviewed the job posting prepared by Mr. Saunders, and the

schedule for seeking and interviewing candidates for the position. Upon motion by Treasurer Melton and seconded by President Roebuck, the Board members present unanimously approved the job posting for the Manager position, which will be posted for two weeks. President Roebuck and Secretary Walston, who volunteered to serve on the Board's interview committee, will interview the District Manager candidates prior to the next regular meeting. The Board then discussed the District Chief's compensation with Chief Hansen. Upon motion by Secretary Walston and seconded by Treasurer Melton, the Board members present unanimously approved compensation of \$1,250.00 per month for the District Chief.

The Board then moved along to Agenda Item No. 4, at which point Chief Hansen advised that the District was no longer able to use the old VHF Radio Repeater because the District now uses digital radios, and for said reason, he requested that it be declared salvage property and then donated to Hamshire VFD, which still uses VHF radios. Upon motion by President Roebuck and seconded by Secretary Walston, and with the consent of all members present, the property was declared salvage and the District was authorized to dispose of same by giving it to Hamshire VFD.

Being as there were no further matters to come before the Board under Agenda Item No. 5, the special meeting was adjourned at approximately 1:30 p.m.

  
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Jeff Roebuck, President  
Date: 11/20/2017

ATTEST:



Randy Walston, Secretary Charlie Reneau, VP

Date:

11/20/2017