

**MINUTES OF THE SPECIAL SESSION OF  
ORANGE COUNTY EMERGENCY SERVICES DISTRICT #2  
JANUARY 4, 2023**

1. CALL TO ORDER – The special (organizational) meeting of the Orange County Emergency Services District #2 was called to order at 6:00 p.m.
2. ESTABLISHMENT OF QUORUM – Quorum present, Commissioners LeBlanc, Barnes, Childers and Arnold.
3. PUBLIC COMMENTS – The following guests were in attendance: Chief Bodin, Asst. Chief Taylor, and Becky M. Buffington, District Administrator.

No members of the public were in attendance or desired to give any comments.

4. Swear-in newly elected board members – Ms. Buffington administered the oath of office to the newly elected commissioners.
5. Nominations and election of officers –

A. Commissioner Barnes nominated Commissioner LeBlanc for President. The nomination was seconded by Commissioner Childers.

All voted AYE and Commissioner LeBlanc was elected President.

B. Commissioner Barnes the nominated Commissioner Childers for Vice President. The nomination was seconded by Commissioner Arnold.

All voted AYE and Commissioner Childers was elected Vice President.

C. Commissioner Childers nominated Commissioner Barnes for Secretary. The nomination was seconded by Commissioner Arnold.

All voted AYE and Commissioner Barnes was elected Secretary.

D. Commissioner Arnold nominated Commissioner Landry for Treasurer. The nomination was seconded by Commissioner Barnes.

All voted AYE and Commissioner Landry was elected Treasurer.

E. Commissioner Barnes nominated Commissioner Arnold for Asst. Treasurer. The nomination was seconded by Commissioner Childers.

All voted AYE and Commissioner Arnold was elected Asst. Treasurer.

6. Discussion and possible action regarding -

A. Setting uniform monthly meeting dates – After discussion, the Board took no action on the matter.

B. Adoption of standardized meeting rules/operations – After discussion, motion made by Commissioner Barnes, seconded by Commissioner Childers, that all members of the Board shall have an equal vote (*i.e.*, the President shall vote and not be a tie-breaker, only).

All voted AYE. Motion carried.

7. Adjournment – There being no further business, the meeting was adjourned at 6:13 p.m.

Prepared by:

A handwritten signature in black ink, appearing to read 'Becky M. Buffington', written over a horizontal line.

Becky M. Buffington  
District Administrator

**ORANGE COUNTY EMERGENCY SERVICES DISTRICT #2**

Due to lack of a quorum, no meeting was held on January 10, 2023.

Prepared by:

A handwritten signature in black ink, appearing to read "Becky M. Buffington", written over a horizontal line.

BECKY M. BUFFINGTON  
District Administrator

**MINUTES OF THE REGULAR SESSION OF  
ORANGE COUNTY EMERGENCY SERVICES DISTRICT #2  
JANUARY 17, 2023**

1. CALL TO ORDER – The regularly scheduled meeting of the Orange County Emergency Services District #2 was called to order at 6:00 p.m.
2. ESTABLISHMENT OF QUORUM – Quorum present, Commissioners LeBlanc, Childers, Arnold, Barnes and Landry.
3. PUBLIC COMMENTS – The following guests were in attendance: Chief Bodin; Asst. Chief Taylor; Chance Chatagnier, District Manager; various firefighters; all full-time dispatchers; Brennan Dobbs; and Becky M. Buffington, District Administrator.

Dispatcher D. Diaz addressed the Board regarding employee pay rates and stated that the dispatchers currently dispatch for 8 departments daily, need market rate.

4. Swear-in remaining Board member(s) not sworn-in at organizational meeting – Commissioner Landry was sworn in.
5. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S) – The minutes from the December 12, 2022, regular session, and the January 4, 2023, organizational/special session, were presented. Motion made by Commissioner Barnes, seconded by Commissioner Arnold, to accept the minutes.

All voted AYE. Motion carried.

6. PRESENTATION AND APPROVAL OF DISTRICT ADMINISTRATOR'S FINANCIAL REPORT – The financial report for December 2022 was presented. A copy was provided to each Commissioner (copy attached). After review, motion made by Commissioner Childers, seconded by Commissioner Arnold, to accept the report and approve payment of all bills and expenditures as set out therein.

All voted AYE. Motion carried.

7. NEW BUSINESS

A. Discussion and possible action regarding employee pay rates – Chance Chatagnier addressed the Board at the request of President LeBlanc. She informed the Board that as Dispatcher Diaz stated, the dispatchers currently dispatch for 7 departments in addition to our own District (8 total). She then presented information regarding pay rates from other area departments, cities, counties, and districts along with the number of departments/entities that the dispatchers provide services for to compare to our own dispatch center. Ms. Buffington stated that if the Board approved the proposal, she would like to be

considered for the same raise rate proposed for the 10-year employee. After discussion, the matter was tabled pending research by the Board.

B. Discussion and possible action regarding issuing new banking resolutions – Ms. Buffington stated the current signature cards at the Districts two financial institutions were out of date and needed to be updated. Therefore, she requested the Board take action to update those cards as needed and authorize her to initiate the needed change. After discussion, motion made by Commissioner Barnes, seconded by Commissioner Childers, to authorize Ms. Buffington to contact each financial institution, namely First Financial Bank and Wellspring FCU, and initiate the changes needed to ensure that the current Board of Commissioners (*i.e.*, Carroll LeBlanc, Glen Childers, Christopher Landry, Scott Barnes and Wesley Arnold), along with Chance Chatagnier and Becky Buffington, were the only names appearing on said signature cards, and, if necessary, remove the names of any former Commissioners appearing thereon (*i.e.*, Jeffery Daigle, Jimmie Franklin, and Matthew Browning). Ms. Buffington is further authorized to sign any and all ancillary documents necessary to affect said changes.

All voted AYE. Motion carried.

C. Discussion and possible action regarding repairs to Central Station (upstairs) – Mr. Dobbs addressed the Board at the request of President LeBlanc. He stated that during the recent freeze, a pipe burst upstairs and had been repaired, but it revealed some issues that needed to be addressed. Namely the addition of some manifolds, insulation on some exterior walls where none is currently appearing (exterior wall of men's bath), etc. After consultation with Chief Bodin, some additional renovations would be beneficial to make the bathrooms (men and women's) more usable. Cost undetermined at this time. After discussion, the matter was tabled pending more information and receipt of additional bids for construction cost and materials.

D. Discussion and possible action regarding replacement of mower - changing status of old mower to salvage and retroactively approving purchase of new mower – President LeBlanc explained that the old ZTR mower died and was not repairable. Due to the immediate need, he authorized purchase of a new mower as an emergency purchase. Therefore, the old mower needs to be “salvaged” and the purchase needs to be retroactively approved. Motion made by Commissioner Barnes, seconded by Commissioner Landry, to salvage the old ZTR mower and retroactively approve the purchase of a new ZTR mower.

All voted AYE. Motion carried.

E. Discussion and possible action regarding possible amendments to employee SOPs – Ms. Buffington addressed the Board and stated that while this item was originally brought only for the possibility of adding drug testing for employees, especially after an accident on premises or while driving, she would propose adding

that the SOPs be amended to either delete the current provisions providing for holiday and vacation buy-backs if the Board did approve the employee raises proposed. She then cited that the buy-back that had just occurred cost approximately \$12,000.00 in gross wages. She also stated that the Board could allow a banking of vacation and just implement a use it or lose it of holiday time. She then presented the Board with the County's current drug testing policy for review and consideration. After review, the matter was tabled pending further discussion and investigation.

F. Discussion and possible action regarding part-time firefighter job description – Chief Bodin presented his proposal (see attached). After review and discussion, it was determined that the proposal was acceptable with the revision of “physical agility test” instead of “physical examination”. Motion made by Commissioner Barnes, seconded by Commissioner Arnold, to accept the proposed description with the amendment.

All voted AYE. Motion carried.

G. Discussion and possible action regarding part-time firefighter captain job description – Chief Bodin presented his proposal (see attached). After review and discussion, it was determined that the proposal was acceptable with the same revision as in firefighter (*i.e.*, “physical agility test” instead of “physical examination”. Motion made by Commissioner Arnold, seconded by Commissioner Landry, to accept the proposed description with the amendment.

All voted AYE. Motion carried.

H. Discussion and possible action regarding part-time firefighter daily routine duties/SOG – Chief Bodin presented his proposal (see attached). After review and discussion, motion made by Commissioner Barnes, seconded by Commissioner Landry, to approve the proposed daily routine duties/SOG.

All voted AYE. Motion carried.

I. Discussion and possible action regarding setting part-time firefighter crew schedule – Chief Bodin presented his proposal (see attached). After discussion, it was determined that due to “part-time” constraints, it was necessary to amend the proposal to add that any one part-time/per diem firefighter would not be allowed to work more than 3 shifts per week/36 hours per month. A second amendment would be that emergency call back would only be authorized by a Chief or Asst. Chief rather an IC, only. Motion made by Commissioner Childers, seconded by Commissioner Landry to approve the crew schedule with the amendments.

All voted AYE. Motion carried.

8. COMMUNICATIONS FROM CHIEF, DISTRICT ADMINISTRATOR, ETC. – Ms. Buffington discussed the upcoming SAFE-D conference in the first week of February. Chief Bodin stated that the volunteers responded to 950 incidents in 2021, including 30 structures.
9. ADJOURNMENT – There being no further business, the meeting was adjourned at 7:35 p.m.

Prepared by:

A handwritten signature in black ink, appearing to read "Becky M. Buffington", is written over a horizontal line.

Becky M. Buffington  
District Administrator



**CASH FLOW REPORT**  
**November 30 - December 31, 2022**

**TexasClass Investment**

Balance as of 11/30/2022 .....	\$1054225.82
Income: interest .....	+3871.91
Balance as of 12/31/2022 .....	\$1058097.73
YTD Interest \$19521.55	

**TexPool Investment**

Balance as of 11/30/2022 .....	\$324752.90
Income: interest .....	+1097.73
Balance as of 12/31/2022 .....	\$325850.63
YTD Interest \$5079.49	

**Petty Cash**

Balance as of 11/30/2022 .....	\$722.02
Income: station rental .....	50.00
Expenses: xfer to Wellspring M/M (change) .....	-105.00
Balance as of 12/31/2022 .....	\$667.02

**Wellspring CU Savings**

No Income or Expenses (non-interest bearing) - Current Balance ..... \$20.00

**Wellspring CU Money Management (interest rate 0.85%)**

Balance as of 11/30/2022 .....	\$27435.98
Income: interest .....	+19.81
Expenses: .....	N/A
Balance as of 12/31/2022 .....	\$27455.79
YTD Interest \$137.90	

**Wellspring CU Checking (non-interest bearing)**

Balance as of 11/30/2022 .....	\$670.24
Income: 12/20/22 station rentals 100.00 .....	
12/23/22 coin/loose change 105.00 .....	
Total Income: .....	+205.00
Expenses: 12/8/22 BCVFR - flowers/Barnes .....	-107.48
Balance as of 12/31/2022 .....	\$767.76

**1<sup>st</sup> Financial Special Projects (interest rate 0.25%)**

Balance as of 11/30/2022 .....	\$14889.92
Income: interest .....	+3.16
Expenses: .....	N/A
Balance as of 12/31/2022 .....	\$14893.08
YTD Interest \$37.18	



**1<sup>ST</sup> Financial Reserve (interest rate 0.10%)**

Balance as of 11/30/2022 ..... \$52646.74  
 Income: interest ..... +1.55  
 Expenses: xfer to 1<sup>st</sup> Fin Gen Op ..... -41000.00  
 Balance as of 12/31/2022 ..... \$11648.29  
 YTD Interest \$66.91

**1<sup>st</sup> Financial Bank Holding (interest rate 0.10%)**

Balance as of 11/30/2022 ..... \$73908.52  
 Income:

Date	Line Description	Amount
12/9/22	TAX A/C	27923.00
12/16/22	TAX A/C	44214.48
12/28/22	TAX A/C	34258.27
12/31/22	FIRST FINANCIAL BANK (Interest)	8.53

Total Income: ..... +106404.28  
 Expenses: all xfers to 1<sup>st</sup> Financial Gen Op ..... -44400.00  
 Balance as of 12/31/2022 ..... \$135912.80  
 YTD Interest \$248.92

**1<sup>st</sup> Financial General Operating (interest rate 0.10%)**

Balance as of 11/30/2022 ..... \$1665.58  
 Income:

Date	Line Description	Amount
12/1/22	1ST FIN - PRIM HOLD	7,400.00
12/5/22	TDEM	1,371.53
12/6/22	1ST FIN - RESERVE	41,000.00
12/11/22	1ST FIN - PRIM HOLD	3,000.00
12/13/22	CITIBANK - REBATE	3.50
12/21/22	1ST FIN - PRIM HOLD	34,000.00
12/31/22	FIRST FINANCIAL BANK	1.93

Total Income: ..... +86776.96  
 Expenses:

Check #	Date	Payee	Amount
ACH	12/1/22	HEALTH CARE SERVICE CORP	7,357.80
5343	12/6/22	DANIEL J. DIAZ	2,736.52
5344	12/6/22	CHANCE M. CHATAGNIER	2,159.88
5345	12/6/22	ALISSA R. ARMSTRONG	2,026.77
5346	12/6/22	ROBERT A. MANN	1,571.54
5347	12/6/22	SHELBY D. TRAHAN	1,510.35
5348	12/6/22	KELTON C. HUTSELL	1,465.11
5349	12/6/22	BECKY M. BUFFINGTON	1,558.13
5350	12/6/22	RICHARD C. BODIN JR	2,783.45
ACH	12/6/22	TCDRS	5,451.63
ACH	12/6/22	EFTPS - ONLINE	6,096.84
5351	12/6/22	BECKY BUFFINGTON	223.78
ACH	12/6/22	O'REILLY AUTO PARTS	34.28
5352	12/6/22	SECURITY PEST MANAGEMENT	240.00
5353	12/6/22	ORANGEFIELD WATER SUPPLY CORP.	54.02
5354	12/6/22	MARKET BASKET	85.76
5355	12/6/22	BIG RED AIR CONDITIONING INC	541.00
ACH	12/6/22	WEX BANK	1,272.09
5356	12/6/22	CITIBANK	104.34
ACH	12/6/22	CENTERPOINT ENERGY	74.26

5357	12/6/22	BOSCO INDUSTRIES	360.00
5358	12/6/22	ORANGE COUNTY TREASURER	2,480.00
ACH	12/6/22	CITIBUSINESS CARD	8,520.60
5359	12/7/22	BD INDUSTRIES	2,827.00
5360	12/21/22	ALISSA R. ARMSTRONG	1,322.68
5361	12/21/22	BECKY M. BUFFINGTON	1,360.93
5362	12/21/22	CHANCE M. CHATAGNIER	1,589.80
5363	12/21/22	DANIEL J. DIAZ	1,631.84
5364	12/21/22	KELTON C. HUTSELL	959.46
5365	12/21/22	NATALIE D. DAVIS	46.17
5366	12/21/22	ROBERT A. MANN	1,059.80
5367	12/21/22	RICHARD C. BODIN JR	1,926.93
5368	12/21/22	SHELBY D. TRAHAN	998.81
ACH	12/21/22	EFTPS - ONLINE	3,676.68
ACH	12/21/22	CANON FINANCIAL SERVICES, INC	166.00
ACH	12/21/22	Capital One	202.42
ACH	12/21/22	HEALTH CARE SERVICE CORP	3,678.90
ACH	12/21/22	ENTERGY	278.39
ACH	12/21/22	ENTERGY	652.89
ACH	12/21/22	ENTERGY	34.50
5369	12/21/22	CIMRON CAMPBELL	424.00
5370	12/21/22	SIDDONS-MARTIN EMERGENCY GROUP	1,799.75
5371	12/21/22	COASTAL WELDING SUPPLY, INC.	60.00
5372	12/21/22	ORANGE CO. APPRAISAL DIST.	5,941.07
5373	12/21/22	CLARK CHEMICALS, INC.	58.30
5374	12/21/22	BC RADIATOR & AUTO REPAIR	1,917.98
5375	12/21/22	CANON SOLUTIONS AMERICA	20.08
5376	12/21/22	BD INDUSTRIES	4,102.97
5377	12/21/22	ORANGE OILFIELD SUPPLY	85.44
5378	12/21/22	INNOVATIVE AIR SOLUTIONS	91.00
Total Expenses: . . . . .			-85621.94
Balance as of 12/31/2022 . . . . .			\$2820.60
YTD Interest \$23.28			

**ORANGE COUNTY EMERGENCY SERVICES DISTRICT #2**

Due to lack of a quorum, no meeting was held on February 13, 2023.

Prepared by:

A handwritten signature in black ink, appearing to read "Becky M. Buffington", written over a horizontal line.

BECKY M. BUFFINGTON  
District Administrator

**MINUTES OF THE REGULAR SESSION OF  
ORANGE COUNTY EMERGENCY SERVICES DISTRICT #2  
FEBRUARY 20, 2023**

1. CALL TO ORDER – The regularly scheduled meeting of the Orange County Emergency Services District #2 was called to order at 6:00 p.m.
2. ESTABLISHMENT OF QUORUM – Quorum present, Commissioners LeBlanc, Childers, Arnold, and Landry.
3. PUBLIC COMMENTS – The following guests were in attendance: Jason Pitts with Deep South Fire Apparatus; Chief Bodin; Chance Chatagnier, District Manager; various firefighters; Dispatcher Diaz; Brennan Dobbs; and Becky M. Buffington, District Administrator.

Mr. Pitts addressed the Board at the request of Chief Bodin regarding agenda item I. He explained the history of the company and the fact that it is Buy Board compliant. The Board thanked him and he left the meeting.

4. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S) – The minutes from the January 17, 2022, regular session, were presented. Motion made by Commissioner Landry, seconded by Commissioner Childers, to accept the minutes.

All voted AYE. Motion carried.

5. PRESENTATION AND APPROVAL OF DISTRICT ADMINISTRATOR'S FINANCIAL REPORT – The financial report for January 2023 was presented. A copy was provided to each Commissioner (copy attached). After review, motion made by Commissioner Arnold, seconded by Commissioner Childers, to accept the report and approve payment of all bills and expenditures as set out therein.

All voted AYE. Motion carried.

6. NEW BUSINESS

A. Discussion and possible action regarding appointment of Board member to serve on local TESRS pension board – President LeBlanc stated that due to the fact that the TESRS board needed to turn in a name prior to this meeting, he had agreed to serve. Therefore, motion made by Commissioner Landry, seconded by Commissioner Arnold, to appoint President LeBlanc to the local TESRS pension Board.

All voted AYE. Motion carried.

B. Discussion and possible action regarding joining East Texas Gulf Coast Regional Advisory Council – Commissioner Landry explained the purpose of the council and stated that grants were available, the cost was minimal to join, plus there is shared equipment available for loan. With the new per diem firefighters to be hired, various expensive equipment will be needed that will, most probably, be able to be obtained from the Council. After discussion, motion made by Commissioner Landry, seconded by Commissioner Arnold to join the East Texas Gulf Coast Regional Advisory Council, with Chief Bodin handling same.

All voted AYE. Motion carried.

C. Discussion and possible action to authorize the Chief to hire a pool of per diem firefighters to work day crew – Chief Bodin requested authority to hire up to 20 since there would be 3/day on shift. After discussion, motion made by Commissioner Childers, seconded by Commissioner Landry, to authorize Chief Bodin to hire a pool of up to 20 per diem firefighters.

All voted AYE. Motion carried.

D. Discussion and possible action to adopt a physical agility test for new hire per diem firefighters and new volunteers – Chief Bodin presented his proposal (see attached). After discussion regarding applicability for both new hire per diem firefighters and new volunteers, motion made by Commissioner Arnold, seconded by Commissioner Childers to approve the test criteria as presented (copy attached).

All voted AYE. Motion carried.

E. Discussion and possible action to authorize the District to enter into negotiations and/or a contract for employment with the Asst. Chief – Chief Bodin asked the Board to consider his previous proposal regarding hiring Asst. Chief Taylor. After discussion, Ms. Buffington stated she believed the position should be posted in house prior to any action being taken. The Board agreed and the matter was tabled pending Chief Bodin presenting a posting for the position, job description, etc.

F. Discussion and possible action to authorize the Chief to rent PPE for the per diem firefighters while awaiting delivery of new PPE – Chief Bodin stated that due to the time line for obtaining PPE, he would need to rent PPE for some of the per diem firefighters as hired (number dependent upon availability of PPE we currently have available that would fit, etc. Delta Fire does rent and would do monthly, etc. After discussion, motion made by Commissioner Arnold, seconded by Commissioner Landry, to authorize Chief Bodin to rent PPE as needed while PPE is on order.

All voted AYE. Motion carried.

G. Discussion and possible action regarding phone system upgrade/purchase, recorder system upgrade/purchase, dispatch radio console purchase, and portable radio purchase – Ms. Chatagnier presented the bids for the phone system, recorder system and radio console. Phone system is so outdated she is having to obtain parts from Amazon, etc. The new one would be \$4221.00 and would be the same type as current, but updated. Recorder system is 14 channel capable, but will only be using 9 currently and cost \$16.5k and is an HGAC purchase. The dispatch console would be totally new CAD system and have a second console at her desk for a cost of \$280k thru HGAC. Chief Bodin presented portable radio bid, which is also thru HGAC. The bid is for 9 dual band radios and 7 single band to replace the currently unsupported units at a total cost of \$141k. After review and discussion, it was determined that all proposals were acceptable/ Motion made by Commissioner Landry, seconded by Commissioner Arnold, to accept the proposed bids and authorize the purchases.

All voted AYE. Motion carried.

H. If item G is approved, discussion and possible action to authorize District Manager and/or District Administrator to sign all documents necessary to complete said upgrades/purchases and to authorize District Administrator to begin the finance package process with various providers – Because item G was approved, motion made by Commissioner Landry, seconded by Commissioner Childers, to authorize District Manager and/or District Administrator to sign all documents necessary to complete said upgrades/purchases and to authorize District Administrator to begin the finance package process with various providers.

All voted AYE. Motion carried.

I. Discussion and possible action regarding possible purchase of a new tanker – Chief Bodin presented the proposal from Deep South. Cost would be \$424554.00, and it is a Buy Board purchase so no bidding required. Built in Mississippi, mobile mechanics available, approximately 12 months delivery. After discussion, motion made by Commissioner Childers, seconded by Commissioner Landry to approve the purchase.

All voted AYE. Motion carried.

J. If item I is approved, discussion and possible action to authorize Chief Bodin to sign all documents necessary to complete the purchase and to authorize District Administrator to begin the finance package process with various providers – Because item I was approved, motion made by Commissioner Landry, seconded by Commissioner Arnold, to authorize Chief Bodin to sign all documents necessary to complete the purchase and to authorize District Administrator to begin the finance package process with various providers.

All voted AYE. Motion carried.



K. Discussion and possible action regarding employee pay rates – After discussion regarding pay rates from other agencies, motion made by Commissioner Arnold, seconded by Commissioner Childers to approve the pay rate proposal from Ms. Chatagnier presented at the previous meeting for all dispatchers (full-time) and per diem, and the District Administrator, effective at the start of the next pay period.

All voted AYE. Motion carried.

L. Discussion and possible action regarding repairs to Central Station (upstairs) – Mr. Dobbs stated that he had obtained final numbers since last meeting. The total should be \$27,475.00 for all work, but he would request \$29,000.00 be approved to allow for overages, etc. Ms. Chatagnier stated that an insurance claim had been filed and the adjuster had been out but she had not yet received the numbers as to what would be approved by TML. After discussion, motion made by Commissioner Landry, seconded by Commissioner Childers to approve a total of \$29,000.00 for repairs to Central Station (upstairs) as a result of the previous freeze.

All voted AYE. Motion carried.

M. Discussion and possible action regarding possible amendments to employee SOPs – Chief Bodin asked the Board how he should draft a drug testing policy and was informed that it should be based upon an accident occurring or a supervisor having reason to believe an employee or volunteer was under the influence. Ms. Chatagnier then presented a proposal for the holiday and vacation changes. Her proposal would change the current policy from a buy back of unused time at the start of the following year to 1) vacation - eligible employee can carry over no more than 7 vacation days from the previous year but those days must be used by June or those days are forfeited and 2) holiday - the 2 dispatchers working on the observed holiday will be paid time and a half provided they work 40 hours that week; the 2 dispatchers not working will be paid 8 hours regular time; district manager and maintenance shall not be required to work the holiday and will be paid 5 hours of regular time. After discussion, motion made by Commissioner Landry, seconded by Commissioner Childers to approve the proposal regarding vacation and holidays. The District SOPs can be viewed in dispatch.

All voted AYE. Motion carried.

7. COMMUNICATIONS FROM CHIEF, DISTRICT ADMINISTRATOR, ETC. – None.
8. ADJOURNMENT – There being no further business, the meeting was adjourned at 8:00 p.m.

Prepared by:

  
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Becky M. Buffington, District Administrator

## Physical Agility Test

**Scope:** Will apply to all prospective new hire Part Time Firefighters and Probationary Volunteer Firefighters as outlined within the volunteers Mentor program. Test must be administered by the Chief or Asst. Chief for Part Time firefighters. Volunteer firefighters will be administered under the mentor program rules.

**PPE:** All participants must wear at a minimum; Hardhat/ Helmet, Gloves, Long pants and an SCBA (Not required to be on air).

**Test:** Time begins when the Probationary Firefighter touched the high rise hose pack.

**Station 1.** A high rise hose pack will be placed at the base of the stairs (2 sections of 1-3/4" hose in a high rise pack configuration). The firefighter will pick up and then carry the pack up the stairs to the second floor, placing the pack on the floor just inside the doorway.

The firefighter will then proceed to the pole port. The probationary firefighter will then raise 1 section of 2-1/2" hose configured in a straight roll with a utility rope up to the second floor through the pole port in a hand over hand action. The hose will be placed on the floor, then lowered back to the first floor in a hand over hand action, keeping control over the hose during the lower.

The probationary firefighter will then pick the high rise pack back up and carry it back down the stairs, placing it back in the location found.

**Station 2.** Probationary firefighter will pick up a Rotary Saw and a Chainsaw. Then proceed to carry them, weaving in and out of 5 cones placed 10 feet apart at a 45 degree angle to each other. The saws will then be placed at the base of the last cone.

**Station 3.** The probationary firefighter will then perform a simulated hose drag with a drag sled weighed with 90 pounds of weight (simulating the weight of 4 sections of 1-3/4" hose filled with water). The Probationary firefighter will drag the sled 50 feet, around a cone and 50 feet back to the starting line. The time will stop when the sled crosses the line.

The course must be completed in 6 minutes or less. Times over 6 minutes will be considered a failure. The Probationary Firefighter or New Hire will be given 3 attempts to complete the course in the allotted time.

**CASH FLOW REPORT**  
**December 31, 2022 - January 31, 2023**

**TexasClass Investment**

Balance as of 12/31/2022			\$1058097.73
Income	xfer from 1 <sup>st</sup> Financial Reserve	250000.00	
	interest	4527.96	
Total Income:			+254527.96
Balance as of 01/31/2023			\$1312625.69

**TexPool Investment**

Balance as of 12/31/2022			\$325850.63
Income:	xfer from 1 <sup>st</sup> Financial Reserve	250000.00	
	interest	1556.05	
Total Income:			+251556.05
Balance as of 01/31/2023			\$577406.68

**Petty Cash**

Balance as of 12/31/2022			\$667.02
Income:	station rental		+50.00
Expenses:	wheels for chair		-44.94
Balance as of 01/31/2023			\$672.08

**Wellspring CU Savings**

No Income or Expenses (non-interest bearing) - Current Balance			\$20.00
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**Wellspring CU Money Management (interest rate 0.85%)**

Balance as of 12/31/2022			\$27455.79
Income:	interest		+19.77
Expenses:	xfer to Wellspring checking		-2000.00
Balance as of 01/31/2023			\$25475.56

**Wellspring CU Checking (non-interest bearing)**

Balance as of 12/31/2022			\$767.76
Income:	1/31/23	xfer from Wellspring M/M	+2000.00
Expenses:	1/31/23 5129	W. Arnold (per diem)	387.70
	1/31/23 5130	S. Barnes (per diem)	401.70
	1/31/23 5131	Postmaster	36.99
Total Expenses:			-826.39
Balance as of 01/31/2023			\$1941.37

**1<sup>st</sup> Financial Special Projects (interest rate 0.25%)**

Balance as of 12/31/2022..... \$14889.92  
 Income: interest +3.16  
 Expenses: N/A  
 Balance as of 01/31/2023..... \$14893.08

**1<sup>st</sup> Financial Reserve (interest rate 0.10%)**

Balance as of 12/31/2022..... \$11648.29  
 Income: interest 2.36  
           xfer from 1<sup>st</sup> Fin Prim Hold 500000.00  
 Total Income: +500002.36  
 Expenses: xfer to Texas Class 250000.00  
           xfer to TexPool 250000.00  
 Total Expenses -500000.00  
 Balance as of 01/31/2023..... \$11650.65

**1<sup>st</sup> Financial Bank Holding (interest rate 0.10%)**

Balance as of 12/31/2022..... \$135912.80

Income:

Date	Line Description	Amount
1/4/23	TAX A/C	28967.93
1/10/23	TAX A/C	532348.80
1/13/23	TAX A/C	94135.15
1/23/23	TAX A/C	79698.57
1/31/23	TAX A/C	73070.50
1/31/23	FIRST FINANCIAL BANK (Interest)	29.80

Total Income: +808250.75

Expenses: all xfers to 1<sup>st</sup> Financial Gen Op -583100.00

Balance as of 01/31/2023..... \$361063.55

**1<sup>st</sup> Financial General Operating (interest rate 0.10%)**

Balance as of 12/31/2022..... \$2820.60

Income:

Date	Line Description	Amount
1/4/23	TML	9,254.23
1/4/23	1ST FIN - PRIM HOLD	24,000.00
1/17/23	TML	950.00
1/17/23	JC ESD3; VICTOR INS	283.20
1/18/23	1ST FIN - PRIM HOLD	54,000.00
1/23/23	JCESD4	124.20
1/30/23	1ST FIN - PRIM HOLD	5,100.00
1/1/23	FIRST FINANCIAL BANK	1.85

Total Income: +93713.48

Expenses:

Check #	Date	Payee	Amount
5379	1/4/23	ALISSA R. ARMSTRONG	2,719.48
5380	1/4/23	BECKY M. BUFFINGTON	1,289.70
5381	1/4/23	CHANCE M. CHATAGNIER	1,654.97
5382	1/4/23	DANIEL J. DIAZ	3,912.47
5383	1/4/23	KELTON C. HUTSELL	2,708.27
5384	1/4/23	NATALIE D. DAVIS	110.82

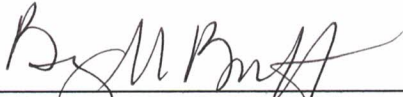
5385	1/4/23	ROBERT A. MANN	3,213.78
5386	1/4/23	RICHARD C. BODIN JR	2,071.78
5387	1/4/23	SHELBY D. TRAHAN	1,142.37
ACH	1/4/23	EFTPS - ONLINE	7,850.25
ACH	1/4/23	TCDRS	6,526.97
ACH	1/4/23	CENTERPOINT ENERGY	74.26
5388	1/4/23	KAREN FISHER, TAX A/C	7.50
5389	1/4/23	SMART'S TRUCK & TRAILER	25.30
5390	1/4/23	TEXAS SOUTHERN PLUMBING, LLC	1,045.00
5391	1/4/23	BECKY BUFFINGTON	285.31
5392	1/17/23	ORANGEFIELD WATER SUPPLY CORP.	79.02
5393	1/17/23	CITY OF BRIDGE CITY	90.35
5394	1/18/23	ALISSA R. ARMSTRONG	1,358.03
5395	1/18/23	BECKY M. BUFFINGTON	1,327.41
5396	1/18/23	CHANCE M. CHATAGNIER	1,547.30
5397	1/18/23	DANIEL J. DIAZ	1,756.69
5398	1/18/23	KELTON C. HUTSELL	1,035.32
5399	1/18/23	NATALIE D. DAVIS	175.46
5400	1/18/23	ROBERT A. MANN	1,136.62
5401	1/18/23	RICHARD C. BODIN JR	1,926.93
5402	1/18/23	SHELBY D. TRAHAN	1,077.83
ACH	1/18/23	EFTPS - ONLINE	3,824.15
5403	1/18/23	KERI MICHUTKA, CPA	8,000.00
5404	1/18/23	SMART'S TRUCK & TRAILER	25.30
5405	1/18/23	CANON SOLUTIONS AMERICA	21.47
5406	1/18/23	ORANGE NEWSMEDIA LLC	32.52
5407	1/18/23	TEXAS MUNICIPAL LEAGUE	13,486.50
ACH	1/18/23	ENTERGY	317.41
ACH	1/18/23	CANON FINANCIAL SERVICES, INC	166.00
5408	1/18/23	KAREN FISHER, TAX A/C	1.00
5408V	1/18/23	KAREN FISHER, TAX A/C	-1.00
5409	1/18/23	ORANGE COUNTY ELECTIONS	8,932.29
5410	1/18/23	CIMRON CAMPBELL	416.67
ACH	1/18/23	O'REILLY AUTO PARTS	139.40
5411	1/18/23	ORANGE ELECTRIC LLC	250.00
5412	1/18/23	COASTAL WELDING SUPPLY, INC.	62.00
ACH	1/18/23	WEX BANK	1,625.28
ACH	1/18/23	CITIBUSINESS CARD	6,244.01
5413	1/27/23	ESO SOLUTIONS, INC.	2,412.80
ACH	1/30/23	HEALTH CARE SERVICE CORP	3,678.90
5404V	1/31/23	SMART'S TRUCK & TRAILER	-25.30

Total Expenses: . . . . . -95758.59  
Balance as of 01/31/2023 . . . . . \$775.49

**ORANGE COUNTY EMERGENCY SERVICES DISTRICT #2**

Due to lack of a quorum, no meeting was held on March 6, 2023.

Prepared by:

A handwritten signature in black ink, appearing to read "Becky M. Buffington", written over a horizontal line.

BECKY M. BUFFINGTON  
District Administrator



**MINUTES OF THE REGULAR SESSION OF  
ORANGE COUNTY EMERGENCY SERVICES DISTRICT #2  
MARCH 20, 2023**

1. CALL TO ORDER – The regularly scheduled meeting of the Orange County Emergency Services District #2 was called to order at 6:00 p.m.
2. ESTABLISHMENT OF QUORUM – Quorum present, Commissioners LeBlanc, Childers, and Barnes.
3. PUBLIC COMMENTS – The following guests were in attendance: Chief Bodin; and Becky M. Buffington, District Administrator.
4. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S) – The minutes from the February 20, 2023, regular session, were presented. Motion made by Commissioner Barnes, seconded by Commissioner Childers, to accept the minutes.

All voted AYE. Motion carried.

5. PRESENTATION AND APPROVAL OF DISTRICT ADMINISTRATOR'S FINANCIAL REPORT – The financial report for February 2023 was presented. A copy was provided to each Commissioner (copy attached). After review, motion made by Commissioner Barnes, seconded by Commissioner Childers, to accept the report and approve payment of all bills and expenditures as set out therein.

All voted AYE. Motion carried.

6. NEW BUSINESS

- A. Discussion and possible action regarding approval to modify the contract for purchase of new telephone system to add cordless phone (inadvertently omitted from previous proposal/purchase approval) – Ms. Buffington explained that the cordless phone had been inadvertently omitted from the previous proposal and, thus, the approval from last month needed to be amended to include the cordless phone. After review, motion made by Commissioner Childers, seconded by Commissioner Barnes, to amend the approval to purchase the phone system from last month to include the cordless phone.

All voted AYE. Motion carried.

- B. Discussion and possible action regarding selection of financing for new tanker, recorder system upgrade/purchase, dispatch radio console purchase, and portable radio purchase and to authorize District Administrator to sign all documents necessary to complete said finance package once same is selected – Ms. Buffington presented the three bids from various sources for financing (Government Capital, Municipal Leasing, and 1<sup>st</sup> Government Lease). After review

and discussion, Ms. Buffington recommended Government Capital who the Board has a long-standing working relationship with and who also had the best rate and payment options (\$863495.43 @ 4.94% over 10 years) Motion made by Commissioner Barnes, seconded by Commissioner Childers, to approve financing with Government Capital Corp and to authorize Ms. Buffington to sign all documents necessary to complete the finance package.

All voted AYE. Motion carried.

C. Discussion and possible action regarding setting property tax exemptions (HS, 65/older, disabled) for 2023 tax year – Ms. Buffington presented the form from the County Tax A/C. After review, motion made by Commissioner Barnes, seconded by Commissioner Childers to retain the current exemptions (no HS, \$15,000 on OA and \$15,000 on disabled).

All voted AYE. Motion carried.

D. Discussion and possible action regarding approval of job description for Asst. Chief position – Chief Bodin presented his proposal (see attached). After discussion, motion made by Commissioner Barnes, seconded by Commissioner Childers to approve the proposal as written.

All voted AYE. Motion carried.

E. regarding approval to post open position for Asst. Chief (in-house, only) – after discussion, motion made by Commissioner Barnes, seconded by Commissioner Childers, to open the posting, in house, for a period of two weeks, only.

All voted AYE. Motion carried.

F. Discussion and possible action regarding adoption of drug testing policy for employees and volunteers – Chief Bodin presented his proposal, which was pulled from the County and modified as needed. After review and discussion, motion made by Commissioner Barnes, seconded by Commissioner Childers, to approve the policy. A copy will be available for review in dispatch as part of the employee SOPs.

All voted AYE. Motion carried.

7. COMMUNICATIONS FROM CHIEF, DISTRICT ADMINISTRATOR, ETC. – Chief Bodin gave a report on the February calls.

8. ADJOURNMENT – There being no further business, the meeting was adjourned at 7:25 p.m.

Prepared by:

A handwritten signature in black ink, appearing to read "Becky M. Buffington", written over a horizontal line.

Becky (M) Buffington  
District Administrator

**CASH FLOW REPORT**  
**January 31 - February 28, 2023**

**TexasClass Investment**

Balance as of 01/31/2022 .....	\$1312625.69
Income            interest	+4798.73
Balance as of 02/28/2023 .....	\$1317424.42

**TexPool Investment**

Balance as of 01/31/2022 .....	\$577406.68
Income:            interest	+1992.79
Balance as of 02/28/2023 .....	\$579399.47

**Petty Cash**

Balance as of 01/31/2022 .....	\$672.08
Income:	N/A
Expenses:	N/A
Balance as of 02/28/2023 .....	\$672.08

**Wellspring CU Savings**

No Income or Expenses (non-interest bearing) - Current Balance .....	\$20.00
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**Wellspring CU Money Management (interest rate 0.85%)**

Balance as of 01/31/2022 .....	\$25475.56
Income:            interest	+16.61
Expenses:	N/A
Balance as of 02/28/2023 .....	\$25492.17

**Wellspring CU Checking (non-interest bearing)**

Balance as of 01/31/2022 .....	\$1941.37
Income:	N/A
Expenses:    2/2/23   5132    G. Childers (per diem)	-421.70
Balance as of 02/28/2023 .....	\$1519.67

**1<sup>st</sup> Financial Special Projects (interest rate 0.25%)**

Balance as of 01/31/2022 .....	\$14889.92
Income:            interest	+2.86
Expenses:	N/A
Balance as of 02/28/2023 .....	\$14899.10

**1<sup>st</sup> Financial Reserve (interest rate 0.10%)**

Balance as of 01/31/2022 .....	\$11650.65
Income:            interest	+0.89
Expenses:	N/A
Balance as of 02/28/2023 .....	\$11651.54

**1<sup>st</sup> Financial Bank Holding (interest rate 0.10%)**

Balance as of 01/31/2022 ..... \$361063.55

Income:

Date	Line Description	Amount
2/7/23	TAX A/C	432990.37
2/10/23	TAX A/C	49012.50
2/16/23	TAX A/C	99641.32
2/27/23	TAX A/C	45680.43
2/28/23	FIRST FINANCIAL BANK (Interest)	49.80

Total Income: +627374.42

Expenses: xfers to 1<sup>st</sup> Fin Gen Op 19000.00  
 xfer to Sta 2 loan (final) 55902.60  
 xfer to Aerial loan 120434.55

Total Expenses: -245337.15

Balance as of 02/28/2023 ..... \$743100.82

**1<sup>st</sup> Financial General Operating (interest rate 0.10%)**

Balance as of 01/31/2022 ..... \$775.49

Income:

Date	Description	Debit Amnt
2/1/23	1ST FIN - PRIM HOLD	18,000.00
2/7/23	TML - ins claim (truck)	1,773.18
2/9/23	1ST FIN - PRIM HOLD	5,000.00
2/15/23	1ST FIN - PRIM HOLD	46,000.00
2/21/23	JCESD3-- ink for badges	104.23
2/27/23	TML - freeze damage to Central	15,961.40
2/28/23	FIRST FINANCIAL BANK	1.43

Total Income: +86840.24

Expenses:

Check #	Date	Payee	Amount
5414	2/1/23	ALISSA R. ARMSTRONG	1,367.20
5415	2/1/23	BECKY M. BUFFINGTON	1,499.79
5416	2/1/23	CHANCE M. CHATAGNIER	1,626.49
5417	2/1/23	DANIEL J. DIAZ	1,764.38
5418	2/1/23	KELTON C. HUTSELL	1,009.46
5419	2/1/23	NATALIE D. DAVIS	64.64
5420	2/1/23	ROBERT A. MANN	1,076.89
5421	2/1/23	RICHARD C. BODIN JR	1,946.45
5422	2/1/23	SHELBY D. TRAHAN	1,038.81
ACH	2/1/23	EFTPS - ONLINE	3,760.46
ACH	2/1/23	CENTERPOINT ENERGY	130.06
5423	2/1/23	BECKY BUFFINGTON	224.80
ACH	2/1/23	Capital One	102.17
5424	2/1/23	CED - COVINGTON	1,051.12
ACH	2/1/23	ENTERGY	67.74
ACH	2/1/23	ENTERGY	742.13
5425	2/9/23	ORANGEFIELD WATER SUPPLY CORP.	34.55
ACH	2/9/23	TCDRS	6,814.64
5426	2/15/23	ALISSA R. ARMSTRONG	1,336.00
5427	2/15/23	CHANCE M. CHATAGNIER	1,759.65
5428	2/15/23	DANIEL J. DIAZ	1,454.13
5429	2/15/23	ROBERT A. MANN	1,227.24
5430	2/15/23	KELTON C. HUTSELL	992.84
5431	2/15/23	SHELBY D. TRAHAN	1,042.23

5432	2/15/23	KAITLIN D. THIERHEIMER	316.65
5433	2/15/23	NATALIE D. DAVIS	249.34
5434	2/15/23	JOEL G. GILBERT	24.01
5435	2/15/23	BECKY M. BUFFINGTON	1,520.77
5436	2/15/23	RICHARD C. BODIN JR	1,760.74
ACH	2/15/23	EFTPS - ONLINE	3,835.17
ACH	2/15/23	TCDRS	461.36
5437	2/15/23	CITIBANK	1,099.46
ACH	2/15/23	ENTERGY	301.47
5438	2/15/23	CITY OF BRIDGE CITY	97.00
5439	2/15/23	SECURITY PEST MANAGEMENT	240.00
5440	2/15/23	GOPHER INDUSTRIAL, INC.	2,083.20
ACH	2/15/23	CANON FINANCIAL SERVICES, INC	166.00
5441	2/15/23	CLARK CHEMICALS, INC.	213.35
5442	2/15/23	U-RENTALL INC	41.20
5443	2/15/23	ORANGE OILFIELD SUPPLY	239.18
ACH	2/15/23	WEX BANK	1,617.80
5444	2/15/23	SIDDONS-MARTIN EMERG. GROUP	11,279.51
5445	2/15/23	CIMRON CAMPBELL	416.67
5446	2/15/23	BEARCOM	162.00
5447	2/15/23	COASTAL WELDING SUPPLY, INC.	69.75
5448	2/15/23	ORANGE ELECTRIC LLC	983.67
ACH	2/15/23	O'REILLY AUTO PARTS	105.94
ACH	2/15/23	CITIBUSINESS CARD	9,068.68

Total Expenses: . . . . . -68486.79  
Balance as of 02/28/2023 . . . . . \$19128.94



12/2/2014

## E. Assistant Chief

## Classification – Exempt

1. Immediate Supervisor:  
Fire Chief

## 2. JOB SUMMARY

Serves as Supervisor for assigned companies and provides direction and guidance with regards to emergency and non-emergency functions. Serves as incident commander for significant fire, rescue, hazardous materials, and emergency management incidents. Directly supervises up to 7 members and may supervise indirectly up to 40 or more members during emergency situations. Serves as a member of the district's operational staff assisting in the preparation and monitoring of the district's budget as well as recommending guidance and direction with regards to the districts needs for standard operating procedures and directives.

## 3. MINIMUM REQUIREMENTS

- a. Meet the requirements of Captain plus:
- b. Member in good standing, having served as at the rank of Captain, with a minimum of 7 years' service with OCESD #2.  
(Prior service with Bridge City Fire and Rescue Inc. will count towards service years).
- c. Certified to Firefighter 2 level by SFFMA or Basic Structural Firefighter by TCFP.
- d. Texas certified ECA/ EMR or higher.
- e. Certified Instructor II with the TCFP or Level II Instructor with the SFFMA or higher. If candidate does not possess certification, he/ she must be certified within one year of appointment.
- f. Certified to Officer I (SFFMA or TCFP) If candidate does not possess certification, he/ she must be certified within two years of appointment.
- g. NIMS 300 and 400
- h. NIMS 305 (TFS) or have attended Enhanced All-Hazards Incident Management/Unified Command (TEEX) or equivalent. If candidate does not possess certification, he/ she must be certified within one year of appointment.
- i. Safety Officer Certified (SFFMA or TCFP). If candidate does not possess certification, he/ she must be certified within two years of appointment.

## 4. PRINCIPAL DUTIES and RESPONSIBILITIES

- a. Provides Leadership and direction for assigned companies. Makes recommendations concerning personnel actions.
- b. Instructs and trains district personnel on required continuing education as well as ensures understanding, compliance, and support with standard operating procedures for company personnel.
- c. May serve as Incident Commander for significant fire, rescue, hazardous materials, medical and emergency management incidents.
- d. Ensures continuity of operations to ensure effective operation of the district

12/2/2014

- resources.
- e. Serves as a member of the district's management staff assisting in the preparation and monitoring of the district's budget as well as recommending guidance and direction with regards to the districts needs for standard operating procedures and directives.
  - f. Supervises the assigned companies' allocation of resources including personnel, equipment and apparatus.
  - g. Interacts with respect with public and department personnel as well as personnel for other departments, districts, and cities.
  - h. Maintain required skills and training for effective operation of the district.
  - i. Manages assigned administrative duties and performs all other duties assigned.

#### 5. SKILLS, KNOWLEDGE and ABILITIES

- a. Skills in leadership, human behavior, written and oral communications, community relations, motivational techniques, management and incident command.
- b. Skills in modern fire suppression activities, rescue operations, hazardous materials, fire prevention and education, incident command, apparatus maintenance, safety and loss control, mutual aid contracts, leadership, and management.
- c. Skills in the operation of modern fire service equipment and apparatus.
- d. Knowledge of standard operating procedures, conduct, record keeping, street locations, hydrant systems, water distribution systems, district, city, and county codes, rules, regulations, and legal aspects.
- e. Ability to follow verbal and written orders, and conduct verbal and written communications in the English language, make immediate and informed decisions during emergency situations, and implement an incident command system for managing emergency operations.
- f. Ability to interact professionally with subordinates, supervisors, public, and outside associates in a positive manner.
- g. Ability to effectively lead, supervise, and train fire department personnel in emergency and non-emergency operations, to accomplish the mission of the district.
- h. Knowledge of management principles, leadership styles, and administrative procedures.
- i. Ability to understand budgeting procedures, specification preparation, and financing programs for the purchase of apparatus, buildings, property, and equipment.

12/2/2014

- j. Ability to utilize and understand computers and modern business equipment.
- k. Ability to lift, carry, push, pull, climb, balance, stoop, kneel, crouch, crawl, reach, handle, finger, see clearly (corrective lenses acceptable) and hear directions face to face and via radio communications in a multitude of different situations both emergency and non-emergency

**MINUTES OF THE REGULAR SESSION OF  
ORANGE COUNTY EMERGENCY SERVICES DISTRICT #2  
APRIL 18, 2023**

1. CALL TO ORDER – The regularly scheduled meeting of the Orange County Emergency Services District #2 was called to order at 6:00 p.m.
2. ESTABLISHMENT OF QUORUM – Quorum present, Commissioners LeBlanc, Childers, Arnold and Barnes.
3. PUBLIC COMMENTS – The following guests were in attendance: Chief Bodin; Brennan Dobbs; Firefighter Fowler; and Becky M. Buffington, District Administrator.
4. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S) – The minutes from the March 6, 2023, no quorum and March 20, 2023 regular session, were presented. Motion made by Commissioner Barnes, seconded by Commissioner Arnold, to accept the minutes.

All voted AYE. Motion carried.

5. PRESENTATION AND APPROVAL OF DISTRICT ADMINISTRATOR'S FINANCIAL REPORT – The financial report for March 2023 was presented. A copy was provided to each Commissioner (copy attached). After review, motion made by Commissioner Childers, seconded by Commissioner Barnes, to accept the report and approve payment of all bills and expenditures as set out therein.

All voted AYE. Motion carried.

6. NEW BUSINESS

- A. Adjourn into closed session to discuss contract for Asst. Chief position and review applicant(s) for position – at 6:02 p.m. President LeBlanc asked that everyone except Ms. Buffington and Chief Bodin to exit the meeting area and the closed session was convened.

- B. Reconvene general session to approve contract for Asst. Chief position and award position to one candidate – At 6:08 p.m., the general session was reconvened. President LeBlanc announced that only one application had been received for the position of Asst. Chief. Motion made by Commissioner Barnes, seconded by Commissioner Arnold, to hire Joshua Taylor for the position, starting April 24, 2023, at a salary of \$28,000/year, as an exempt position.

All voted AYE. Motion carried.

C. Discussion and possible action regarding compensation and/or reimbursement for Board members pursuant to Texas Health & Safety Code Sec. 775.038 and Texas Water Code Sec. 49.060 – Commissioner Arnold stated that it was his request that this item be put on the agenda because he felt it may encourage participation. Ms. Buffington then explained the current laws regarding same; if the Board decided to adopt compensation, they must set a yearly limit, not to exceed \$7200. The daily rate is \$150 for each day a member actually provides services to the District (attending meetings, training, etc.) and a member is entitled to reimbursement of actual expenses. After discussion, motion made by Commissioner Barnes, seconded by Commissioner Childers, to adopt compensation and/or reimbursement for Board members and to set the yearly limit at \$2500.

All voted AYE. Motion carried.

D. Discussion and possible action regarding adoption of billing policy for various types of responses and awarding billing contract to Health Claims Plus – Ms. Buffington explained that she had contacted HCP, which is a company located in Liberty, Texas, regarding a way to increase revenue. They would bill for whatever types of calls the Board approved and utilize the information collected on scene to do so. They would retain 15% of whatever was collected as their fee and remit the remainder to the District. Discussion was then had on which types of calls to bill for, etc. After discussion, motion made by Commissioner Arnold, seconded by Commissioner Barnes to approve retaining HCP to bill for calls to be determined by Chief Bodin and authorizing District Administrator to sign all documents necessary with HCP.

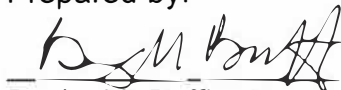
All voted AYE. Motion carried.

7. COMMUNICATIONS FROM CHIEF, DISTRICT ADMINISTRATOR, ETC. – Chief Bodin gave a report on the monthly calls. Also stated he was currently interviewing for the duty crew positions with an anticipated 5/8 or 5/22 start date.

Mr. Dobbs stated that the bathrooms at Central were in progress. That station 2 generator had been delivered and that he will be the delivery company for the many delays. Status on various truck repairs/painting.

8. ADJOURNMENT – There being no further business, the meeting was adjourned at 7:05 p.m.

Prepared by:



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Becky M. Buffington  
District Administrator



## CASH FLOW REPORT

### February 28 - March 31, 2023

#### TexasClass Investment

Balance as of 02/28/2022 .....	\$1317424.42
Income            interest	+5448.15
Balance as of 03/31/2023 .....	\$1322872.57

#### TexPool Investment

Balance as of 02/28/2022 .....	\$579399.47
Income:            interest	+2268.97
Balance as of 03/31/2023 .....	\$581668.44

#### Petty Cash

Balance as of 02/28/2022 .....	\$672.08
Income:	
t-shirt reimb.	487.00
xfer from Wellspring M/M	25.00
Total Income:	+512.00
Expenses:	
paint samples	-23.34
Balance as of 03/31/2023 .....	\$1160.74

#### Wellspring CU Savings

No Income or Expenses (non-interest bearing) - Current Balance ..... \$20.00

#### Wellspring CU Money Management (interest rate 0.85%)

Balance as of 02/28/2022 .....	\$25492.17
Income:            interest	+18.39
Expenses:        xfer to petty cash	-25.00
Balance as of 03/31/2023 .....	\$25485.56

#### Wellspring CU Checking (non-interest bearing)

Balance as of 02/28/2022 .....	\$1519.67
Income:	
loose change; t-shirt reimbursement	+170.65
Expenses:	
Josh Taylor - per diem/TEEX	487.52
DSHS license fee	70.00
Total Expenses:	-557.52
Balance as of 03/31/2023 .....	\$1132.80

#### 1<sup>st</sup> Financial Special Projects (interest rate 0.25%)

Balance as of 02/28/2022 .....	\$14899.10
Income:            interest	+3.37
Expenses:	N/A
Balance as of 03/31/2023 .....	\$14902.47



**1<sup>st</sup> Financial Reserve (interest rate 0.10%)**

Balance as of 02/28/2022 ..... \$11651.54  
 Income: interest ..... +1.06  
 Expenses: ..... N/A  
 Balance as of 03/31/2023 ..... \$11652.60

**1<sup>st</sup> Financial Bank Holding (interest rate 0.10%)**

Balance as of 02/28/2022 ..... \$743100.82  
 Income:

Date	Line Description	Amount
3/6/23	TAX A/C	24922.41
3/13/23	TAX A/C	3699.60
3/16/23	TAX A/C	7869.24
3/24/23	TAX A/C	4709.12
3/31/23	FIRST FINANCIAL BANK (Interest)	65.98

Total Income: ..... +41266.35  
 Expenses: all xfers to 1<sup>st</sup> Fin. Gen Op ..... -96000.00  
 Balance as of 03/31/2023 ..... \$688367.17

**1<sup>st</sup> Financial General Operating (interest rate 0.10%)**

Balance as of 02/28/2022 ..... \$19128.94  
 Income:

Date	Line Description	Amount
3/1/23	1ST FIN - PRIM HOLD	8,000.00
3/15/23	1ST FIN - PRIM HOLD	50,000.00
3/20/23	OCESD#3 (ink - badges)	127.93
3/29/23	1ST FIN - PRIM HOLD	38,000.00
3/31/23	FIRST FINANCIAL BANK (interest)	2.10

Total Income: ..... +96130.03  
 Expenses:

Check #	Date	Payee	Amount
5449	3/1/23	ALISSA R. ARMSTRONG	1,362.74
5450	3/1/23	CHANCE M. CHATAGNIER	1,685.19
5451	3/1/23	DANIEL J. DIAZ	1,519.24
5454	3/1/23	ROBERT A. MANN	1,098.18
5452	3/1/23	KELTON C. HUTSELL	1,044.49
5453	3/1/23	SHELBY T. GOFF	1,029.68
5455	3/1/23	NATALIE D. DAVIS	221.64
5456	3/1/23	KAITLIN D. THIERHEIMER	316.65
5457	3/1/23	RICHARD C. BODIN JR	1,946.45
5458	3/1/23	BECKY M. BUFFINGTON	1,384.53
ACH	3/1/23	EFTPS - ONLINE	3,738.07
ACH	3/1/23	Capital One	301.77
ACH	3/1/23	CENTERPOINT ENERGY	116.11
ACH	3/1/23	TCDRS	5,333.56
ACH	3/1/23	HEALTH CARE SERVICE CORP	3,678.90
5459	3/1/23	ORANGE COUNTY FIREMAN'S ASSOC	50.00
5460	3/1/23	BECKY BUFFINGTON	587.27
5461	3/1/23	CANON SOLUTIONS AMERICA	25.77
ACH	3/1/23	ENTERGY	28.05
ACH	3/1/23	ENTERGY	574.61
5462	3/15/23	ALISSA R. ARMSTRONG	1,495.83
5463	3/15/23	CHANCE M. CHATAGNIER	1,786.81

5464	3/15/23	DANIEL J. DIAZ	1,675.13
5465	3/15/23	ROBERT A. MANN	530.67
5466	3/15/23	KELTON C. HUTSELL	1,176.52
5467	3/15/23	SHELBY T. GOFF	1,204.98
5468	3/15/23	RICHARD C. BODIN JR	1,980.87
5469	3/15/23	BECKY M. BUFFINGTON	1,288.23
ACH	3/15/23	EFTPS - ONLINE	3,696.83
5470	3/15/23	MOTOROLA SOLUTIONS, INC.	1,145.34
5471	3/15/23	CITY OF BRIDGE CITY	97.00
5472	3/15/23	ORANGE OILFIELD SUPPLY	189.29
ACH	3/15/23	CANON FINANCIAL SERVICES, INC	166.00
5473	3/15/23	ALLIED BREATHING AIR	730.09
ACH	3/15/23	ENTERGY	220.27
ACH	3/15/23	O'REILLY AUTO PARTS	379.51
5474	3/15/23	COASTAL WELDING SUPPLY, INC.	63.00
5475	3/15/23	ORANGE CO. APPRAISAL DIST.	5,941.07
ACH	3/15/23	WEX BANK	1,549.81
5476	3/15/23	CITIBANK	337.51
5477	3/15/23	ESO SOLUTIONS, INC.	127.93
5478	3/15/23	SIDDONS-MARTIN EMERGENCY GROUP	7,621.38
5479	3/15/23	BOUNDTREE MEDICAL LLC	525.00
5480	3/15/23	DELTA INDUSTRIAL SERVICE & SUPPLY	1,606.38
5481	3/15/23	CASCO INDUSTRIES INC	2,000.00
ACH	3/15/23	CITIBUSINESS CARD	9,906.63
5482	3/15/23	BEARCOM	485.00
5483	3/29/23	ALISSA R. ARMSTRONG	1,571.75
5484	3/29/23	CHANCE M. CHATAGNIER	2,191.39
5485	3/29/23	DANIEL J. DIAZ	1,592.07
5486	3/29/23	ROBERT A. MANN	1,098.38
5487	3/29/23	KELTON C. HUTSELL	1,149.80
5488	3/29/23	SHELBY T. GOFF	1,577.65
5489	3/29/23	NATALIE D. DAVIS	497.96
5490	3/29/23	KAITLIN D. THIERHEIMER	316.65
5491	3/29/23	BECKY M. BUFFINGTON	1,310.64
5492	3/29/23	RICHARD C. BODIN JR	1,980.87
ACH	3/29/23	EFTPS - ONLINE	4,390.08
ACH	3/29/23	FIRE FIGHTERS' PENSION COMM.	5,688.00
5493	3/29/23	BECKY BUFFINGTON	323.31
5494	3/29/23	TDCJ CASHIER	11,994.01
5495	3/29/23	CASCO INDUSTRIES INC	1,725.00
5496	3/29/23	CC CREATIONS	1,099.02
5497	3/29/23	BOUNDTREE MEDICAL LLC	296.13
ACH	3/29/23	Capital One	147.64
5498	3/29/23	CANON SOLUTIONS AMERICA	31.64
5499	3/29/23	CIMRON CAMPBELL	416.67
ACH	3/29/23	ENTERGY	557.47
ACH	3/29/23	ENTERGY	25.15
ACH	3/30/23	HEALTH CARE SERVICE CORP	3,917.10
5500	3/30/23	KAREN FISHER, TAX A/C	22.50
5494V	3/31/23	TDCJ CASHIER	-11,994.01

Total Expenses: . . . . . -105896.85  
Balance as of 03/31/2023 . . . . . \$9362.12

**MINUTES OF THE REGULAR SESSION OF  
ORANGE COUNTY EMERGENCY SERVICES DISTRICT #2  
MAY 23, 2023**

1. CALL TO ORDER – The regularly scheduled meeting of the Orange County Emergency Services District #2 was called to order at 6:00 p.m.
2. ESTABLISHMENT OF QUORUM – Quorum present, Commissioners LeBlanc, Childers, Arnold and Barnes.
3. PUBLIC COMMENTS – The following guests were in attendance: Chief Bodin; Brennan Dobbs; and Becky M. Buffington, District Administrator.
4. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S) – The minutes from the April 18, 2023, regular and closed sessions, were presented. Motion made by Commissioner Childers, seconded by Commissioner Barnes, to accept the minutes.

All voted AYE. Motion carried.

5. PRESENTATION AND APPROVAL OF DISTRICT ADMINISTRATOR'S FINANCIAL REPORT – The financial report for April 2023 was presented. A copy was provided to each Commissioner (copy attached). After review, motion made by Commissioner Arnold, seconded by Commissioner Childers, to accept the report and approve payment of all bills and expenditures as set out therein.

All voted AYE. Motion carried.

6. NEW BUSINESS

A. Discussion and possible action regarding adoption of TCDRS rate for 2024 – Ms. Buffington explained that the required rate for 2024 would be 10.82%, up from 10.39%. She recommends that based upon the budget and the current funding of the plan, the required rate is best in her opinion. After discussion, motion made by Commissioner Barnes, seconded by Commissioner Arnold, to adopt the required rate of 10.82% for 2024.

All voted AYE. Motion carried.

B. Discussion and possible action regarding duty crew scheduling – Chief Bodin stated that when the duty crew schedule was first considered, no one had discussed holidays and/or holiday pay. With the upcoming holidays (Memorial Day, Fourth of July, etc.) he wanted input as to whether to continue as is or should the scheduling be modified to include holiday pay, etc. After discussion, it was decided that no action would be taken at this time but, if a problem came up with lack of participation from the duty crews, the matter could be brought up at a later time.

7. COMMUNICATIONS FROM CHIEF, DISTRICT ADMINISTRATOR, ETC. – Status update on upstairs remodel at Central from Mr. Dobbs.
8. ADJOURNMENT – There being no further business, the meeting was adjourned at 6:10 p.m.

Prepared by:

A handwritten signature in black ink, appearing to read "Becky W. Buffington", written over a horizontal line.

Becky W. Buffington  
District Administrator

## CASH FLOW REPORT March 31 - April 30, 2023

### TexasClass Investment

Balance as of 03/31/2022 .....		\$1322872.57
Income	interest	6447.64
	xfer from 1 <sup>st</sup> Fin. Reserve	538495.43
Total Income:		+503412.93
Balance as of 04/30/2023 .....		\$1867815.64

### TexPool Investment

Balance as of 03/31/2022 .....		\$581668.44
Income:	interest	3412.93
	xfer from 1 <sup>st</sup> Fin. Reserve	500000.00
Total Income:		+503412.93
Balance as of 04/30/2023 .....		\$1085081.37

### Petty Cash

Balance as of 03/31/2022 .....		\$1160.74
Income:	t-shirt reimb.	+117.00
Expenses:	stamps	-63.00
Balance as of 04/30/2023 .....		\$1214.74

### Wellspring CU Savings

No Income or Expenses (non-interest bearing) - Current Balance .....		\$20.00
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### Wellspring CU Money Management (interest rate 0.85%)

Balance as of 03/31/2022 .....		\$25485.56
Income:	interest	+17.80
Expenses:		N/A
Balance as of 04/30/2023 .....		\$25503.36

### Wellspring CU Checking (non-interest bearing)

Balance as of 03/31/2022 .....		\$1132.80
Income:	station rental	+50.00
Expenses:		N/A
Balance as of 04/30/2023 .....		\$1182.80

### 1<sup>st</sup> Financial Special Projects (interest rate 0.25%)

Balance as of 03/31/2022 .....		\$14902.47
Income:	interest	+2.86
Expenses:		N/A
Balance as of 04/30/2023 .....		\$14905.33

**1<sup>st</sup> Financial Reserve (interest rate 0.10%)**

Balance as of 03/31/2022 .....		\$11652.60
Income:	interest	3.74
	xfers from 1 <sup>st</sup> Fin Prim Hold	1038495.43
Total Income:		+1038499.17
Expenses:	xfer to Texas Class	363495.43
	xfer to TexPool	675000.00
Balance as of 04/30/2023 .....		\$11656.34

**1<sup>st</sup> Financial Bank Holding (interest rate 0.10%)**

Balance as of 03/31/2022 .....		\$688367.17
Income:		
	<u>Date</u>	<u>Line Description</u>
	4/3/23	TAX A/C
	4/6/23	TAX A/C
	4/12/23	GOV'T CAP - LOAN PROCEEDS
	4/14/23	TAX A/C
	4/20/23	TAX A/C
	4/28/23	TAX A/C
	4/30/23	FIRST FINANCIAL BANK (Interest)
Total Income:		+899970.89
Expenses:	xfers to 1 <sup>st</sup> Fin Gen Op	90000.00
	xfers to 1 <sup>st</sup> Fin Reserve	1038495.43
	xfer to CD 1	112000.00
	xfer to CD 2	121000.00
TOTAL EXPENSES:		-1361495.43
Balance as of 04/30/2023 .....		\$226842.63

note: CD1 #790 - 11 mos @ 4.00% to pay new truck/radio loan in April 2024  
 CD2 #789 - 9 mos @ 3.75% to pay aerial loan in Feb 2024

**1<sup>st</sup> Financial General Operating (interest rate 0.10%)**

Balance as of 03/31/2022 .....		\$9362.12
Income:		
	<u>Date</u>	<u>Line Description</u>
	4/4/23	JEFF CO ESD 4 - INK
	4/5/23	JEFF CO ESD 1 - CAD Integration
	4/12/23	1ST FIN - PRIM HOLD
	4/25/23	CITY OF BRIDGE CITY (pension)
	4/26/23	1ST FIN - PRIM HOLD
	4/30/23	FIRST FINANCIAL BANK (interest)
Total Income:		+93092.26

Expenses:

<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>
ACH	4/12/23	TCDRS	8,195.41
5501	4/12/23	ALISSA R. ARMSTRONG	1,983.16
5502	4/12/23	CHANCE M. CHATAGNIER	2,741.01
5503	4/12/23	DANIEL J. DIAZ	1,728.21
5504	4/12/23	ROBERT A. MANN	1,034.01
5505	4/12/23	KELTON C. HUTSELL	1,633.78
5506	4/12/23	SHELBY T. GOFF	1,456.25
5507	4/12/23	NATALIE D. DAVIS	166.23
5508	4/12/23	RICHARD C. BODIN JR	1,980.87
5509	4/12/23	BECKY M. BUFFINGTON	1,288.23



ACH	4/12/23	EFTPS - ONLINE	4,978.67
5510	4/12/23	ORANGEFIELD WATER SUPPLY CORP.	49.50
5511	4/12/23	CITY OF BRIDGE CITY	36.30
ACH	4/12/23	CENTERPOINT ENERGY	51.37
5512	4/12/23	TEXAS MUNICIPAL LEAGUE	15,968.50
5513	4/12/23	TDCJ CASHIER	4,703.34
ACH	4/12/23	WEX BANK	1,475.01
5514	4/12/23	SIDDONS-MARTIN EMERGENCY GROUP	13,147.32
5515	4/12/23	STATION AUTOMATION INC	4,085.00
5515V	4/12/23	STATION AUTOMATION INC	-4,085.00
5516	4/12/23	ORANGE OILFIELD SUPPLY	116.05
5517	4/12/23	BIG RED AIR CONDITIONING INC	174.00
ACH	4/12/23	CANON FINANCIAL SERVICES, INC	166.00
ACH	4/12/23	CITIBUSINESS CARD	6,060.84
5518	4/26/23	ALISSA R. ARMSTRONG	1,432.77
5519	4/26/23	CHANCE M. CHATAGNIER	2,646.92
5520	4/26/23	DANIEL J. DIAZ	1,593.25
5521	4/26/23	ROBERT A. MANN	1,140.84
5522	4/26/23	KELTON C. HUTSELL	1,142.75
5523	4/26/23	SHELBY T. GOFF	1,324.95
5524	4/26/23	NATALIE D. DAVIS	497.96
5525	4/26/23	JOEL G. GILBERT	24.01
5526	4/26/23	KAITLIN D. THIERHEIMER	166.23
5527	4/26/23	RICHARD C. BODIN JR	1,980.87
5528	4/26/23	BECKY M. BUFFINGTON	1,310.64
ACH	4/26/23	HEALTH CARE SERVICE CORP	2,350.26
ACH	4/26/23	EFTPS - ONLINE	4,473.20
ACH	4/26/23	ENTERGY	241.30
ACH	4/26/23	ENTERGY	25.83
ACH	4/26/23	ENTERGY	650.17
5529	4/26/23	CIMRON CAMPBELL	416.67
5530	4/26/23	CANON SOLUTIONS AMERICA	37.48
ACH	4/26/23	Capital One	166.17
5531	4/26/23	COASTAL WELDING SUPPLY, INC.	69.75
5532	4/26/23	BOSCO INDUSTRIES	220.00
5533	4/26/23	TRUCK & EQUIPMENT REPAIR OF TX (tommy lift)	3,377.31
5534	4/26/23	ABSOLUTE INSULATION	3,925.00
5535	4/26/23	MAX LELEAUX (drywall)	3,000.00


Total Expenses: . . . . . -101348.39  
Balance as of 04/30/2023 . . . . . \$1105.99

**MINUTES OF THE SPECIAL SESSION OF  
ORANGE COUNTY EMERGENCY SERVICES DISTRICT #2  
MAY 30, 2023**

1. CALL TO ORDER – The special meeting of the Orange County Emergency Services District #2 was called to order at 6:00 p.m.
2. ESTABLISHMENT OF QUORUM – Quorum present, Commissioners LeBlanc, Childers, Landry and Barnes.
3. PUBLIC COMMENTS – The following guests were in attendance: Christa Wofford, CPA from Mitchell Fontenote CPA, PC - Auditor; and Becky M. Buffington, District Administrator.
4. BUSINESS
  - A. Presentation of 2022 Audit by Christa Wofford, CPA from Mitchell T. Fontenote CPA, Inc. – Ms. Wofford presented the audit and stated it was “clean” and there were “no exceptions”. She also stated the Board needed to assign or commit funds.
  - B. Discussion and possible action regarding acceptance of audit – Motion made by Commissioner Barnes, seconded by Commissioner Landry, to accept the 2022 Audit as prepared by the auditor’s office.

All voted AYE. Motion carried.
5. ADJOURNMENT – There being no further business, the meeting was adjourned at 6:09 p.m.

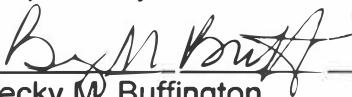
Prepared by:

  
\_\_\_\_\_  
Becky M. Buffington  
District Administrator

**MINUTES OF THE REGULAR SESSION OF  
ORANGE COUNTY EMERGENCY SERVICES DISTRICT #2  
JUNE 20, 2023**

1. CALL TO ORDER – The regularly scheduled meeting of the Orange County Emergency Services District #2 was called to order at 6:00 p.m.
2. ESTABLISHMENT OF QUORUM – Quorum present, Commissioners LeBlanc, Childers, Arnold and Landry.
3. PUBLIC COMMENTS – The following guests were in attendance: Chief Bodin; Asst. Chief Taylor; FF N. Fowler; and Becky M. Buffington, District Administrator.
4. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S) – The minutes from the May 23, 2023 regular and the May 30, 2023 special session, were presented. Motion made by Commissioner Childers, seconded by Commissioner Landry, to accept the minutes.  
  
All voted AYE. Motion carried.
5. PRESENTATION AND APPROVAL OF DISTRICT ADMINISTRATOR'S FINANCIAL REPORT – The financial report for May 2023 was presented. A copy was provided to each Commissioner (copy attached). After review, motion made by Commissioner Landry, seconded by Commissioner Childers, to accept the report and approve payment of all bills and expenditures as set out therein.  
  
All voted AYE. Motion carried.
6. NEW BUSINESS - None.
7. COMMUNICATIONS FROM CHIEF, DISTRICT ADMINISTRATOR, ETC. – Chief Bodin gave a run report and stated second tones occurring most often on weekends and late nights but only had 4 last month.
8. ADJOURNMENT – There being no further business, the meeting was adjourned at 6:05 p.m.

Prepared by:

  
\_\_\_\_\_  
Becky M. Buffington  
District Administrator

## CASH FLOW REPORT April 30 - May 31, 2023

### TexasClass Investment

Balance as of 04/30/2022 ..... \$1867815.64  
 Income: interest ..... +8258.56  
 Balance as of 05/31/2023 ..... \$1876074.20

### TexPool Investment

Balance as of 04/30/2022 ..... \$1085081.37  
 Income: interest ..... +4611.11  
 Balance as of 05/31/2023 ..... \$1089692.48

### Petty Cash

Balance as of 04/30/2022 ..... \$1214.74  
 Income: t-shirt reimb. ..... +108.00  
 Expenses: banquet supplies 50.00  
                   e-6 inspection 7.00 ..... -57.00  
 Balance as of 05/31/2023 ..... \$1265.74

### Wellspring CU Savings

No Income or Expenses (non-interest bearing) - Current Balance ..... \$20.00

### Wellspring CU Money Management (interest rate 0.85%)

Balance as of 04/30/2022 ..... \$25503.36  
 Income: interest ..... +18.23  
 Expenses: xfer to WS checking ..... -500.00  
 Balance as of 05/31/2023 ..... \$25021.59

### Wellspring CU Checking (non-interest bearing)

Balance as of 04/30/2022 ..... \$1182.80  
 Income: xfer from WS M/M ..... +500.00  
 Expenses:

Check #	Date	Payee	Amount
5134	5/9/23	CENTRAL OFFICE SUPP (plaques)	199.80
5135	5/11/23	DIANNE WILSON (banq. decor)	100.00
5136	5/16/23	BRENT MORSE (svc award)	350.00
5137	5/16/23	JIMMIE FRANKLIN (svc award)	499.00

Total Expenses: ..... -1148.80  
 Balance as of 05/31/2023 ..... \$534.00

### 1<sup>st</sup> Financial Special Projects (interest rate 0.25%)

Balance as of 04/30/2022 ..... \$14905.33  
 Income: interest ..... +3.16  
 Expenses: ..... N/A  
 Balance as of 05/31/2023 ..... \$14908.49

**1<sup>st</sup> Financial Reserve (interest rate 0.10%)**

Balance as of 04/30/2022 . . . . . \$11656.34  
 Income: interest . . . . . +0.99  
 Expenses: . . . . . N/A  
 Balance as of 05/31/2023 . . . . . \$11657.33

**1<sup>st</sup> Financial Bank Holding (interest rate 0.10%)**

Balance as of 04/30/2022 . . . . . \$226842.63  
 Income: :

Date	Line Description	Amount
5/8/23	TAX A/C	4441.24
5/12/23	TAX A/C	4715.76
5/19/23	TAX A/C	3245.97
5/30/23	TAX A/C	3526.91
5/31/23	FIRST FINANCIAL BANK (Interest)	13.09

Total Income: . . . . . +15942.97  
 Expenses: all xfers to 1<sup>st</sup> Fin Gen Op . . . . . -144000.00  
 Balance as of 05/31/2023 . . . . . \$98785.60

**1<sup>st</sup> Financial General Operating (interest rate 0.10%)**

Balance as of 04/30/2022 . . . . . \$1105.99  
 Income:

Date	Line Description	Amount
5/5/23	1ST FIN - PRIM HOLD	35,000.00
5/10/23	1ST FIN - PRIM HOLD	49,000.00
5/15/23	OCESD3 (dispatch contract)	5,100.00
5/24/23	1ST FIN - PRIM HOLD	60,000.00
5/31/23	1 <sup>ST</sup> FIN (int)	2.54

Total Income: . . . . . +149102.54  
 Expenses:

Check #	Date	Payee	Amount
ACH	5/5/23	CITIBUSINESS CARD	34,488.25
5536	5/5/23	BECKY BUFFINGTON	248.05
5537	5/10/23	ALISSA R. ARMSTRONG	1,514.39
5538	5/10/23	CHANCE M. CHATAGNIER	2,284.83
5539	5/10/23	DANIEL J. DIAZ	1,593.25
5540	5/10/23	ROBERT A. MANN	1,097.88
5541	5/10/23	KELTON C. HUTSELL	1,396.11
5542	5/10/23	SHELBY T. GOFF	1,343.50
5543	5/10/23	NATALIE D. DAVIS	166.23
5544	5/10/23	HANNAH C. BEST	166.23
5545	5/10/23	RICHARD C. BODIN JR	1,980.87
5546	5/10/23	JOSHUA G. TAYLOR	821.35
5547	5/10/23	BECKY M. BUFFINGTON	1,288.23
ACH	5/10/23	EFTPS - ONLINE	4,579.20
ACH	5/10/23	TCDRS	5,987.55
5548	5/10/23	CITIBANK	1,992.25
5549	5/10/23	ORANGEFIELD WATER SUPPLY CORP.	65.07
5550	5/10/23	ORANGE OILFIELD SUPPLY	66.72
ACH	5/10/23	CANON FINANCIAL SERVICES, INC	166.00
5551	5/10/23	GLEN HARMON PAINTING	1,710.95
5552	5/10/23	FACTORY OUTLET FLOORING CENTER	9,878.53

ACH	5/10/23	WEX BANK	1,596.82
5553	5/10/23	THREADS	511.00
5554	5/10/23	BOUNDTREE MEDICAL LLC	1,082.38
ACH	5/10/23	O'REILLY AUTO PARTS	237.03
5555	5/10/23	VICTOR INSURANCE MANAGERS INC.	154.00
5556	5/10/23	CASCO INDUSTRIES INC	472.00
5557	5/10/23	TDCJ CASHIER	6,250.67
5558	5/10/23	CITY OF BRIDGE CITY	70.40
ACH	5/16/23	CENTERPOINT ENERGY	47.22
ACH	5/19/23	TCDRS	297.00
5559	5/24/23	ALISSA R. ARMSTRONG	1,763.82
5560	5/24/23	CHANCE M. CHATAGNIER	2,072.96
5561	5/24/23	DANIEL J. DIAZ	1,660.73
5562	5/24/23	ROBERT A. MANN	1,097.88
5563	5/24/23	KELTON C. HUTSELL	1,182.81
5564	5/24/23	SHELBY T. GOFF	1,318.63
5565	5/24/23	NATALIE D. DAVIS	166.23
5566	5/24/23	JOSHUA G. TAYLOR	821.35
5567	5/24/23	RICHARD C. BODIN JR	1,980.87
5568	5/24/23	BECKY M. BUFFINGTON	1,288.23
5569	5/24/23	JACOB B. BILBO	363.82
5570	5/24/23	CAMERON BUTCHER	199.48
5571	5/24/23	CODY W. CAPLES	210.55
5572	5/24/23	JEREMY R. COBB	182.85
5573	5/24/23	JESSICA L. GARZA	570.31
5574	5/24/23	JOEL G. GILBERT	600.90
5575	5/24/23	SEAN E. GRAY	365.71
5576	5/24/23	CHRISTOPHER N. HARVEY	553.95
5577	5/24/23	HUNTER T. ISBELL	398.96
5578	5/24/23	RICHARD E. LAND II	392.79
5579	5/24/23	JOSHUA P. RESWEBER	210.55
5580	5/24/23	TYLER D. ROBERTS	548.42
5581	5/24/23	CODY R. SMALL	586.89
5582	5/24/23	TERRY A. VEITCH	348.96
ACH	5/24/23	EFTPS - ONLINE	5,771.07
ACH	5/24/23	HEALTH CARE SERVICE CORP	3,133.68
ACH	5/24/23	ENTERGY	817.38
ACH	5/24/23	ENTERGY	244.98
ACH	5/24/23	ENTERGY	25.66
5583	5/24/23	VALU INDUSTRIAL ER SERVICES, L	6,500.00
5584	5/24/23	CLARK CHEMICALS, INC.	185.85
5585	5/24/23	CANON SOLUTIONS AMERICA	44.96
5586	5/24/23	KAREN FISHER, TAX A/C	7.00
5587	5/24/23	THREADS	2,646.50
5588	5/24/23	COASTAL WELDING SUPPLY, INC.	90.47
5589	5/24/23	CIMRON CAMPBELL	416.67
ACH	5/24/23	Capital One	429.06
5590	5/24/23	CASCO INDUSTRIES INC	3,105.00
5591	5/24/23	SPIDLE & SPIDLE INC	2,186.80
ACH	5/24/23	CITIBUSINESS CARD	20,748.53
5592	5/27/23	JACOB B. BILBO	64.61
ACH	5/27/23	EFTPS - ONLINE	109.79

Total Expenses: . . . . . -148969.62  
Balance as of 05/31/2023 . . . . . \$1238.91



**MINUTES OF THE REGULAR SESSION OF  
ORANGE COUNTY EMERGENCY SERVICES DISTRICT #2  
JULY 11, 2023**

1. CALL TO ORDER – The regularly scheduled meeting of the Orange County Emergency Services District #2 was called to order at 6:00 p.m.
2. ESTABLISHMENT OF QUORUM – Quorum present, Commissioners LeBlanc, Childers, Arnold and Landry.
3. PUBLIC COMMENTS – The following guests were in attendance: Chief Bodin; Asst. Chief Taylor; FF N. Fowler; and Becky M. Buffington, District Administrator.
4. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S) – The minutes from the May 23, 2023 regular and the May 30, 2023 special session, were presented. Motion made by Commissioner Childers, seconded by Commissioner Landry, to accept the minutes.

All voted AYE. Motion carried.

5. PRESENTATION AND APPROVAL OF DISTRICT ADMINISTRATOR'S FINANCIAL REPORT – The financial report for May 2023 was presented. A copy was provided to each Commissioner (copy attached). After review, motion made by Commissioner Landry, seconded by Commissioner Childers, to accept the report and approve payment of all bills and expenditures as set out therein.

All voted AYE. Motion carried.

6. NEW BUSINESS

- A. Discussion and possible action regarding changing status of Rescue 3 to surplus to salvage and disposing of same – Chief Bodin explained that since Mr. Mann wrecked this unit and despite many attempts to obtain bids to repair it, no one has yet to submit a bid to repair it. Therefore, he would like to change the status to “salvage” and dispose of the unit through whatever means necessary. It cannot be put into service; it is 30 years old, etc. He will, of course, take the cascade unit off and put it onto another unit before disposal. After discussion, motion made by Commissioner Barnes, seconded by Commissioner Arnold to change the status of Rescue 3 to “salvage” and authorize Chief Bodin to dispose of same.

All voted AYE. Motion carried.

7. COMMUNICATIONS FROM CHIEF, DISTRICT ADMINISTRATOR, ETC. – Chief Bodin stated that so far, no conflict with per diem firefighters and volunteers. Response times reduced overall by 1.5 seconds. Billing for calls on Ms. Chatagnier's desk awaiting her return from vacation.

8. ADJOURNMENT – There being no further business, the meeting was adjourned at 6:19 p.m.

Prepared by:

  
\_\_\_\_\_  
Becky M. Buffington  
District Administrator

## CASH FLOW REPORT May 31 - June 30, 2023

### TexasClass Investment

Balance as of 05/31/2022 .....	\$1876074.20
Income: interest	+8138.55
Balance as of 06/30/2023 .....	\$1884212.75

### TexPool Investment

Balance as of 05/31/2022 .....	\$1089692.48
Income: interest	+4214.26
Expenses: xfer to 1 <sup>st</sup> Fin. Reserve	-250000.00
Balance as of 06/30/2023 .....	\$843906.74

### Petty Cash

Balance as of 05/31/2022 .....	\$1265.74
Income: t-shirt reimb.	+501.00
Expenses: station rental deposit return	50.00
xfer coins to Wellspring checking	10.00
RE 1 repair	41.60
Total Expenses:	-101.60
Balance as of 06/30/2023 .....	\$1665.14

### Wellspring CU Savings

No Income or Expenses (non-interest bearing) - Current Balance .....	\$20.00
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### Wellspring CU Money Management (interest rate 0.85%)

Balance as of 05/31/2022 .....	\$25021.59
Income: interest	+17.48
Expenses:	N/A
Balance as of 06/30/2023 .....	\$25039.07

### Wellspring CU Checking (non-interest bearing)

Balance as of 05/31/2022 .....	\$534.00
Income: xfer from Petty Cash (coins)	10.00
Report request	5.46
Station Rentals	200.00
Total Income:	+215.46
Expenses: Refund station rentals (previous checks)	-100.00
Balance as of 06/30/2023 .....	\$649.46

**1<sup>st</sup> Financial Special Projects (interest rate 0.25%)**

Balance as of 05/31/2022 . . . . .	\$14908.49
Income: interest	+2.45
Expenses: xfer to 1 <sup>st</sup> Fin. Gen. Op.	-10000.00
Balance as of 06/30/2023 . . . . .	\$4910.94

**1<sup>st</sup> Financial Reserve (interest rate 0.10%)**

Balance as of 05/31/2022 . . . . .	\$11657.33
Income: interest	8.53
xfer from TexPool	250000.00
Total Income:	+250008.53
Expenses: xfer to 1 <sup>st</sup> Fin. Gen. Op.	-1000.00
Balance as of 06/30/2023 . . . . .	\$260665.86

**1<sup>st</sup> Financial Bank Holding (interest rate 0.10%)**

Balance as of 05/31/2022 . . . . .	\$98785.60
Income:	

Date	Line Description	Amount
6/2/23	TAX A/C	10,725.28
6/16/23	TAX A/C	5,054.50
6/23/23	TAX A/C	2,606.53
6/29/23	TAX A/C	1,130.79
6/30/23	1 <sup>st</sup> Fin (interest)	3.99

Total Income:	+19521.09
Expenses: all xfers to 1 <sup>st</sup> Fin. Gen. Op.	-107000.00
Balance as of 06/30/2023 . . . . .	\$11306.69

**1<sup>st</sup> Financial General Operating (interest rate 0.10%)**

Balance as of 05/31/2022 . . . . .	\$1238.91
Income:	

Date	Line Description	Amount
6/7/23	1ST FIN - PRIM HOLD	63,000.00
6/13/23	CITIBANK - REBATES	6.93
6/21/23	1ST FIN - SPEC PROJ	10,000.00
6/21/23	1ST FIN - PRIM HOLD	44,000.00
6/23/23	1ST FIN - RESERVE	1,000.00
6/30/23	FIRST FINANCIAL BANK	2.51

Total Income:	+118009.44
Expenses:	

Check #	Date	Payee	Amount
5593	6/7/23	ALISSA R. ARMSTRONG	1,628.86
5594	6/7/23	CHANCE M. CHATAGNIER	1,937.34
5595	6/7/23	DANIEL J. DIAZ	1,706.16
5596	6/7/23	ROBERT A. MANN	1,034.01
5597	6/7/23	KELTON C. HUTSELL	1,278.51
5598	6/7/23	KAITLIN D. THIERHEIMER	166.23
5599	6/7/23	SHELBY T. GOFF	1,264.85
5600	6/7/23	RICHARD C. BODIN JR	1,980.87
5601	6/7/23	JOSHUA G. TAYLOR	821.35
5602	6/7/23	BECKY M. BUFFINGTON	1,636.81
5603	6/7/23	JACOB B. BILBO	293.17
5604	6/7/23	CAMERON BUTCHER	421.12
5605	6/7/23	CODY W. CAPLES	210.55

5606	6/7/23	JEREMY R. COBB	199.48
5607	6/7/23	JESSICA L. GARZA	743.81
ACH	6/7/23	TCDRS	6,248.48
5608	6/7/23	CITIBANK	313.18
ACH	6/7/23	O'REILLY AUTO PARTS	1,038.81
5609	6/7/23	BECKY BUFFINGTON	636.26
5610	6/7/23	WESLEY ARNOLD	750.00
5611	6/7/23	SECURITY PEST MANAGEMENT	240.00
5612	6/7/23	ORANGE ELECTRIC LLC	1,837.32
5613	6/7/23	24HR SAFETY	128.00
5614	6/7/23	CITY OF BRIDGE CITY	103.65
5615	6/7/23	ORANGEFIELD WATER SUPPLY CORP.	74.87
5616	6/7/23	CMS IP TECHNOLOGIES	6,088.34
ACH	6/7/23	CENTERPOINT ENERGY	44.45
5617	6/7/23	MITCHELL T. FONTENOTE, CPA	7,500.00
5618	6/7/23	BIG RED AIR CONDITIONING INC	1,600.31
5619	6/7/23	TEXAS SOUTHERN PLUMBING, LLC	10,752.00
5620	6/7/23	MOUNTAIN AIR	900.00
5621	6/7/23	JOEL G. GILBERT	957.84
5622	6/7/23	SEAN E. GRAY	598.42
5623	6/7/23	HUNTER J. HANRATTY	344.79
5624	6/7/23	HUNTER T. ISBELL	178.69
5625	6/7/23	RICHARD E. LAND II	347.87
5626	6/7/23	JOSHUA P. RESWEBER	214.95
5627	6/7/23	ETHAN N. RIESS	357.40
5628	6/7/23	TYLER D. ROBERTS	348.96
5629	6/7/23	TERRY A. VEITCH	348.96
ACH	6/7/23	EFTPS - ONLINE	5,844.97
5630	6/8/23	SHELBY T. GOFF	102.42
ACH	6/8/23	EFTPS - ONLINE	18.36
5631	6/9/23	BRIDGE CITY VOL. FIRE & RESCUE	404.21
ACH	6/21/23	WEX BANK	3,118.34
ACH	6/21/23	CANON FINANCIAL SERVICES, INC	284.12
ACH	6/21/23	Capital One	403.20
ACH	6/21/23	HEALTH CARE SERVICE CORP	3,133.68
ACH	6/21/23	ENTERGY	875.81
ACH	6/21/23	ENTERGY	280.94
ACH	6/21/23	ENTERGY	29.71
5632	6/21/23	ALISSA R. ARMSTRONG	1,496.96
5633	6/21/23	CHANCE M. CHATAGNIER	1,918.53
5634	6/21/23	DANIEL J. DIAZ	2,098.09
5635	6/21/23	ROBERT A. MANN	1,076.60
5636	6/21/23	KELTON C. HUTSELL	1,124.95
5637	6/21/23	KAITLIN D. THIERHEIMER	452.53
5638	6/21/23	SHELBY T. GOFF	590.80
5639	6/21/23	JACOB B. BILBO	114.48
5640	6/21/23	CAMERON BUTCHER	398.96
5641	6/21/23	CODY W. CAPLES	608.72
5642	6/21/23	JEREMY R. COBB	398.96
5643	6/21/23	JESSICA L. GARZA	382.27
5644	6/21/23	JOEL G. GILBERT	241.26
5645	6/21/23	SEAN E. GRAY	411.42
5646	6/21/23	HUNTER J. HANRATTY	149.48
5647	6/21/23	CHRISTOPHER N. HARVEY	342.16
5648	6/21/23	CODY A. LABARBERA	382.33
5649	6/21/23	RICHARD E. LAND II	583.72
5650	6/21/23	JOSHUA P. RESWEBER	223.72
5651	6/21/23	ETHAN N. RIESS	353.23

5652	6/21/23	TYLER D. ROBERTS	153.63
5653	6/21/23	CODY R. SMALL	378.17
5654	6/21/23	TERRY A. VEITCH	525.78
5655	6/21/23	RICHARD C. BODIN JR	1,980.87
5656	6/21/23	JOSHUA G. TAYLOR	821.35
5657	6/21/23	BECKY M. BUFFINGTON	1,288.23
ACH	6/21/23	EFTPS - ONLINE	5,667.73
5658	6/21/23	CIMRON CAMPBELL	416.67
5659	6/21/23	CITY OF ORANGE	4,425.52
5660	6/21/23	GOPHER INDUSTRIAL, INC.	3.41
5661	6/21/23	ORANGE OILFIELD SUPPLY	170.78
5662	6/21/23	COASTAL WELDING SUPPLY, INC.	69.75
5663	6/21/23	ORANGE CO. APPRAISAL DIST.	5,941.07
5664	6/21/23	SMART'S TRUCK & TRAILER	2,529.96
5665	6/21/23	CANON SOLUTIONS AMERICA	83.43
5666	6/21/23	CMS IP TECHNOLOGIES	597.00
5667	6/21/23	VOICE PRODUCTS SERVICE LLC	2,987.00
5668	6/21/23	THREADS	299.00
5669	6/21/23	SIDDONS-MARTIN EMERGENCY GROUP	3,676.11
5670	6/23/23	CAMERON BUTCHER	199.48
5671	6/23/23	CHRISTOPHER N. HARVEY	171.07
5672	6/23/23	CODY A. LABARBERA	191.17
ACH	6/23/23	EFTPS - ONLINE	93.06
ACH	6/23/23	EFTPS - ONLINE	75.42
5671V	6/27/23	CHRISTOPHER N. HARVEY	-171.07
5670V	6/27/23	CAMERON BUTCHER	-199.48
5673	6/27/23	JOEL G. GILBERT	193.01
5674	6/27/23	SEAN M. JOHNSON	195.32
5675	6/27/23	JACOB B. BILBO	89.54
5672V	6/28/23	CODY A. LABARBERA	-191.17
ACH	6/28/23	EFTPS - ONLINE	85.17

Total Expenses: . . . . . -117868.58  
Balance as of 06/30/2023 . . . . . \$1379.77



**MINUTES OF THE REGULAR SESSION OF  
ORANGE COUNTY EMERGENCY SERVICES DISTRICT #2  
AUGUST 7, 2023**

1. CALL TO ORDER – The regularly scheduled meeting of the Orange County Emergency Services District #2 was called to order at 6:00 p.m.
2. ESTABLISHMENT OF QUORUM – Quorum present, Commissioners Landry, Arnold, and Childers.
3. PUBLIC COMMENTS – The following guests were in attendance: Chief Bodin, Asst. Chief Taylor, Brennan Dobbs, Firefighter Fowler, and Becky M. Buffington, District Administrator.

No members of the public were in attendance or desired to give any comment on any agenda items.

4. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S) – The minutes from the July 11, 2023, regular session were presented. Motion made by Commissioner Arnold, seconded by Commissioner Landry, to accept the minutes.

All voted AYE. Motion carried.

5. PRESENTATION AND APPROVAL OF DISTRICT ADMINISTRATOR'S FINANCIAL REPORT – The financial report for July 2023 were presented. A copy was provided to each Commissioner (copy attached). After review, motion made by Commissioner Landry, seconded by Commissioner Arnold, to accept the report and approve payment of all bills and expenditures as set out therein.

All voted AYE. Motion carried.

6. NEW BUSINESS

A. Discussion and Possible Action Regarding Review and Acceptance of 2023 Certified Value and Corresponding Reports from OCAD – Ms. Buffington presented the certified value and corresponding reports from OCAD. After review, motion made by Commissioner Arnold, seconded by Commissioner Landry to accept the certified value and corresponding reports from OCAD.

All voted AYE. Motion carried.

B. Discussion and Possible Action Regarding Review and Acceptance of 2023 Tax Rates from County Tax A/C – Ms. Buffington presented the rates as calculated

by Karen Fisher, Tax A/C (documents are available for review on the District's website). After review, motion made by Commissioner Landry, seconded by Commissioner Arnold, to accept the 2023 tax rates from the County Tax A/C.

All voted AYE. Motion carried.

- C. Discussion and Possible Action Regarding Tax Rate for 2023
  - a. Propose Tax Rate
    - i. Set Date for Public Hearing; and
    - ii. Set Date for Meeting to Adopt Budget and Tax Rate

Ms. Buffington informed the Board that, based upon the rates calculated by the Tax A/C, the 2023 de minimis rate is greater than the statutory maximum rate allowed by law. Therefore, she had calculated a proposed budget based upon \$0.10 per \$100 of value. Due to limitations with the Orange Leader's publication dates, she would ask that the public hearing be held August 28, 2023, at 6:00 p.m., with a Special Called Meeting to follow that same day at 6:15 p.m., at which time the Board can adopt the budget and the tax rate. After discussion, motion made by Commissioner Arnold, seconded by Commissioner Landry, to propose a tax rate of \$0.10 per \$100 of value for tax year 2023, schedule the public hearing for August 28, 2023, at 6 p.m. with the special called meeting to follow that same day at 6:15 p.m. and both meetings to be held at Station 2.


All voted AYE. Motion carried.

- 7. COMMUNICATIONS FROM CHIEF, DISTRICT ADMINISTRATOR, ETC. – Chief Bodin stated that Hamshire Fire had made a request that we dispatch for them, negotiations will need to be made and he will request authority at next meeting. Duty crew is still working out well.

Mr. Dobbs reported Station 2 generator still waiting on electricians.

- 8. ADJOURNMENT – There being no further business, the meeting was adjourned at 6:21 p.m.

Prepared by:

  
\_\_\_\_\_  
Becky M. Buffington  
District Administrator

## CASH FLOW REPORT June 30 - July 31, 2023

### TexasClass Investment

Balance as of 06/30/2022 . . . . .	\$1884212.75
Income: interest . . . . .	+8538.74
Balance as of 07/31/2023 . . . . .	\$1892751.49

### TexPool Investment

Balance as of 06/30/2022 . . . . .	\$843906.74
Income: interest . . . . .	+3672.42
Balance as of 07/31/2023 . . . . .	\$847579.16

### Petty Cash

Balance as of 06/30/2022 . . . . .	\$1665.14
Income: t-shirt reimb.; RE1 repair reimb (CC used instead) . . . . .	+231.60
Expenses: . . . . .	N/A
Balance as of 07/31/2023 . . . . .	\$1896.74

### Wellspring CU Savings

No Income or Expenses (non-interest bearing) - Current Balance . . . . .	\$20.00
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### Wellspring CU Money Management (interest rate 0.85%)

Balance as of 06/30/2022 . . . . .	\$25039.07
Income: interest . . . . .	+18.08
Expenses: . . . . .	N/A
Balance as of 07/31/2023 . . . . .	\$25057.15

### Wellspring CU Checking (non-interest bearing)

Balance as of 06/30/2022 . . . . .	\$649.46
Income: . . . . .	N/A
Expenses: Kelton Hutsel - A&M per diem . . . . .	-496.52
Balance as of 07/31/2023 . . . . .	\$152.94

### 1<sup>st</sup> Financial Special Projects (interest rate 0.25%)

Balance as of 06/30/2022 . . . . .	\$4910.94
Income: interest . . . . .	+0.97
Expenses: . . . . .	N/A
Balance as of 07/31/2023 . . . . .	\$4911.91

### 1<sup>st</sup> Financial Reserve (interest rate 0.10%)

Balance as of 06/30/2022 . . . . .	\$260665.86
Income: interest . . . . .	+16.61
Expenses: xfer to 1 <sup>st</sup> Fin. Gen. Op. . . . .	-78000.00
Balance as of 07/31/2023 . . . . .	\$182682.47

**1<sup>st</sup> Financial Bank Holding (interest rate 0.10%)**

Balance as of 06/30/2022 ..... \$11306.69

Income:

Date	Line Description	Amount
7/11/23	TAX A/C	1497.61
7/17/23	TAX A/C	2206.24
7/21/23	TAX A/C	1455.45
7/28/23	TAX A/C	2466.71
7/31/23	1 <sup>st</sup> Fin (interest)	1.14

Total Income: +7627.15

Expenses: all xfers to 1<sup>st</sup> Fin. Gen. Op. N/A

Balance as of 07/31/2023 ..... \$18933.84

**1<sup>st</sup> Financial General Operating (interest rate 0.10%)**

Balance as of 06/30/2022 ..... \$1379.77

Income:

Date	Line Description	Amount
7/6/23	1ST FIN - RESERVE	37,000.00
7/10/23	CITY OF PINEHURST	10,000.00
7/18/23	JCESD3	10,000.00
7/19/23	1ST FIN - RESERVE	41,000.00
7/31/23	FIRST FINANCIAL BANK	1.89

Total Income: +98001.89

Expenses:

Check #	Date	Payee	Amount
5676	7/5/23	ALISSA R. ARMSTRONG	1,433.14
5677	7/5/23	CHANCE M. CHATAGNIER	1,805.63
5678	7/5/23	DANIEL J. DIAZ	1,676.30
5679	7/5/23	ROBERT A. MANN	1,076.60
5680	7/5/23	KELTON C. HUTSELL	1,138.30
5681	7/5/23	SHELBY T. GOFF	1,339.04
5682	7/5/23	NATALIE D. DAVIS	415.57
5683	7/5/23	KAITLIN D. THIERHEIMER	166.23
5684	7/5/23	RICHARD C. BODIN JR	1,980.87
5685	7/5/23	JOSHUA G. TAYLOR	821.35
5686	7/5/23	BECKY M. BUFFINGTON	1,310.64
5687	7/5/23	RICHARD E. LAND II	591.54
5688	7/5/23	CHRISTOPHER N. HARVEY	223.72
5689	7/5/23	CODY W. CAPLES	390.41
5690	7/5/23	CODY R. SMALL	224.41
5691	7/5/23	ETHAN N. RIESS	365.71
5692	7/5/23	HUNTER J. HANRATTY	290.77
5693	7/5/23	HUNTER T. ISBELL	332.46
5694	7/5/23	JACOB B. BILBO	97.85
5695	7/5/23	JESSICA L. GARZA	378.11
5696	7/5/23	JOEL G. GILBERT	581.33
5697	7/5/23	JEREMY R. COBB	199.48
5698	7/5/23	SEAN E. GRAY	378.17
5699	7/5/23	TERRY A. VEITCH	507.26
5700	7/5/23	TYLER D. ROBERTS	149.48
ACH	7/5/23	EFTPS - ONLINE	5,432.29
ACH	7/5/23	TCDRS	6,079.52
5701	7/5/23	CITY OF BRIDGE CITY	110.30
5702	7/5/23	ORANGEFIELD WATER SUPPLY CORP.	74.87
ACH	7/5/23	CENTERPOINT ENERGY	52.92

5703	7/5/23	KOMMERCIAL KITCHENS	4,105.00
5704	7/5/23	CASCO INDUSTRIES INC	2,463.00
5705	7/5/23	U-RENTALL INC	88.19
ACH	7/15/23	BECKY BUFFINGTON	215.30
ACH	7/18/23	BECKY M. BUFFINGTON	1,445.16
5706	7/18/23	ALISSA R. ARMSTRONG	1,718.40
5707	7/18/23	CHANCE M. CHATAGNIER	2,283.86
5708	7/18/23	DANIEL J. DIAZ	1,702.25
5709	7/18/23	ROBERT A. MANN	1,090.78
5710	7/18/23	KELTON C. HUTSELL	1,289.64
5711	7/18/23	SHELBY T. GOFF	1,442.90
5712	7/18/23	RICHARD C. BODIN JR	1,980.87
5713	7/18/23	JOSHUA G. TAYLOR	821.35
5714	7/18/23	RICHARD E. LAND II	587.63
5715	7/18/23	CAMERON BUTCHER	52.41
5716	7/18/23	CHRISTOPHER N. HARVEY	377.25
5717	7/18/23	CODY W. CAPLES	412.35
5718	7/18/23	CODY R. SMALL	199.48
5719	7/18/23	HUNTER J. HANRATTY	348.96
5720	7/18/23	JOSHUA P. RESWEBER	206.17
5721	7/18/23	JACOB B. BILBO	467.71
5722	7/18/23	JESSICA L. GARZA	556.80
5723	7/18/23	JOEL G. GILBERT	407.95
5724	7/18/23	JEREMY R. COBB	403.11
5725	7/18/23	SEAN E. GRAY	336.48
5726	7/18/23	TERRY A. VEITCH	353.57
5726V	7/18/23	TERRY A. VEITCH	-353.57
5727	7/18/23	TERRY A. VEITCH	541.01
5728	7/18/23	TYLER D. ROBERTS	577.52
ACH	7/18/23	EFTPS - ONLINE	6,065.73
ACH	7/18/23	ENTERGY	341.23
ACH	7/18/23	ENTERGY	1,072.03
ACH	7/19/23	HEALTH CARE SERVICE CORP	3,133.68
5729	7/19/23	CANON SOLUTIONS AMERICA	16.94
5730	7/19/23	ROBERTS FORD	200.68
ACH	7/19/23	O'REILLY AUTO PARTS	286.04
5731	7/19/23	CITIBANK	290.82
5732	7/19/23	COASTAL WELDING SUPPLY, INC.	277.61
5733	7/19/23	CIMRON CAMPBELL	416.67
ACH	7/19/23	WEX BANK	539.34
5734	7/19/23	COLUMBANUS MOTOR SPORTS	413.86
5735	7/19/23	CMS IP TECHNOLOGIES	278.60
5736	7/19/23	TEXAS MUNICIPAL LEAGUE	10,390.50
ACH	7/19/23	CANON FINANCIAL SERVICES, INC	166.00
ACH	7/19/23	Capital One	127.26
5737	7/19/23	SIDDONS-MARTIN EMERGENCY GROUP	110.19
5738	7/19/23	SMART'S TRUCK & TRAILER	30.27
5739	7/19/23	U-RENTALL INC	209.59
5740	7/19/23	BEARCOM	130.00
5741	7/19/23	SOUTHERN SOFTWARE, INC.	5,660.00
ACH	7/19/23	CITIBUSINESS CARD	11,400.64
5742	7/28/23	KAREN FISHER, TAX A/C	22.50

Total Expenses: . . . . . -97325.98  
Balance as of 07/31/2023 . . . . . \$2055.68


**MINUTES OF THE PUBLIC HEARING  
ORANGE COUNTY EMERGENCY SERVICES DISTRICT #2  
AUGUST 28, 2023**

1. CALL TO ORDER – The public hearing was called to order at 6:00 p.m. on August 28, 2022.
2. ESTABLISHMENT OF QUORUM – Quorum present, Commissioners LeBlanc, Arnold and Childers.
2. OPEN FLOOR TO ANYONE WISHING TO ADDRESS THE BOARD REGARDING THE PROPOSED 2023 TAX RATE – Because no guests appeared, the floor was not opened.

President LeBlanc then announced that the meeting to vote on the proposed rate would be held August 23, 2023, at 6:15 p.m. at Fire Station 2 (9540 FM 105, Orange, TX - next to K-Dan's).

3. ADJOURNMENT – The public hearing was adjourned at 6:15 p.m.

Prepared by:

  
\_\_\_\_\_  
Becky M. Buffington  
District Administrator



**MINUTES OF THE SPECIAL SESSION OF  
ORANGE COUNTY EMERGENCY SERVICES DISTRICT #2  
AUGUST 28, 2023**

1. CALL TO ORDER – The special session of the Orange County Emergency Services District #2 was called to order at 6:15 p.m.
2. ESTABLISHMENT OF QUORUM – Quorum present, Commissioners LeBlanc, Arnold and Childers.
3. PUBLIC COMMENTS – The following guests were in attendance: Chief Bodin, Asst. Chief, Joshua Taylor, Brennan Dobbs, and Becky M. Buffington, District Administrator.

No members of the public were in attendance or desired to give any comment on any agenda items.

4. BUSINESS

A. Discussion and possible action regarding adoption of budget for FY 2024 – District Administrator Buffington presented her proposed budget based upon the proposed tax rate of \$0.10 per \$100 of value. After review, motion made by Commissioner Arnold, seconded by Commissioner Childers to adopt the budget as proposed.

All voted AYE. Motion carried.

B. Discussion and possible action regarding adoption of proposed tax rate for 2023 - tax rate of \$0.10 per \$100 of value was proposed at August 7, 2023 meeting – Motion made by Commissioner Arnold that the property tax rate be increased by the adoption of a tax rate of \$0.10 per \$100 of value, which is effectively an 8.90% increase in the tax rate. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 8.90% AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$8.90. The motion was seconded by Commissioner Childers.

All voted AYE. Motion carried.

5. ADJOURNMENT – There being no further business, the meeting was adjourned at 6:16 p.m.

Prepared by:



Becky M. Buffington, District Administrator

**MINUTES OF THE REGULAR SESSION OF  
ORANGE COUNTY EMERGENCY SERVICES DISTRICT #2  
SEPTEMBER 12, 2023**

1. CALL TO ORDER – The regularly scheduled meeting of the Orange County Emergency Services District #2 was called to order at 6:00 p.m.
2. ESTABLISHMENT OF QUORUM – Quorum present, Commissioners LeBlanc, Arnold, Childers and Barnes.
3. PUBLIC COMMENTS – The following guests were in attendance: Chief Bodin; Asst. Chief Taylor; Brennan Dobbs; Chance Chatagnier, District Manager; and Becky M. Buffington, District Administrator.

No members of the public were in attendance or desired to give any comment on any agenda items.

4. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S) – The minutes from the August 7, 2023, regular session and the August 28, 2023 public hearing and special sessions were presented. Motion made by Commissioner Arnold, seconded by Commissioner Childers, to accept the minutes.

All voted AYE. Motion carried.

5. PRESENTATION AND APPROVAL OF DISTRICT ADMINISTRATOR'S FINANCIAL REPORT – The financial report for August 2023 was presented. A copy was provided to each Commissioner (copy attached). After review, motion made by Commissioner Arnold, seconded by Commissioner Barnes, to accept the report and approve payment of all bills and expenditures as set out therein.

All voted AYE. Motion carried.

6. NEW BUSINESS

A. Discussion and possible action regarding granting Chief Bodin authority to enter into negotiations with and/or sign agreement to provide dispatch services to Hampshire Volunteer Fire Department – Ms. Chatagnier stated that as Chief Bodin stated last month, Hampshire Fire had expressed interest in retaining the District to dispatch for them. They currently make 275-300 runs per year. The volunteer board had approved but they are trying to form an ESD at the election in November of this year. Chief Bodin added that they currently run their own ambulance but half the time there is no response. When Jefferson County gets a call, they auto dispatch to another EMS agency then cancel if Hampshire Fire responds. He further stated there are several items still left to work out before agreeing to take them on as a client. Ms. Chatagnier stated that the added department would not be a great deal as far as work, but would put us to 9 departments, total. After

discussion, motion made by Commissioner Arnold, seconded by Commissioner Childers, to grant Chief Bodin authority to negotiate with and/or sign an agreement to provide dispatch services to Hampshire Volunteer Fire Department.

Commissioners Childers and Arnold voted AYE. Commissioner Barnes abstained. Motion carried.

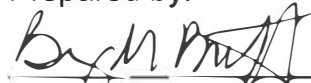
7. COMMUNICATIONS FROM CHIEF, DISTRICT ADMINISTRATOR, ETC. – Chief Bodin stated that PMs on various apparatus had started. Reserve 1 in service. Tanker 9 has severe leak at what is believed to be a seam in the tank (approx. 150 gallons/day). New tanker still awaiting chassis delivery. Hose order should be in around March (ordered in May).

Ms. Chatagnier reported the new dispatch console is coming in box by box.

Mr. Dobbs reported one of the A/C units at station 2 needs replacing due to compressor failure and Station 2 generator has been installed. Due to Big Red's ownership retiring soon, Mountain Air would be used for A/C work.

8. ADJOURNMENT – There being no further business, the meeting was adjourned at 6:30 p.m.

Prepared by:



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Becky M. Buffington  
District Administrator

## CASH FLOW REPORT July 31 - August 31, 2023

### TexasClass Investment

Balance as of 07/31/2022 . . . . .	\$1892751.49
Income: interest	+8821.02
Balance as of 08/31/2023 . . . . .	\$1901572.51

### TexPool Investment

Balance as of 07/31/2022 . . . . .	\$847579.06
Income: interest	+3782.24
Expense: xfer to 1 <sup>st</sup> Fin. Reserve	-250000.00
Balance as of 08/31/2023 . . . . .	\$601361.40

### Petty Cash

Balance as of 07/31/2022 . . . . .	\$1896.74
Income: polo reimb. deposit	+25.00
Expenses: xfer to checking (coins)	9.86
breakfast after structure fire	40.31
fuses for gas monitor	4.57
Total Expenses:	-54.74
Balance as of 08/31/2023 . . . . .	\$1867.00

### Wellspring CU Savings

No Income or Expenses (non-interest bearing) - Current Balance . . . . .	\$20.00
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### Wellspring CU Money Management (interest rate 0.85%)

Balance as of 07/31/2022 . . . . .	\$25057.15
Income: interest	+18.09
Expenses:	N/A
Balance as of 08/31/2023 . . . . .	\$25075.24

### Wellspring CU Checking (non-interest bearing)

Balance as of 07/31/2022 . . . . .	\$152.94
Income: coin deposit from petty cash	+9.86
Expenses:	N/A
Balance as of 08/31/2023 . . . . .	\$162.80

### 1<sup>st</sup> Financial Special Projects (interest rate 0.25%)

Balance as of 07/31/2022 . . . . .	\$4911.91
Income: interest	+1.04
Expenses:	N/A
Balance as of 08/31/2023 . . . . .	\$4912.95

**1<sup>st</sup> Financial Reserve (interest rate 0.10%)**

Balance as of 07/31/2022		\$182682.47
Income:	interest	8.77
	xfer from TexPool	250000.00
Total Income:		+250008.77
Expenses:	xfer to 1 <sup>st</sup> Fin. Gen. Op.	-180000.00
Balance as of 08/31/2023		\$252691.24

**1<sup>st</sup> Financial Bank Holding (interest rate 0.10%)**

Balance as of 07/31/2022		\$18933.84
Income:		

Date	Line Description	Amount
8/4/23	TAX A/C	4141.74
8/11/23	TAX A/C	1426.87
8/18/23	TAX A/C	840.19
8/25/23	TAX A/C	862.25
8/29/23	TAX A/C	1778.38
8/31/23	1 <sup>st</sup> Fin (interest)	1.72

Total Income:		+9051.15
Expenses:	all xfers to 1 <sup>st</sup> Fin. Gen. Op.	12000.00
Balance as of 08/31/2023		\$15984.99

**1<sup>st</sup> Financial General Operating (interest rate 0.10%)**

Balance as of 07/31/2022		\$2055.68
Income:		

Date	Description	Amount
8/2/23	xfer from 1ST FIN - RESERVE	50,000.00
8/4/23	xfer from 1ST FIN - PRIM HOLD	4,000.00
8/8/23	City of West Orange (dispatch)	4,200.00
8/16/23	xfer from 1ST FIN - RESERVE	68,000.00
8/30/23	xfer from 1st Fin - Reserve	62,000.00
8/30/23	xfer from 1ST FIN - PRIM HOLD	8,000.00
8/31/23	FIRST FINANCIAL BANK (interest)	2.08

Total Income:		+196202.08
Expenses:		

Check #	Date	Payee	Amount
ACH	8/2/23	ALISSA R. ARMSTRONG	1,501.41
ACH	8/2/23	CHANCE M. CHATAGNIER	2,181.99
ACH	8/2/23	DANIEL J. DIAZ	1,642.57
ACH	8/2/23	KELTON C. HUTSELL	1,974.45
ACH	8/2/23	SHELBY T. GOFF	1,339.04
ACH	8/2/23	RICHARD C. BODIN JR	1,980.87
ACH	8/2/23	JOSHUA G. TAYLOR	821.35
ACH	8/2/23	BECKY M. BUFFINGTON	1,288.23
ACH	8/2/23	RICHARD E. LAND II	748.01
ACH	8/2/23	CHRISTOPHER N. HARVEY	539.56
ACH	8/2/23	CODY W. CAPLES	201.78
ACH	8/2/23	ETHAN N. RIESS	210.19
ACH	8/2/23	HUNTER J. HANRATTY	644.36
ACH	8/2/23	JACOB B. BILBO	392.91
ACH	8/2/23	JOEL G. GILBERT	628.28
ACH	8/2/23	JEREMY R. COBB	199.48
ACH	8/2/23	SEAN E. GRAY	735.44

ACH	8/2/23	TERRY A. VEITCH	562.84
ACH	8/2/23	TYLER D. ROBERTS	128.69
ACHV	8/2/23	DANIEL J. DIAZ	-1,642.57
ACH	8/2/23	DANIEL J. DIAZ	1,608.82
5743	8/2/23	ROBERT A. MANN	1,076.60
5744	8/2/23	NATALIE D. DAVIS	166.23
5745	8/2/23	JESSICA L. GARZA	78.89
ACH	8/2/23	EFTPS - ONLINE	6,151.68
ACH	8/3/23	ENTERGY	35.31
ACH	8/4/23	CENTERPOINT ENERGY	54.63
ACH	8/4/23	TCDRS	6,206.79
ACH	8/4/23	BECKY BUFFINGTON	677.27
5746	8/4/23	ORANGE OILFIELD SUPPLY	268.58
5747	8/4/23	CASCO INDUSTRIES INC	5,731.00
5748	8/4/23	RFI AMERICAS INC	7,714.24
5749	8/4/23	H&H HYDRAULICS LLC	413.64
5750	8/4/23	CMS IP TECHNOLOGIES	93.00
5751	8/4/23	CLARK CHEMICALS, INC.	148.95
5752	8/4/23	BD INDUSTRIES	8,348.64
5753	8/8/23	VICTOR INSURANCE MANAGERS INC.	1,000.00
ACH	8/16/23	BECKY M. BUFFINGTON	1,310.64
ACH	8/16/23	RICHARD C. BODIN JR	1,980.87
ACH	8/16/23	JOSHUA G. TAYLOR	821.35
ACH	8/16/23	ALISSA R. ARMSTRONG	1,496.96
ACH	8/16/23	CHANCE M. CHATAGNIER	1,790.69
ACH	8/16/23	DANIEL J. DIAZ	1,672.41
ACH	8/16/23	ROBERT A. MANN	1,076.60
ACH	8/16/23	KELTON C. HUTSELL	1,178.35
ACH	8/16/23	SHELBY T. GOFF	1,343.50
ACH	8/16/23	RICHARD E. LAND II	771.47
ACH	8/16/23	CHRISTOPHER N. HARVEY	688.70
ACH	8/16/23	CODY W. CAPLES	596.98
ACH	8/16/23	CODY R. SMALL	394.79
ACH	8/16/23	ETHAN N. RIESS	334.86
ACH	8/16/23	HUNTER J. HANRATTY	533.19
ACH	8/16/23	HUNTER T. ISBELL	199.48
ACH	8/16/23	JACOB B. BILBO	114.48
ACH	8/16/23	JESSICA L. GARZA	157.85
ACH	8/16/23	JEREMY R. COBB	419.73
ACH	8/16/23	SEAN E. GRAY	357.27
ACH	8/16/23	TERRY A. VEITCH	536.89
ACH	8/16/23	TYLER D. ROBERTS	145.32
5754	8/16/23	JOSHUA P. RESWEBER	214.95
ACH	8/16/23	EFTPS - ONLINE	5,633.16
5755	8/16/23	CITY OF BRIDGE CITY	97.00
ACH	8/16/23	O'REILLY AUTO PARTS	338.89
ACH	8/16/23	WEX BANK	1,934.84
ACH	8/16/23	CANON FINANCIAL SERVICES, INC	166.00
ACH	8/16/23	ENTERGY	36.62
ACH	8/16/23	ENTERGY	349.66
ACH	8/16/23	ENTERGY	1,141.43
5756	8/16/23	CITIBANK	629.81
5757	8/16/23	CIMRON CAMPBELL	416.67
5758	8/16/23	CASCO INDUSTRIES INC	16,056.00
5759	8/16/23	U-RENTALL INC	213.98
5760	8/16/23	COASTAL WELDING SUPPLY, INC.	78.12
5761	8/16/23	BD INDUSTRIES	10,026.95
5762	8/16/23	CMS IP TECHNOLOGIES	1,094.50



5763	8/16/23	ORANGE OILFIELD SUPPLY	135.59
ACH	8/16/23	HP5	6,476.25
ACH	8/16/23	CITIBUSINESS CARD	8,120.31
ACH	8/30/23	BECKY M. BUFFINGTON	1,288.23
ACH	8/30/23	ALISSA R. ARMSTRONG	1,501.41
ACH	8/30/23	CHANCE M. CHATAGNIER	1,787.12
ACH	8/30/23	DANIEL J. DIAZ	1,778.83
ACH	8/30/23	ROBERT A. MANN	1,098.07
ACH	8/30/23	KELTON C. HUTSELL	1,124.95
ACH	8/30/23	SHELBY T. GOFF	1,282.66
ACH	8/30/23	RICHARD C. BODIN JR	1,980.87
ACH	8/30/23	JOSHUA G. TAYLOR	821.35
ACH	8/30/23	JACOB B. BILBO	517.58
ACH	8/30/23	CODY W. CAPLES	197.40
ACH	8/30/23	JEREMY R. COBB	398.96
ACH	8/30/23	JESSICA L. GARZA	544.34
ACH	8/30/23	SEAN E. GRAY	523.50
ACH	8/30/23	HUNTER J. HANRATTY	336.48
ACH	8/30/23	CHRISTOPHER N. HARVEY	381.64
ACH	8/30/23	HUNTER T. ISBELL	174.54
ACH	8/30/23	RICHARD E. LAND II	759.74
ACH	8/30/23	JOSHUA P. RESWEBER	425.50
ACH	8/30/23	ETHAN N. RIESS	334.86
ACH	8/30/23	TYLER D. ROBERTS	348.96
ACH	8/30/23	CODY R. SMALL	199.48
ACH	8/30/23	HEALTH CARE SERVICE CORP	3,133.68
ACH	8/30/23	Capital One	286.63
ACH	8/30/23	CENTERPOINT ENERGY	51.54
ACH	8/30/23	BECKY BUFFINGTON	324.03
5764	8/30/23	HP5	765.00
5765	8/30/23	DELTA INDUSTRIAL SVC & SUPPLY	360.70
5766	8/30/23	ORANGE NEWSMEDIA, LLC	445.80
5767	8/30/23	ALLIED BREATHING AIR	1,761.09
5768	8/30/23	ORANGE ELECTRIC LLC	375.00
5769	8/30/23	FARR WEST ENV SUPPLY	8,440.00
5770	8/30/23	CASCO INDUSTRIES INC	29,652.00
5771	8/30/23	CANON SOLUTIONS AMERICA	37.67
ACH	8/30/23	TERRY A. VEITCH	360.03
ACH	8/30/23	EFTPS - ONLINE	5,613.61

Total Expenses: . . . . . -196349.51  
Balance as of 08/31/2023 . . . . . \$1908.25

**MINUTES OF THE REGULAR SESSION OF  
ORANGE COUNTY EMERGENCY SERVICES DISTRICT #2  
OCTOBER 9, 2023**

1. CALL TO ORDER – The regularly scheduled meeting of the Orange County Emergency Services District #2 was called to order at 6:00 p.m.
2. ESTABLISHMENT OF QUORUM – Quorum present, Commissioners LeBlanc, Childers and Barnes.
3. PUBLIC COMMENTS – The following guests were in attendance: Chief Bodin; Asst. Chief Taylor; Brennan Dobbs; Chance Chatagnier, District Manager; and Becky M. Buffington, District Administrator; and various firefighters.

No members of the public were in attendance or desired to give any comment on any agenda items.

4. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S) – The minutes from the September 12, 2023, regular session were presented. Motion made by Commissioner Barnes, seconded by Commissioner Childers, to accept the minutes.

All voted AYE. Motion carried.

5. PRESENTATION AND APPROVAL OF DISTRICT ADMINISTRATOR'S FINANCIAL REPORT – The financial report for September 2023 was presented. A copy was provided to each Commissioner (copy attached). After review, motion made by Commissioner Barnes, seconded by Commissioner Childers, to accept the report and approve payment of all bills and expenditures as set out therein.

All voted AYE. Motion carried.

6. NEW BUSINESS

A. Discussion and possible action regarding disposition of 408 station and granting Chief Bodin authority to enter into negotiations with any possible buyer – Ms. Buffington explained that Mr. Dobbs had expressed interest in purchasing the 408 station, either for cash or in exchange for services rendered to the District. Chief Bodin stated that they would have to find a place to put a reserve engine, but it could be done. After discussion, motion made by Commissioner Barnes, seconded by Commissioner Childers, to authorize Chief Bodin to enter into negotiations with any possible buyer for the station located on FM 408, Orange, Texas.

All voted AYE. Motion carried.

B. Discussion and possible action regarding changing status of Marine 2 to salvage and disposing of same – Chief Bodin stated that it was an 1980s model and would need replacing eventually, but could wait. After discussion, motion made by Commissioner Childers, seconded by Commissioner Barnes, to authorize changing status of Marine 2 to salvage and disposing of same.

All voted AYE. Motion carried.

C. Discussion and possible action regarding accepting Firehouse Subs grant for purchase of Zoll Auto Pulse CPR machine – Chief Bodin stated that after several years, Ms. Chatagnier was successful in applying for and receiving the Firehouse Subs grant. The grant is in the amount of \$22,000.00 and must be used to purchase the Zoll Auto Pulse CPR machine. Money would be received in November or December and Firehouse Subs controls the press release for same. After review, motion made by Commissioner Childers, seconded by Commissioner Barnes, to accept the Firehouse Subs grant for the purchase of a Zoll Auto Pulse CPR Machine.

All voted AYE. Motion carried.

D. Discussion and possible action regarding accepting Invista grant and possible allocation of funds for purchase of Zoll Auto Pulse CPR machine – Chief Bodin stated that Invista, prior to announcing their closure, awarded the department a \$5,000 grant. He would like to use it to purchase a second Zoll unit but the District would have to approve an out of budget purchase for the remaining price of the machine. After discussion, motion made by Commissioner Childers, seconded by Commissioner Barnes, to approve accept the Invista grant and allocate the remaining funds to purchase a second Zoll Auto Pulse CPR machine.

All voted AYE. Motion carried.

7. COMMUNICATIONS FROM CHIEF, DISTRICT ADMINISTRATOR, ETC. – Chief Bodin stated that the number of runs are up again.
8. ADJOURNMENT – There being no further business, the meeting was adjourned at 6:07 p.m.

Prepared by:



Becky M. Buffington  
District Administrator

## CASH FLOW REPORT

### August 31 - September 30, 2023

#### TexasClass Investment

Balance as of 08/31/2022 .....	\$1901572.51
Income: interest	+8647.69
Balance as of 09/30/2023 .....	\$1910220.20

#### TexPool Investment

Balance as of 08/31/2022 .....	\$601361.40
Income: interest	+2630.41
Expense:	N/A
Balance as of 09/30/2023 .....	\$603991.81

#### Petty Cash

Balance as of 08/31/2022 .....	\$1867.00
Income: station rental; shirt & jacket purchases	+135.00
Expenses:	N/A
Balance as of 09/30/2023 .....	\$2002.00

#### Wellspring CU Savings

No Income or Expenses (non-interest bearing) - Current Balance .....	\$20.00
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#### Wellspring CU Money Management (interest rate 0.85%)

Balance as of 08/31/2022 .....	\$25075.24
Income: interest	+17.52
Expenses:	N/A
Balance as of 09/30/2023 .....	\$25092.76

#### Wellspring CU Checking (non-interest bearing)

Balance as of 08/31/2022 .....	\$162.80
Income:	N/A
Expenses:	N/A
Balance as of 09/30/2023 .....	\$162.80

#### 1<sup>st</sup> Financial Special Projects (interest rate 0.25%)

Balance as of 08/31/2022 .....	\$4912.95
Income: interest	+1.05
Expenses:	N/A
Balance as of 09/30/2023 .....	\$4914.00

**1<sup>st</sup> Financial Reserve (interest rate 0.10%)**

Balance as of 08/31/2022	\$252691.24
Income: interest	+17.36
Expenses: xfer to 1 <sup>st</sup> Fin. Gen. Op.	-133000.00
Balance as of 09/30/2023	\$119708.60

**1<sup>st</sup> Financial Bank Holding (interest rate 0.10%)**

Balance as of 08/31/2022	\$15984.99
Income:	

Date	Line Description	Amount
9/12/23	TAX A/C	502.75
9/14/23	TAX A/C	2185.18
9/21/23	TAX A/C	270.02
9/28/23	TAX A/C	265.09
9/30/23	1 <sup>st</sup> Fin (interest)	1.38

Total Income:	+3224.42
Expenses: all xfers to 1 <sup>st</sup> Fin. Gen. Op.	-2000.00
Balance as of 09/30/2023	\$17209.41

**1<sup>st</sup> Financial General Operating (interest rate 0.10%)**

Balance as of 08/31/2022	\$1908.25
Income:	

Date	Line Description	Amount
9/8/23	1ST FIN - PRIM HOLD	2,000.00
9/11/23	CITY OF B.C. (fire prevention)	1,500.00
9/11/23	FARMER'S INS (wreck billing)	350.00
9/11/23	BERKLEY INS (wreck billing)	530.00
9/13/23	1ST FIN - RESERVE	51,000.00
9/14/23	1ST FIN - RESERVE	9,000.00
9/21/23	C/BC (vol pension); WD10 (dispatch)	7,162.00
9/27/23	1ST FIN - RESERVE	73,000.00
9/30/23	FIRST FINANCIAL BANK	2.45

Total Income:	+144544.45
Expenses:	

Check #	Date	Payee	Amount
ACH	9/8/23	WEX BANK	3,226.21
5772	9/13/23	CITY OF BRIDGE CITY	116.95
ACH	9/13/23	HP5	889.10
5773	9/13/23	ORANGE CO. APPRAISAL DIST.	5,941.07
5774	9/13/23	CASCO INDUSTRIES INC	2,368.00
5775	9/13/23	ORANGE ELECTRIC LLC	7,285.65
5776	9/13/23	U-RENTALL INC	47.50
5777	9/13/23	BOUNDTREE MEDICAL LLC	262.63
ACH	9/13/23	O'REILLY AUTO PARTS	357.27
5778	9/13/23	BIG RED AIR CONDITIONING INC	1,292.00
5779	9/13/23	SECURITY PEST MANAGEMENT	240.00
ACH	9/13/23	CANON FINANCIAL SERVICES, INC	166.00
5780	9/13/23	CITIBANK	481.79
ACH	9/13/23	ENTERGY	357.88
ACH	9/13/23	CITIBUSINESS CARD	7,829.25
ACH	9/13/23	ALISSA R. ARMSTRONG	1,897.50
ACH	9/13/23	CHANCE M. CHATAGNIER	2,037.59
ACH	9/13/23	DANIEL J. DIAZ	1,706.16



ACH	9/13/23	ROBERT A. MANN	1,048.22
ACH	9/13/23	KELTON C. HUTSELL	1,443.22
ACH	9/13/23	SHELBY T. GOFF	692.71
ACH	9/13/23	BECKY M. BUFFINGTON	1,445.16
ACH	9/13/23	RICHARD C. BODIN JR	1,980.87
ACH	9/13/23	JOSHUA G. TAYLOR	821.35
ACH	9/13/23	RICHARD E. LAND II	810.59
ACH	9/13/23	CHRISTOPHER N. HARVEY	482.52
ACH	9/13/23	CODY W. CAPLES	593.08
ACH	9/13/23	CODY R. SMALL	187.00
ACH	9/13/23	ETHAN N. RIESS	251.75
ACH	9/13/23	HUNTER J. HANRATTY	398.82
ACH	9/13/23	HUNTER T. ISBELL	58.18
ACH	9/13/23	JOSHUA P. RESWEBER	421.12
ACH	9/13/23	JACOB B. BILBO	289.02
ACH	9/13/23	JESSICA L. GARZA	494.46
ACH	9/13/23	JEREMY R. COBB	440.51
ACH	9/13/23	SEAN E. GRAY	531.80
ACH	9/13/23	TERRY A. VEITCH	360.03
ACH	9/13/23	TYLER D. ROBERTS	353.11
5781	9/13/23	HANNAH C. BEST	166.23
ACH	9/13/23	EFTPS - ONLINE	5,953.03
ACH	9/14/23	TCDRS	9,203.01
ACH	9/15/23	CENTERPOINT ENERGY	51.54
ACH	9/27/23	FIRE FIGHTERS' PENSION COMM.	5,724.00
ACH	9/27/23	Capital One	318.83
ACH	9/27/23	HEALTH CARE SERVICE CORP	3,133.68
ACH	9/27/23	ENTERGY	60.82
ACH	9/27/23	ENTERGY	1,203.42
5782	9/27/23	BD INDUSTRIES	11,620.04
5783	9/27/23	VOICE PRODUCTS SERVICE LLC	19,656.00
5784	9/27/23	BOUNDTREE MEDICAL LLC	46.00
5785	9/27/23	TEXAS SOUTHERN PLUMBING, LLC	1,825.00
5786	9/27/23	BAYOU METALS SPECIALTIES	1,250.00
5787	9/27/23	MOUNTAIN AIR	7,850.00
5788	9/27/23	HP5	1,575.34
5789	9/27/23	COASTAL WELDING SUPPLY, INC.	78.12
5790	9/27/23	SPIDLE & SPIDLE INC	760.00
5791	9/27/23	CANON SOLUTIONS AMERICA	17.89
5792	9/27/23	CIMRON CAMPBELL	416.67
ACH	9/27/23	ALISSA R. ARMSTRONG	1,458.74
ACH	9/27/23	CHANCE M. CHATAGNIER	1,758.57
ACH	9/27/23	DANIEL J. DIAZ	1,667.87
ACH	9/27/23	ROBERT A. MANN	1,097.88
ACH	9/27/23	KELTON C. HUTSELL	1,178.35
ACH	9/27/23	SHELBY T. GOFF	1,067.63
ACH	9/27/23	RICHARD C. BODIN JR	1,980.87
ACH	9/27/23	JOSHUA G. TAYLOR	821.35
ACH	9/27/23	BECKY M. BUFFINGTON	1,310.64
ACH	9/27/23	RICHARD E. LAND II	544.61
ACH	9/27/23	CHRISTOPHER N. HARVEY	171.07
ACH	9/27/23	CODY W. CAPLES	438.66
ACH	9/27/23	CODY R. SMALL	265.96
ACH	9/27/23	ETHAN N. RIESS	501.09
ACH	9/27/23	HUNTER J. HANRATTY	149.48
ACH	9/27/23	HUNTER T. ISBELL	153.77
ACH	9/27/23	JOSHUA P. RESWEBER	416.73
ACH	9/27/23	JACOB B. BILBO	318.11



ACH	9/27/23	JESSICA L. GARZA	353.17
ACH	9/27/23	JEREMY R. COBB	398.96
ACH	9/27/23	SEAN E. GRAY	527.65
ACH	9/27/23	TERRY A. VEITCH	516.10
ACH1	9/27/23	TYLER D. ROBERTS	373.88
ACH	9/27/23	EFTPS - ONLINE	5,394.79

Total Expenses: ..... -143381.62  
Balance as of 09/30/2023 ..... \$3071.08

**MINUTES OF THE REGULAR SESSION OF  
ORANGE COUNTY EMERGENCY SERVICES DISTRICT #2  
NOVEMBER 13, 2023**

1. CALL TO ORDER – The regularly scheduled meeting of the Orange County Emergency Services District #2 was called to order at 6:00 p.m.
2. ESTABLISHMENT OF QUORUM – Quorum present, Commissioners LeBlanc, Arnold, Childers and Barnes.
3. PUBLIC COMMENTS – The following guests were in attendance: Chief Bodin; Brennan Dobbs; and Becky M. Buffington, District Administrator.

No members of the public were in attendance or desired to give any comment on any agenda items.

4. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S) – The minutes from the October 9, 2023, regular session were presented. Motion made by Commissioner Barnes, seconded by Commissioner Arnold, to accept the minutes.

All voted AYE. Motion carried.

5. PRESENTATION AND APPROVAL OF DISTRICT ADMINISTRATOR'S FINANCIAL REPORT – The financial report for October 2023 was presented. A copy was provided to each Commissioner (copy attached). After review, motion made by Commissioner Barnes, seconded by Commissioner Childers, to accept the report and approve payment of all bills and expenditures as set out therein.

All voted AYE. Motion carried.

6. NEW BUSINESS

A. Discussion and possible action regarding status of 408 station negotiations; setting price for purchase – Chief Bodin stated that he had been researching and had been taking the current condition into account. After discussion, motion made by Commissioner Barnes, seconded by Commissioner Arnold, to sell the land and improvements currently known as the “408 station” to Mr. Dobbs for \$13,000.00, with said price to be paid “in kind” for services rendered by Mr. Dobbs, with said sale to be effective January 1, 2024, and to further authorize Ms. Buffington to sign all documents necessary to effect said transaction.

All voted AYE. Motion carried.

B. Discussion and possible action regarding granting District Administrator authority to begin sales tax election preparations - contacting various vendors to perform services; negotiating contracts, etc – Ms. Buffington stated that she would

like to be able to start searching for vendors to perform services, especially with the upcoming SAFE-D convention in February, but wanted to be sure the Board was aware what a sales tax election would entail. She explained the ins and outs of same. After discussion, Motion made by Commissioner Barnes, seconded by Commissioner Childers, to grant Ms. Buffington authority to begin sales tax election preparations.

All voted AYE. Motion carried.

7. COMMUNICATIONS FROM CHIEF, DISTRICT ADMINISTRATOR, ETC. – Chief Bodin stated that the Orange Chief had issued a RFP for ambulance services in Spring and asked if we wanted to jump in or remain independent. Gave updates on various trucks. International Paper donated a 10k gallon poly tank. Ms. Chatagnier's memo regarding termination of dispatcher Goff was read.
8. ADJOURNMENT – There being no further business, the meeting was adjourned at 6:25 p.m.

Prepared by:

  
\_\_\_\_\_  
Becky M. Buffington  
District Administrator

**CASH FLOW REPORT**  
**September 30 - October 31, 2023**

**TexasClass Investment**

Balance as of 09/30/2022 . . . . .	\$1910220.20
Income: interest	+9032.16
Balance as of 10/31/2023 . . . . .	\$1919252.36

**TexPool Investment**

Balance as of 09/30/2022 . . . . .	\$603991.81
Income: interest	+2528.50
Expense: xfer to 1 <sup>st</sup> Fin. Reserve	-250000.00
Balance as of 10/31/2023 . . . . .	\$356520.31

**Petty Cash**

Balance as of 09/30/2022 . . . . .	\$2002.00
Income: station rental; shirt reimbursements	+573.71
Expenses: fire prevention breakfast; truck inspections; xfer to M/M	-1614.99
Balance as of 10/31/2023 . . . . .	\$960.72

**Wellspring CU Savings**

No Income or Expenses (non-interest bearing) - Current Balance . . . . .	\$20.00
--	---------

**Wellspring CU Money Management (interest rate 0.85%)**

Balance as of 09/30/2022 . . . . .	\$25092.76
Income: interest; xfer from Petty Cash	+1565.88
Expenses: xfer to Wellspring checking	-1000.00
Balance as of 10/31/2023 . . . . .	\$25658.64

**Wellspring CU Checking (non-interest bearing)**

Balance as of 09/30/2022 . . . . .	\$162.80
Income: xfer from Wellspring M/M; t-shirts; vol. reimb	+1723.40
Expenses: Threads (polos/jackets)	-521.00
Balance as of 10/31/2023 . . . . .	\$1365.20

**1<sup>st</sup> Financial Special Projects (interest rate 0.25%)**

Balance as of 09/30/2022 . . . . .	\$4914.00
Income: interest	+1.01
Expenses:	N/A
Balance as of 10/31/2023 . . . . .	\$4915.01

**1<sup>st</sup> Financial Reserve (interest rate 0.10%)**

Balance as of 09/30/2022 . . . . .	\$119708.60
Income: interest; xfer from TxPool	+250008.91
Expenses: xfer to 1 <sup>st</sup> Fin. Gen. Op.	-103000.00
Balance as of 10/31/2023 . . . . .	\$266717.51

**1<sup>st</sup> Financial Bank Holding (interest rate 0.10%)**

Balance as of 09/30/2022 ..... \$17209.41  
 Income:

Date	Line Description	Amount
10/6/23	TAX A/C	2046.04
10/31/23	1 <sup>st</sup> Fin (interest)	1.53

Total Income: +2047.60

Expenses: N/A

Balance as of 10/31/2023 ..... \$19257.01

**1<sup>st</sup> Financial General Operating (interest rate 0.10%)**

Balance as of 09/30/2022 ..... \$3071.08  
 Income:

Date	Line Description	Amount
10/11/23	1ST FIN - RESERVE	80,000.00
10/23/23	ROBERTS FORD (dup. pmt); JCESD4	20,725.68
10/25/23	1ST FIN - RESERVE	23,000.00
10/31/23	FIRST FINANCIAL BANK	2.13

Total Income: +123727.81

Expenses:

Check #	Date	Payee	Amount
5793	10/11/23	COASTAL WELDING SUPPLY, INC.	327.05
5794	10/11/23	CITY OF BRIDGE CITY	83.70
5795	10/11/23	ORANGFIELD WATER SUPPLY CORP.	80.40
ACH	10/11/23	BEARCOM	130.00
ACH	10/11/23	CANON FINANCIAL SERVICES, INC	166.00
5796	10/11/23	TEXAS MUNICIPAL LEAGUE	14,734.50
5797	10/11/23	OVERHEAD DOOR CO. OF BEAUMONT	782.12
ACH	10/11/23	O'REILLY AUTO PARTS	235.02
ACH	10/11/23	WEX BANK	2,695.13
5798	10/11/23	CASCO INDUSTRIES INC	478.00
5799	10/11/23	HP5	5,254.54
5800	10/11/23	CITIBANK	320.05
5801	10/11/23	SMART'S TRUCK & TRAILER	479.56
5802	10/11/23	FIRE SAFETY EDUCATION	506.00
5803	10/11/23	EMERGENCY POWER SERVICE	1,645.75
ACH	10/11/23	CITIBUSINESS CARD	16,717.28
ACH	10/11/23	BD INDUSTRIES	6,898.64
ACH	10/11/23	BECKY BUFFINGTON	326.06
ACH	10/11/23	TCDRS	5,985.76
ACH	10/11/23	ALISSA R. ARMSTRONG	1,428.69
ACH	10/11/23	CHANCE M. CHATAGNIER	1,988.61
ACH	10/11/23	DANIEL J. DIAZ	1,976.09
ACH	10/11/23	ROBERT A. MANN	1,076.60
ACH	10/11/23	KELTON C. HUTSELL	1,396.48
ACH	10/11/23	SHELBY T. GOFF	590.80
ACH	10/11/23	RICHARD C. BODIN JR	1,980.87
ACH	10/11/23	JOSHUA G. TAYLOR	521.35
ACH	10/11/23	BECKY M. BUFFINGTON	1,288.23
ACH	10/11/23	RICHARD E. LAND II	181.17
ACH	10/11/23	CHRISTOPHER N. HARVEY	750.11
ACH	10/11/23	CODY W. CAPLES	596.98
ACH	10/11/23	CODY R. SMALL	195.32

ACH	10/11/23	ETHAN N. RIESS	322.40
ACH	10/11/23	HUNTER J. HANRATTY	149.48
ACH	10/11/23	JACOB B. BILBO	103.63
ACH	10/11/23	JESSICA L. GARZA	153.69
ACH	10/11/23	JEREMY R. COBB	349.08
ACH	10/11/23	SEAN E. GRAY	527.65
ACH	10/11/23	TERRY A. VEITCH	868.67
ACH	10/11/23	TYLER D. ROBERTS	619.07
ACH	10/11/23	EFTPS - ONLINE	5,593.32
5804	10/12/23	TX CHILD SUPPORT SDU	300.00
5805	10/23/23	KAREN FISHER, TAX A/C	15.00
ACH	10/25/23	Capital One	298.87
ACH	10/25/23	ENTERGY	30.23
ACH	10/25/23	HEALTH CARE SERVICE CORP	3,133.68
ACH	10/25/23	ENTERGY	908.08
ACH	10/25/23	ENTERGY	355.87
5806	10/25/23	BOUNDTREE MEDICAL LLC	491.68
5807	10/25/23	HP5	2,040.00
5808	10/25/23	CASCO INDUSTRIES INC	5,443.50
5809	10/25/23	U-RENTALL INC	16.75
5810	10/25/23	CC CREATIONS	774.12
5811	10/25/23	CUNNINGHAM CUSTOM REMODELS	2,681.62
5812	10/25/23	BRIDGE CITY CHAMBER OF COMMERCE	75.00
5813	10/25/23	ORANGE OILFIELD SUPPLY	262.57
5814	10/25/23	CANON SOLUTIONS AMERICA	53.25
5815	10/25/23	ROBERTS FORD	2,170.99
5816	10/25/23	CIMRON CAMPBELL	416.67
5817	10/25/23	CLARK CHEMICALS, INC.	148.95
ACH	10/25/23	WESLEY ARNOLD	750.00
ACH	10/25/23	ALISSA R. ARMSTRONG	1,433.14
ACH	10/25/23	BECKY M. BUFFINGTON	1,445.16
ACH	10/25/23	CHANCE M. CHATAGNIER	1,786.81
ACH	10/25/23	DANIEL J. DIAZ	1,693.18
ACH	10/25/23	KELTON C. HUTSELL	1,138.30
ACH	10/25/23	ROBERT A. MANN	1,076.60
ACH	10/25/23	SHELBY T. GOFF	1,325.70
ACH	10/25/23	NATALIE D. DAVIS	166.23
ACH	10/25/23	KAITLIN D. THIERHEIMER	152.38
ACH	10/25/23	RICHARD C. BODIN JR	1,980.87
ACH	10/25/23	JOSHUA G. TAYLOR	821.35
ACH	10/25/23	RICHARD E. LAND II	587.63
ACH	10/25/23	CHRISTOPHER N. HARVEY	644.84
ACH	10/25/23	CODY W. CAPLES	596.98
ACH	10/25/23	CODY R. SMALL	398.96
ACH	10/25/23	ETHAN N. RIESS	322.40
ACH	10/25/23	JOSHUA P. RESWEBER	214.95
ACH	10/25/23	JACOB B. BILBO	647.33
ACH	10/25/23	JESSICA L. GARZA	756.28
ACH	10/25/23	JEREMY R. COBB	764.77
ACH	10/25/23	SEAN E. GRAY	419.60
ACH	10/25/23	TERRY A. VEITCH	307.40
ACH	10/25/23	TYLER D. ROBERTS	328.17
ACH	10/25/23	EFTPS - ONLINE	5,714.50
5818	10/31/23	KAREN FISHER, TAX A/C	7.50
5819	10/31/23	BECKY BUFFINGTON	255.58

Total Expenses: ..... -125857.29  
Balance as of 10/31/2023. .... \$941.60



**MINUTES OF THE REGULAR SESSION OF  
ORANGE COUNTY EMERGENCY SERVICES DISTRICT #2  
DECEMBER 19, 2023**

1. CALL TO ORDER – The regularly scheduled meeting of the Orange County Emergency Services District #2 was called to order at 6:00 p.m.
2. ESTABLISHMENT OF QUORUM – Quorum present, Commissioners Arnold, Childers and Landry.
3. PUBLIC COMMENTS – The following guests were in attendance: Chief Bodin; Brennan Dobbs; and Becky M. Buffington, District Administrator.

No members of the public were in attendance or desired to give any comment on any agenda items.

4. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S) – The minutes from the November 13, 2023, regular session were presented. Motion made by Commissioner Landry, seconded by Commissioner Arnold, to accept the minutes.

All voted AYE. Motion carried.

5. PRESENTATION AND APPROVAL OF DISTRICT ADMINISTRATOR'S FINANCIAL REPORT – The financial report for November 2023 was presented. A copy was provided to each Commissioner (copy attached). After review, motion made by Commissioner Arnold, seconded by Commissioner Landry, to accept the report and approve payment of all bills and expenditures as set out therein.

All voted AYE. Motion carried.

6. NEW BUSINESS

A. Discussion and possible action regarding renewal of professional service contracts (CPA, Auditor, Attorney) – Ms. Buffington presented the proposals and stated that there was no change in the pricing from prior years. After review, motion made by Commissioner Arnold, seconded by Commissioner Landry to accept the proposals and renew the contracts.

All voted AYE. Motion carried.

B. Discussion and possible action regarding yearly renewal of investment policy/strategies – Ms. Buffington stated this was a yearly requirement, no changes were made during the year. Motion made by Commissioner Landry, seconded by Commissioner Arnold, to renew the investment policy/strategies.

All voted AYE. Motion carried.

C. Discussion and possible action regarding granting District Administrator authority to make line item adjustments to 2023 budget and take other actions necessary to closeout 2023 at year end – Again, Ms. Buffington stated this was something done every year and was more for the auditor’s purposes than anything else. Motion made by Commissioner Arnold, seconded by Commissioner Landry to grant District Administrator authority to make line item adjustments to 2023 budget and take other actions necessary to closeout 2023 at year end.

All voted AYE. Motion carried.

D. Discussion and possible action regarding authorizing “13<sup>th</sup> check” for firefighter pension – Once again, Ms. Buffington stated this was something done at the end of each year and had been happening for several years now. It simply grants the retired volunteers a 13<sup>th</sup> check from the pension. Motion made by Commissioner Landry, seconded by Commissioner Arnold, to authorize the 14<sup>th</sup> check for firefighter pension.

All voted AYE. Motion carried.

7. COMMUNICATIONS FROM CHIEF, DISTRICT ADMINISTRATOR, ETC. – Chief Bodin stated Brush 9 being repaired and expected to be in service next week. Auto pulse ordered using money from Fire House Subs grant. New dispatch console probably installed in January/February.
8. ADJOURNMENT – There being no further business, the meeting was adjourned at 6:07 p.m.

Prepared by:



Becky M. Buffington  
District Administrator

## CASH FLOW REPORT

### October 31 - November 30, 2023

#### TexasClass Investment

Balance as of 10/31/2022 . . . . . \$1919252.36  
 Income: interest +8830.94  
 Balance as of 11/30/2023 . . . . . \$1928083.30

#### TexPool Investment

Balance as of 10/31/2022 . . . . . \$356520.31  
 Income: interest +1574.27  
 Expense: N/A  
 Balance as of 11/30/2023 . . . . . \$358094.58

#### Petty Cash

Balance as of 10/31/2022 . . . . . \$960.72  
 Income: station rental; shirt reimbursements +170.00  
 Expenses: truck inspections -7.00  
 Balance as of 11/30/2023 . . . . . \$1123.72

#### Wellspring CU Savings

No Income or Expenses (non-interest bearing) - Current Balance . . . . . \$20.00

#### Wellspring CU Money Management (interest rate 0.85%)

Balance as of 10/31/2022 . . . . . \$25658.64  
 Income: interest +13.76  
 Expenses: xfer to Wellspring checking -10000.00  
 Balance as of 11/30/2023 . . . . . \$15672.40

#### Wellspring CU Checking (non-interest bearing)

Balance as of 10/31/2022 . . . . . \$1365.20  
 Income: xfer from Wellspring M/M +10000.00  
 Expenses:

Check #	Date	Payee	Amount
5140	11/8/23	GUY GEUDER	277.58
5141	11/8/23	AARON BLAND	277.58
5142	11/8/23	MARLEE WOODRUFF	277.58
5143	11/8/23	NATALIE DAVIS - voided	-0-
5144	11/10/23	ED'S TOTAL PERFORMANCE	186.00
5145	11/10/23	ED'S TOTAL PERFORMANCE	161.05
5146	11/21/23	NORTH SHORE STEEL	9,515.00

Total Expenses -10694.79  
 Balance as of 11/30/2023 . . . . . \$670.41

**1<sup>st</sup> Financial Special Projects (interest rate 0.25%)**

Balance as of 10/31/2022	\$4915.01
Income: interest	+1.01
Expenses:	N/A
Balance as of 11/30/2023	\$4916.02

**1<sup>st</sup> Financial Reserve (interest rate 0.10%)**

Balance as of 10/31/2022	\$266717.51
Income: interest	+18.50
Expenses: xfer to 1 <sup>st</sup> Fin. Gen. Op.	-67000.00
Balance as of 11/30/2023	\$199736.01

**1<sup>st</sup> Financial Bank Holding (interest rate 0.10%)**

Balance as of 10/31/2022	\$19257.01									
Income:										
<table border="1"> <thead> <tr> <th>Date</th> <th>Line Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>11/29/23</td> <td>TAX A/C</td> <td>4877.03</td> </tr> <tr> <td>11/30/23</td> <td>1<sup>st</sup> Fin (interest)</td> <td>1.59</td> </tr> </tbody> </table>		Date	Line Description	Amount	11/29/23	TAX A/C	4877.03	11/30/23	1 <sup>st</sup> Fin (interest)	1.59
Date	Line Description	Amount								
11/29/23	TAX A/C	4877.03								
11/30/23	1 <sup>st</sup> Fin (interest)	1.59								
Total Income:	+4878.62									
Expenses: xfer to 1 <sup>st</sup> Fin. Gen. Op.	-4500.00									
Balance as of 11/30/2023	\$19635.63									

**1<sup>st</sup> Financial General Operating (interest rate 0.10%)**

Balance as of 10/31/2022	\$941.60																								
Income:																									
<table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>11/7/23</td> <td>JCESD1</td> <td>5,350.00</td> </tr> <tr> <td>11/8/23</td> <td>1ST FIN - RESERVE</td> <td>46,000.00</td> </tr> <tr> <td>11/16/23</td> <td>FIREHOUSE SUBS (grant)</td> <td>22,043.80</td> </tr> <tr> <td>11/22/23</td> <td>1ST FIN - RESERVE</td> <td>21,000.00</td> </tr> <tr> <td>11/30/23</td> <td>GEICO (HCP claim)</td> <td>480.00</td> </tr> <tr> <td>11/30/23</td> <td>1ST FIN - PRIM HOLD</td> <td>4,500.00</td> </tr> <tr> <td>11/30/23</td> <td>FIRST FINANCIAL BANK (interest)</td> <td>1.84</td> </tr> </tbody> </table>		Date	Description	Amount	11/7/23	JCESD1	5,350.00	11/8/23	1ST FIN - RESERVE	46,000.00	11/16/23	FIREHOUSE SUBS (grant)	22,043.80	11/22/23	1ST FIN - RESERVE	21,000.00	11/30/23	GEICO (HCP claim)	480.00	11/30/23	1ST FIN - PRIM HOLD	4,500.00	11/30/23	FIRST FINANCIAL BANK (interest)	1.84
Date	Description	Amount																							
11/7/23	JCESD1	5,350.00																							
11/8/23	1ST FIN - RESERVE	46,000.00																							
11/16/23	FIREHOUSE SUBS (grant)	22,043.80																							
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11/30/23	1ST FIN - PRIM HOLD	4,500.00																							
11/30/23	FIRST FINANCIAL BANK (interest)	1.84																							
Total Income:	+99375.64																								
Expenses:																									

Check #	Date	Payee	Amount
6500	11/8/23	CITY OF BRIDGE CITY	1.00
6500V	11/8/23	CITY OF BRIDGE CITY	-1.00
ACH	11/8/23	CENTERPOINT ENERGY	50.69
ACH	11/8/23	O'REILLY AUTO PARTS	133.48
5820	11/8/23	ED'S TOTAL PERFORMANCE	7,726.51
5821	11/8/23	ORANGEFIELD WATER SUPPLY CORP.	69.35
5822	11/8/23	CITY OF BRIDGE CITY	78.90
5823	11/8/23	TEXAS SOUTHERN PLUMBING, LLC	575.00
ACH	11/8/23	WEX BANK	2,937.66
ACH	11/8/23	CANON FINANCIAL SERVICES, INC	166.00
5824	11/8/23	CUNNINGHAM CUSTOM REMODELS LLC	1,423.62
5825	11/8/23	CITIBANK	432.12
ACH	11/8/23	CITIBUSINESS CARD	7,730.33
ACH	11/8/23	TCDRS	5,944.65
ACH	11/8/23	ALISSA R. ARMSTRONG	1,754.75

ACH	10/11/23	ETHAN N. RIESS	322.40
ACH	10/11/23	HUNTER J. HANRATTY	149.48
ACH	10/11/23	JACOB B. BILBO	103.63
ACH	10/11/23	JESSICA L. GARZA	153.69
ACH	10/11/23	JEREMY R. COBB	349.08
ACH	10/11/23	SEAN E. GRAY	527.65
ACH	10/11/23	TERRY A. VEITCH	868.67
ACH	10/11/23	TYLER D. ROBERTS	619.07
ACH	10/11/23	EFTPS - ONLINE	5,593.32
5804	10/12/23	TX CHILD SUPPORT SDU	300.00
5805	10/23/23	KAREN FISHER, TAX A/C	15.00
ACH	10/25/23	Capital One	298.87
ACH	10/25/23	ENTERGY	30.23
ACH	10/25/23	HEALTH CARE SERVICE CORP	3,133.68
ACH	10/25/23	ENTERGY	908.08
ACH	10/25/23	ENTERGY	355.87
5806	10/25/23	BOUNDTREE MEDICAL LLC	491.68
5807	10/25/23	HP5	2,040.00
5808	10/25/23	CASCO INDUSTRIES INC	5,443.50
5809	10/25/23	U-RENTALL INC	16.75
5810	10/25/23	CC CREATIONS	774.12
5811	10/25/23	CUNNINGHAM CUSTOM REMODELS	2,681.62
5812	10/25/23	BRIDGE CITY CHAMBER OF COMMERCE	75.00
5813	10/25/23	ORANGE OILFIELD SUPPLY	262.57
5814	10/25/23	CANON SOLUTIONS AMERICA	53.25
5815	10/25/23	ROBERTS FORD	2,170.99
5816	10/25/23	CIMRON CAMPBELL	416.67
5817	10/25/23	CLARK CHEMICALS, INC.	148.95
ACH	10/25/23	WESLEY ARNOLD	750.00
ACH	10/25/23	ALISSA R. ARMSTRONG	1,433.14
ACH	10/25/23	BECKY M. BUFFINGTON	1,445.16
ACH	10/25/23	CHANCE M. CHATAGNIER	1,786.81
ACH	10/25/23	DANIEL J. DIAZ	1,693.18
ACH	10/25/23	KELTON C. HUTSELL	1,138.30
ACH	10/25/23	ROBERT A. MANN	1,076.60
ACH	10/25/23	SHELBY T. GOFF	1,325.70
ACH	10/25/23	NATALIE D. DAVIS	166.23
ACH	10/25/23	KAITLIN D. THIERHEIMER	152.38
ACH	10/25/23	RICHARD C. BODIN JR	1,980.87
ACH	10/25/23	JOSHUA G. TAYLOR	821.35
ACH	10/25/23	RICHARD E. LAND II	587.63
ACH	10/25/23	CHRISTOPHER N. HARVEY	644.84
ACH	10/25/23	CODY W. CAPLES	596.98
ACH	10/25/23	CODY R. SMALL	398.96
ACH	10/25/23	ETHAN N. RIESS	322.40
ACH	10/25/23	JOSHUA P. RESWEBER	214.95
ACH	10/25/23	JACOB B. BILBO	647.33
ACH	10/25/23	JESSICA L. GARZA	756.28
ACH	10/25/23	JEREMY R. COBB	764.77
ACH	10/25/23	SEAN E. GRAY	419.60
ACH	10/25/23	TERRY A. VEITCH	307.40
ACH	10/25/23	TYLER D. ROBERTS	328.17
ACH	10/25/23	EFTPS - ONLINE	5,714.50
5818	10/31/23	KAREN FISHER, TAX A/C	7.50
5819	10/31/23	BECKY BUFFINGTON	255.58

Total Expenses: . . . . . -125857.29  
Balance as of 10/31/2023 . . . . . \$941.60