

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE
CHAMBERS COUNTY EMERGENCY SERVICES DISTRICT #1**

A regular meeting of the Board of Commissioners of the Chambers County Emergency Services District No. 1 (“District”) was called at 6:00 p.m. on the 11th day of December 2019, at the Winnie-Stowell Volunteer Fire Department (“WSVFD”) located at 825 State Highway 124, Winnie, Texas 77665 pursuant to notice duly posted according to law.

The roll was called of the Commissioners of the Board, to-wit:

David Murrell	President
Brad Crone	Vice President
Troy Dow	Secretary
Chris Barrow	Treasurer
Kenneth Thibodeaux	Assistant Treasurer

All said Commissioners were present except for Commissioner Barrow. In addition to the above-named Commissioners, also present at the meeting were: Wayne Wilber, District Administrator; Jamie Cormier, Administrative Assistant; and Hubert Oxford, IV-attorney for the District.

President Murrell called the meeting to order at 6:07 p.m. and asked those present to recite the Pledge of Allegiance and Pledge to the State Flag of Texas. Next, he called for public comment. There being no public comment, President Murrell asked the Commissioners to address Agenda Item No. 4, to discuss approval of minutes for December 11, 2019 Regular Meeting. After a review of the minutes, Commissioner Crone made a motion to approve the minutes for December 11, 2019 Regular Meeting subject to changing a word on Page 3 . Commissioner Dow seconded the motion, with the unanimous consent of all Commissioners present.

Next, President Murrell referred the Commissioners to Agenda Item No. 5, to discuss and take action, on the Treasurer’s Report; accounts payable; and amend the budget if necessary. Administrative Assistant Cormier reported that as of December 11, 2019, the District had

\$71,465.08 in its checking account after receiving a deposit of \$41,871.91 from the Comptroller of Public Accounts earlier in the day. Thereafter, Ms. Cormier reviewed the bills to be paid. Combined, the bills to be paid were \$28,800.31. (See **Exhibit “A”**). This month, Mrs. Cormier highlighted the \$3,600.00 invoice from Benckenstein & Oxford, LLP for services rendered outside the retainer. In addition, she stated that the \$2,828.45 in office equipment was for new computers since the old computers were stolen on November 14, 2019. Mr. Wilber then intervened and advised he was going to give a detailed report of the burglary later in the meeting. After the review of the invoices to be paid, Administrator Wilber recommended that the District not transfer any money to the money market account because he anticipated invoices from the repairs to the fire station. If the Commissioners agreed, this would leave \$41,376.22 in the District’s checking account after all bills were paid.

Regarding the District’s savings accounts, the Administrative Assistant informed the Commissioners that as of December 11, 2019 there was \$732,006.05 in the District’s East Chambers money market account. Meanwhile, the balance in the Texas First Bank Money Market Account \$285,139.16. Overall, Ms. Cormier reported that following the receipt of all deposits and if the Commissioners approved the invoices payable the District’s total cash assets was expected to be \$1,058,521.43. (See **Exhibit “A”**).

The Commissioners thanked the staff for the report and presentation of the District’s financials. Subsequently, Commissioner Crone made a motion to approve the Treasurer’s Report; pay the outstanding invoices. (See **Exhibit “A”**). Commissioner Thibodeaux seconded the motion and the motion was approved with the unanimous consent of all Commissioners present.

At the completion of the financial report, President Murrell asked Administrator Wilber to address Agenda Item No. 6, to discuss and take action, if necessary, on damage to the station and Administrator’s office from Tropical Storm Imelda; and repairs to the station/office. First,

Administrator Wilber discussed the burglary of the office building that took place, on November 14, 2019. According to Mr. Wilber, several individuals broke into the office and stole computers, monitors, calculator, coffee pot, surge protector, charging cords and stack of check stubs with invoices paid from previous. Mr. Wilber stated Chambers County Sheriff Office investigated and obtained surveillance video from security cameras, but the license plate of the vehicle driven by the burglars could not be seen. Administrator reported that the claim was submitted to VFIS but since the District's deductible was \$5,000.00, there was no claim filed since the value of the property was less than the deductible. Since the break-in, the District installed an alarm system from Vector Security. Prior to the installation, Administrator Wilber obtained approval from Commissioners Murrell and Crone. (See **Exhibit "B"** for Quotes and Vector contract). Lastly, Technology Solutions installed new computers on December 2, 2019 and a copy of the invoices was included in the financial report.

After the discussion of the burglary, Mr. Wilber also informed the Commissioners that while removing the cabinets in the station's kitchen, the contractor discovered that there was mold and termite damage to the cabinets. As a result, the cabinets could not be salvaged, and the change order was for remediation of the mold and termite plus the construction and installation of new cabinets. The total change order, according to Mr. Wilber was \$5,975.00. (See **Exhibit "C"**). The Commissioners agreed with the requested change order and thereafter, Commissioner Crone made a motion to approve the change order set forth in **Exhibit "C"**. This motion was seconded by Commissioner Dow and unanimously approved with the exception of President Murrell, who abstained.

Turning to Agenda Item No. 7, to discuss and take action, if necessary, on purchasing fire or EMS equipment and/or supplies as well as any proposed repairs, maintenance and/or testing President Murrell asked Administrator Wilber if he had anything to discuss. Mr. Wilber responded

that he would address this agenda item during the Manager’s Report and stated that no action needed to be taken.

Thereafter, President Murrell asked Administrator Wilber to address Agenda Item No. 8, to discuss and take action, if needed, on obtaining Federal and State grants. Mr. Wilber stated that he had nothing to discuss for this agenda item and that no action needed to be taken.

Subsequently, the Commissioners were asked to discuss and take action on Agenda Item No. 9, to discuss and take action, if necessary, to hire website design firm to construct and maintain a website for the District. Administrator Wilber presented the Board with three proposals by Website Design Project, Technology Solutions, and Lisa Rae Photo & Web Services. (See **Exhibit “D”**). A summary of the proposals is in the chart below:

Proposal	Services Proposed	Amount
6 Thirty Creative Designs	Design website; hosting and CMS set up; upload content; purchase domain and connection; mobile optimization; and user experience optimization for ease of use.	\$675.00 and \$216.00 annual fee or \$16.00 per month.
Technology Solutions	Design website; launch site, create a mirror website; secure hosting the site, migrate domain; DNS Registration and hosting services; and maintain and update the site as needed.	\$725.00 and \$420 annual fee or \$35.00 per month.
Lisa Rae Photo & Web Services	Design website; host website; get SSL Certification Installation; and register domain.	\$2,425.00 and \$300 per year.

After a review of the proposals, Administrator Wilber advised that he had reviewed websites created by all three companies and each company appeared to have the skills necessary to perform the job. The Commissioners then discussed the various proposals and it was agreed that the lowest bid was 6 Thirty Creative Designs. Therefore, using the lowest bid, Commissioner Dow made a motion to hire 6 Thirty Creative Designs to build and maintain the District’s website.

This motion was seconded by Director Thibodeaux and unanimously approved by all the Commissioners present.

Next, President Murrell asked for the Board to discuss Agenda Item No. 10, to review, discuss and take action, if necessary, on authorizing staff and General Counsel to: a) prepare and file end of the year report with the State; b) submit letter to the County Commissioners requesting the appointment of Commissioners for Place 2 and Place 4; and c) post notice of address. Attorney Oxford presented the draft letter to the County Commissioners as well as the notice and asked for the Commissioner to review. (*See Exhibits “E” and “F”*). The Board reviewed both documents and asked Attorney Oxford to change the place and the term expiration date for Commissioners Barrow and Thibodeaux so that Commissioner Thibodeaux was Place 4 with a term ending December 31, 2019 and Commissioner Barrow to Place 5, whose term expires December 31, 2020. At the end of the discussion, a motion was made by Commissioner Crone to authorize Attorney Oxford to file the annual report; submit the notice of address to the local newspapers; and mail the letter to the County Commissioners regarding re-appointment subject to the changes discussed. This motion was seconded by Director Thibodeaux and unanimously approved by all the Commissioners present.

Turning to the last agenda item to be discussed, Agenda Item No. 11, to discuss and take action, if necessary, a re-adopting the District’s Investment Policy, President Murrell called on Attorney Oxford to discuss. Attorney Oxford presented the District Investment Policy for 2020 and explained to the Board that nothing changed from the previous year, but the policy needed to be adopted annually according to Section 2256.005(e) of the Texas Government Code. (*See Exhibit “G”*). As such, Commissioner Crone made a motion to re-adopt the Resolution Adopting Investment Policy, Strategies, Guidelines and Management Practices for Chambers County Emergency Services District No. 1 and to authorize its signature by the President, Secretary, and

Investment Officers. This motion was seconded by Commissioner Thibodeaux and unanimously approved by all the Commissioners present.

President Murrell then called on Administrator Wilber to give the Manager's Report. Mr. Wilber responded that he had nothing left to report but he wanted to remind the Commissioners that SAFE-D conference was coming up on February 20-22, 2020 at Moody Gardens in Galveston and he needed to find out who was going to attend. (See **Exhibit "H"**). Several Commissioners discussed going but agreed to give Mr. Wilber a firm commitment before the next regularly scheduled meeting.

At the competition of the Administrator's report and in light of Chief Potier's absence, Mr. Wilber also presented the Chief's report for November 2019. (See **Exhibit "I"**). In November 2019, Mr. Wilber informed the Commissioners, the paid firefighters and volunteers responded to thirty-six (36) calls. Of these calls, the bulk of the them were for: medical/first responder-nineteen (19); investigation/gas leak/power line-six (6); and motor vehicle accidents-four (4). In addition, the Department and District responded to two (2) structure fires and two (2) grass/marsh fires. Furthermore, the Administrator reported that from January 2019 to October 2019, the volunteers and paid firefighters have participated in an equal amount of calls (i.e., 418 for the volunteers and 412 for the paid firefighters).

There being no further business, President Murrell informed the Commissioners that the next meeting would take place on January 8, 2020 at 6:00 p.m. He then called for a motion to adjourn the meeting at 6:46 p.m. Commissioner Crone then made motion to adjourn. This motion was seconded by Commissioner Dow with the unanimous consent of all the Commissioners present.

David Murrell, President
Date: _____

Treasurers Report

FINANCIAL REPORT

Beginning Bank Balance		12/1/2019	\$30,667.17
Credits/Transfers			
	12/13/2019	Comptroller	41,871.91
Total Credits			\$41,871.91
			\$72,539.08
Debits			
3417	Davis, Ehren	ESD Contracted Services	304.00
3421	Hatcher, Justin	ESD Contracted Services	320.00
3419	Emergency Training Enterprises	Scheduling Coordinator	450.00
3439	Wayne Wilber	Administrator	2,912.39
3438	Jamie Cormier	Administrative Assistant	2,017.73
3440	Barner, Kaleb	ESD Contracted Services	306.67
3441	Behnken, Matthew	ESD Contracted Services	470.67
3447	Franklin, Darrell	ESD Contracted Services	280.00
3451	Hatcher, Justin	ESD Contracted Services	160.00
3453	Hollaway, Greg	ESD Contracted Services	776.00
3455	Lara, Ura	ESD Contracted Services	304.00
3456	Luke, Gabe	ESD Contracted Services	454.93
3457	Matthews, Aaron	ESD Contracted Services	800.00
3460	Russell, Ty	ESD Contracted Services	922.67
3442	Benckensteir & Oxford, L.L.P.	Professional Fees: Legal	3,600.00
3443	CenterPoint Energy	Utilities - Natural Gas	42.58
3444	Emergency Training Enterprises	Scheduling Coordinator	450.00
3445	Entergy	Utilities:Electric	355.16
3446	Farm & Home	Building Maintenance	16.47
3448	Garry Bratton	Building Maintenance	120.00
3449	Gulfoast Automotive	Repairs & Service A21/U21	278.96
3450	Gulfway Lumber	Building Maintenance	9.29
3452	Heinz, Joshua	Professional Fees: Retainer	350.00
3454	ISI Commercial Refrigeration, LLC	Building Maintenance	291.35
3458	Midtex Oil	Fuel	1,595.32
3459	Oxford IV, Hubert	Professional Fees: Retainer	350.00
3461	Stratton's	Repairs & Service A21	122.00
3462	Technology Solutions of Texas	Office Supplies	2,828.45
3463	Time Warner Cable	Cable/Internet/Telephone	330.08
3464	Vector Security	Building Maintenance	310.00
3472	VFIS	ESD Commercial Insurance	120.00
3465	VFIS	WSVFD Fleet Insurance/Commercial	4,487.00
3466	Visa	Credit Card: Wilber	701.19
3467	Wave Solutions	Security System Monitor Replacement	139.00
3468	Wilber, Brenda	Professional Fees: Accounting	210.00
3469	Wilber, Wayne	Cell Phone	100.00
3470	Winnie Dodge	Repairs & Service A21	14.00
3471	WSVFD	Contracted Services:Payroll	2,078.60
		Contracted Services:Accounting	50.00
		Contracted Services:Taxes	445.80
			\$2,574.40
	----- EFTPS	EFTPS	1,288.55
	3473 Winnie Dryer	Building Maintenance	11,150.00
Total Debits			\$42,312.86
			\$30,226.22
Fees			
	12.31/2019	Maintenance Fee	\$15.00
Ending Bank Statement Balance			\$30,211.22
Checks Pending			
Total Pending			\$0.00
Total Check Register		12/31/2019	\$30,211.22

FINANCIAL REPORT

Bank Balance	12/31/2019		\$30,211.22
Deposits made Not on Bank Statement			
1/8/2020	Comptroller	39,439.28	
			\$39,439.28
		1/8/2020	\$69,650.50
Bills Owed			
3475	Wayne Wilber	Administrator	2,915.55
3474	Jamie Cormier	Administrative Assistant	2,134.12
3476	Barner, Kaleb	ESD Contracted Services	311.20
3477	Behnken, Matthew	ESD Contracted Services	480.00
3481	Franklin, Darrell	ESD Contracted Services	480.00
3482	Hatcher, Justin	ESD Contracted Services	270.67
3484	Hollaway, Greg	ESD Contracted Services	852.00
3485	Lara, Ura	ESD Contracted Services	296.00
3486	Lee, Brandon	ESD Contracted Services	853.33
3487	Luke, Gabe	ESD Contracted Services	705.87
3488	Matthews, Aaron	ESD Contracted Services	160.00
3491	Peterson, Sean	ESD Contracted Services	124.00
3492	Russell, Ty	ESD Contracted Services	592.00
3478	CenterPoint Energy	Utilities - Natural Gas	40.76
3479	Emergency Training Enterprises	Scheduling Coordinator	450.00
3500	Entergy	Utilities:Electric	368.54
3480	Farm & Home	Building Maintenance	57.69
3483	Heinz, Joshua	Professional Fees: Retainer	350.00
3489	MES	Equipment Repair	205.00
3490	Oxford IV, Hubert	Professional Fees: Retainer	350.00
3493	Seabreeze Beacon	Public Notice	20.00
3494	Time Warner Cable	Cable/Internet/Telephone	330.08
3495	VFIS	Insurance ESD Bond	400.00
3496	Visa	Credit Card: Wilber	2,191.96
3497	Waste Management	Waste Management	62.64
3498	Wilber, Wayne	Cell Phone	100.00
3499	WSVFD	Contracted Services:Payroll	1,794.70
		Contracted Services:Accounting	50.00
		Contracted Services:Taxes	390.60
			\$2,235.30
Total Bills	1/8/2020	Total Bills Owed	\$17,336.71
	1/8/2020	Remaining funds in Checking Account	\$52,313.79
	1/10/2020	EFTPS	-1,324.56
	1/10/2020	Funds remaining in ECCB Checking	\$50,989.23

FINANCIAL REPORT

East Chambers Money Market	
12/11/2019 Beginning Balance	\$732,006.05
12/17/2019 Interest Earned (.75%)	\$421.15
1/8/2020 Currently in East Chambers Money Market	\$732,427.20

Texas First Bank Money Market	
12/1/2019 Beginning Balance	\$285,139.16
12/31/2019 Interest Earned (.65%)	\$157.41
1/8/2020 Currently in Texas First Bank Money Market	\$285,296.57

Current Cash Assets	
1/8/2020 Checking	\$30,211.22
1/8/2020 East Chambers Money Market	\$732,427.20
1/8/2020 Texas First Bank Money Market	\$285,296.57
1/8/2020 Texas Comptroller	\$39,439.28
1/8/2020 Bills Owed	-\$17,336.71
1/10/2020 EFTPS	-\$1,324.56
1/10/2020 Total Cash Assets	\$1,068,713.00

Loans		
	Payoff Year	Annual Payment
Engine 21/Tanker 21 Loan	2021	\$82,958.88
Super Pumper/Tanker Loan	2028	\$68,850.31
		\$151,809.19

TO THE BEST OF MY KNOWLEDGE, THESE FIGURES ARE CORRECT AND IN COMPLIANCE WITH THE DISTRICT'S INVESTMENT POLICY.

David Murrell, President

Date

Chris Barrow, Treasurer

Date

Results

Chambers Co ESD 1
Authority Code: 5036543

Select a month ▼

Allocation Period: Jan 2020	
Total Period Collections::	40,196.00
Prior Period Collections:	1,314.97
Current Period Collections:	39,122.65
Future Period Collections:	49.90
Audit Collections:	-488.02
Unidentified:	2.99
Single Local Rate Collections:	193.51
Service Fee:	803.92
Current Retained:	787.84
Prior Retained:	835.04
Net Payment	39,439.28

11 CHAMBERS CO ESD #1
Aged Payables
As of Jan 7, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor Contact Telephone 1	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
Barner, Kaleb Kaleb Barner	202001	311.20				311.20
Barner, Kaleb Kaleb Barner		311.20				311.20
Behnken, Matthew Matthew Behnken	202001	480.00				480.00
Behnken, Matthew Matthew Behnken		480.00				480.00
CenterPoint CenterPoint Energy	202001	40.76				40.76
CenterPoint CenterPoint Energy		40.76				40.76
Emergency Training Emergency Training Ente Brandon Lee	202001	450.00				450.00
Emergency Training Emergency Training Ent		450.00				450.00
Entergy Entergy	410002440205	368.54				368.54
Entergy Entergy		368.54				368.54
FARM & HOME FARM & HOME 409-296-2561	202001	57.69				57.69
FARM & HOME FARM & HOME		57.69				57.69

11 CHAMBERS CO ESD #1

Aged Payables
As of Jan 7, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor Contact Telephone 1	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
Franklin, Darrell Darrell Franklin	202001	480.00				480.00
Franklin, Darrell Darrell Franklin		480.00				480.00
Hatcher, Justin Hatcher, Justin	202001	270.67				270.67
Hatcher, Justin Hatcher, Justin		270.67				270.67
HEINZ JOSHUA JOSHUA HEINZ 409-833-9182	202001	350.00				350.00
HEINZ JOSHUA JOSHUA HEINZ		350.00				350.00
Hollaway, Greg Greg Hollaway	202001	852.00				852.00
Hollaway, Greg Greg Hollaway		852.00				852.00
Lara, Ura Ura Lara	202001	296.00				296.00
Lara, Ura Ura Lara		296.00				296.00
Lee, Brandon Brandon Lee	202001	853.33				853.33

11 CHAMBERS CO ESD #1

Aged Payables
As of Jan 7, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor Contact Telephone 1	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
Lee, Brandon Brandon Lee		853.33				853.33
Luke, Gabe Luke, Gabe	202001	705.87				705.87
Luke, Gabe Luke, Gabe		705.87				705.87
Matthews, Aaron Matthews, Aaron	202001	160.00				160.00
Matthews, Aaron Matthews, Aaron		160.00				160.00
MES Municipal Emergency Ser 800-784-0404	202001	205.00				205.00
MES Municipal Emergency S		205.00				205.00
OXFORD HUBURT HUBERT OXFORD 409-951-4721	202001	350.00				350.00
OXFORD HUBURT HUBERT OXFORD		350.00				350.00
Peterson, Sean Peterson, Sean	202001	124.00				124.00
Peterson, Sean Peterson, Sean		124.00				124.00

11 CHAMBERS CO ESD #1

Aged Payables As of Jan 7, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor Contact Telephone 1	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
Russell, Ty Russell, Ty	202001	592.00				592.00
Russell, Ty Russell, Ty		592.00				592.00
Seabreeze Beacon Seabreeze Beacon Gloria Roemer	202001	20.00				20.00
Seabreeze Beacon Seabreeze Beacon		20.00				20.00
Time Warner Cable Time Warner Cable	202001	330.08				330.08
Time Warner Cable Time Warner Cable		330.08				330.08
VFIS VFIS 512-448-9928	51686	400.00				400.00
VFIS VFIS		400.00				400.00
Visa Visa	202001	2,191.96				2,191.96
Visa Visa		2,191.96				2,191.96
WASTE MANAGMENT WASTE MANAGEMENT 409-239-2775	5589137-2155-	62.64				62.64
WASTE MANAGMENT		62.64				62.64

11 CHAMBERS CO ESD #1
Aged Payables
As of Jan 7, 2020

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Vendor ID Vendor Contact Telephone 1	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
WASTE MANAGEMENT						
Wilber, Wayne Wayne Wilber	202001	100.00				100.00
Wilber, Wayne Wayne Wilber		100.00				100.00
WSVFD WS VFD 409296-4133	202001	2,235.30				2,235.30
WSVFD WS VFD		2,235.30				2,235.30
Report Total		12,287.04				12,287.04

11 CHAMBERS CO ESD #1
Account Reconciliation
As of Dec 31, 2019
1010 - CHECKING

Bank Statement Date: December 31, 2019

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance	24,663.05
Add: Cash Receipts	41,871.91
Less: Cash Disbursements	(36,308.74)
Add (Less) Other	<u>(15.00)</u>
Ending GL Balance	<u>30,211.22</u>
Ending Bank Balance	30,211.22
Add back deposits in transit	<u> </u>
Total deposits in transit	
(Less) outstanding checks	<u> </u>
Total outstanding checks	
Add (Less) Other	<u> </u>
Total other	
Unreconciled difference	<u>0.00</u>
Ending GL Balance	<u><u>30,211.22</u></u>

11 CHAMBERS CO ESD #1
Account Register
For the Period From Dec 1, 2019 to Dec 31, 2019
1010 - CHECKING

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Beginning Balance			24,663.05
12/6/19	3436V	Withdraw	Jamie Cormier		-2,017.73	26,680.78
12/6/19	3437V	Withdraw	WAYNE L. WILBER		-2,912.39	29,593.17
12/11/19		Deposit	COMPTROLLER OF PU	41,871.91		71,465.08
12/11/19	3438	Withdraw	Jamie Cormier		2,017.73	69,447.35
12/11/19	3439	Withdraw	WAYNE L. WILBER		2,912.39	66,534.96
12/11/19	3440	Withdraw	Kaleb Barner		306.67	66,228.29
12/11/19	3441	Withdraw	Matthew Behnken		470.67	65,757.62
12/11/19	3442	Withdraw	BENCKENSTEIN & OXF		3,600.00	62,157.62
12/11/19	3443	Withdraw	CenterPoint Energy		42.58	62,115.04
12/11/19	3444	Withdraw	Emergency Training Ent		450.00	61,665.04
12/11/19	3445	Withdraw	Entergy		355.16	61,309.88
12/11/19	3446	Withdraw	FARM & HOME		16.47	61,293.41
12/11/19	3447	Withdraw	Darrell Franklin		280.00	61,013.41
12/11/19	3448	Withdraw	Garry Bratten		120.00	60,893.41
12/11/19	3449	Withdraw	GULF COAST AUTOMO		278.96	60,614.45
12/11/19	3450	Withdraw	GULFWAY LUMBER		9.29	60,605.16
12/11/19	3451	Withdraw	Hatcher, Justin		160.00	60,445.16
12/11/19	3452	Withdraw	JOSHUA HEINZ		350.00	60,095.16
12/11/19	3453	Withdraw	Greg Hollaway		776.00	59,319.16
12/11/19	3454	Withdraw	ISI Commercial Refrigera		291.35	59,027.81
12/11/19	3455	Withdraw	Ura Lara		304.00	58,723.81
12/11/19	3456	Withdraw	Luke, Gabe		454.93	58,268.88
12/11/19	3457	Withdraw	Matthews, Aaron		800.00	57,468.88
12/11/19	3458	Withdraw	MIDTEX OIL		1,595.32	55,873.56
12/11/19	3459	Withdraw	HUBERT OXFORD		350.00	55,523.56
12/11/19	3460	Withdraw	Russell, Ty		922.67	54,600.89
12/11/19	3461	Withdraw	STRATTONS		122.00	54,478.89
12/11/19	3462	Withdraw	Technology Solutions of		2,828.45	51,650.44
12/11/19	3463	Withdraw	Time Warner Cable		330.08	51,320.36
12/11/19	3464	Withdraw	Vector Security		310.00	51,010.36
12/11/19	3465	Withdraw	VFIS		4,487.00	46,523.36
12/11/19	3466	Withdraw	Visa		701.19	45,822.17
12/11/19	3467	Withdraw	Wave Solutions, LLC		139.00	45,683.17
12/11/19	3468	Withdraw	BRENDA B WILBER		210.00	45,473.17
12/11/19	3469	Withdraw	Wayne Wilber		100.00	45,373.17
12/11/19	3470	Withdraw	Winnie Dodge		14.00	45,359.17
12/11/19	3471	Withdraw	WS VFD		2,574.40	42,784.77
12/11/19	3472	Withdraw	VFIS		120.00	42,664.77
12/13/19	23621222	Withdraw	EFTPS		1,288.55	41,376.22
12/20/19	3473	Withdraw	Winnie Dryer, Inc.		11,150.00	30,226.22
12/31/19	12/31/19	Other	Service Charge		15.00	30,211.22
Total				41,871.91	36,323.74	

11 CHAMBERS CO ESD #1
Account Reconciliation
As of Jan 31, 2020
1011 - CHECKING TEXAS FIRST BANK
Bank Statement Date: January 31, 2020

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance	285,139.16
Add: Cash Receipts	
Less: Cash Disbursements	
Add (Less) Other	157.41
Ending GL Balance	<u>285,296.57</u>
Ending Bank Balance	285,296.57
Add back deposits in transit	_____
Total deposits in transit	
(Less) outstanding checks	_____
Total outstanding checks	
Add (Less) Other	_____
Total other	
Unreconciled difference	<u>0.00</u>
Ending GL Balance	<u><u>285,296.57</u></u>

11 CHAMBERS CO ESD #1
Account Register
For the Period From Jan 1, 2020 to Jan 31, 2020
1011 - CHECKING TEXAS FIRST BANK

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
1/1/20	01/01/20	Other	Beginning Balance			285,139.16
			Interest Income	157.41		285,296.57
			Total	157.41		

11 CHAMBERS CO ESD #1
Account Reconciliation
As of Dec 31, 2019
1020 - MONEY MARKET SAVINGS
Bank Statement Date: December 31, 2019

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance	732,006.05
Add: Cash Receipts	
Less: Cash Disbursements	
Add (Less) Other	421.15
Ending GL Balance	<u>732,427.20</u>
Ending Bank Balance	732,427.20
Add back deposits in transit	_____
Total deposits in transit	
(Less) outstanding checks	_____
Total outstanding checks	
Add (Less) Other	_____
Total other	
Unreconciled difference	<u>0.00</u>
Ending GL Balance	<u><u>732,427.20</u></u>

11 CHAMBERS CO ESD #1
Account Register
For the Period From Dec 1, 2019 to Dec 31, 2019
1020 - MONEY MARKET SAVINGS

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
12/17/19	12/17/19	Other	Beginning Balance			732,006.05
			Interest Income	421.15		732,427.20
			Total	421.15		

11 CHAMBERS CO ESD #1

Balance Sheet
January 31, 2020

ASSETS

Current Assets		
CHECKING	\$	52,313.79
CHECKING TEXAS FIRST BANK		285,296.57
MONEY MARKET SAVINGS		732,427.20
ACCOUNTS RECEIVABLE		(5,924.75)
SALES TAX RECEIVABLE		70,819.07
		<hr/>
Total Current Assets		1,134,931.88
Property and Equipment		
EQUIPMENT		194,424.56
VEHICLES		812,332.20
LEASEHOLD IMPROVEMENTS		8,980.00
Buildings & Improvements		166,000.00
Land		66,000.00
ACCUMULATED DEPRECIATION		(295,423.39)
		<hr/>
Total Property and Equipment		952,313.37
Other Assets		
		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u>2,087,245.25</u>

LIABILITIES AND CAPITAL

Current Liabilities		
ACCOUNTS PAYABLE	\$	5,153.46
DUE TO/FROM WSVFD		(774.55)
PAYROLL TAXES PAYABLE		63,373.09
ACCURED INTEREST		28,062.13
		<hr/>
Total Current Liabilities		95,814.13
Long-Term Liabilities		
NOTE PAYABLE OSH KOSH		476,025.83
		<hr/>
Total Long-Term Liabilities		476,025.83
		<hr/>
Total Liabilities		571,839.96
Capital		
RETAINED EARNINGS		1,340,296.17
NET ASSETS - INVESTED		79,745.51
Net Income		95,363.61
		<hr/>
Total Capital		1,515,405.29
		<hr/>
Total Liabilities & Capital	\$	<u>2,087,245.25</u>

11 CHAMBERS CO ESD #1
Income Statement
Compared with Budget
For the Twelve Months Ending September 30, 2020

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Revenues				
SALES TAX INCOME	\$ 174,254.78	\$ 523,000.00	\$ 174,254.78	\$ 523,000.00
PROPERTY TAX INCOME	15.12	10.00	15.12	10.00
COST SHARE ASSISTANCE	0.00	1,120.00	0.00	1,120.00
OTHER INCOME	109,470.24	0.00	109,470.24	0.00
INTEREST INCOME	1,772.85	4,850.00	1,772.85	4,850.00
DIVIDEND INCOME	0.00	800.00	0.00	800.00
Total Revenues	285,512.99	529,780.00	285,512.99	529,780.00
Cost of Sales				
Total Cost of Sales	0.00	0.00	0.00	0.00
Gross Profit	285,512.99	529,780.00	285,512.99	529,780.00
Expenses				
REPAIRS & SERVICE - BRUSH 21	2,214.92	600.00	2,214.92	600.00
REPAIRS & SERVICE - COMMAND	1,343.30	200.00	1,343.30	200.00
REPAIRS & SERVICE - UTILITY 21	95.99	300.00	95.99	300.00
REPAIRS & SERVICE - ENGINE 21	549.04	7,000.00	549.04	7,000.00
REPAIRS & SERVICE - TANKER 21	2,534.48	4,500.00	2,534.48	4,500.00
REPAIRS & SERVICE - ADMIN21	274.97	200.00	274.97	200.00
REPAIRS & SERVICE - E22 S/P	0.00	3,000.00	0.00	3,000.00
WASTE MANAGEMENT	190.16	1,500.00	190.16	1,500.00
BUILDING MAINTENANCE	13,070.84	5,000.00	13,070.84	5,000.00
DUES - SFFMA	0.00	700.00	0.00	700.00
DUES - WACC	0.00	75.00	0.00	75.00
EQUIPMENT PURCHASES	416.41	25,000.00	416.41	25,000.00
EQUIP - REPAIRS/SERVICE	1,495.50	4,500.00	1,495.50	4,500.00
FLEET - DIESEL TREATMENT	0.00	170.00	0.00	170.00
FLEET - DIESEL	821.09	4,600.00	821.09	4,600.00
FLEET - GASOLINE	768.28	4,500.00	768.28	4,500.00
FLEET - INSURANCE	2,805.00	11,850.00	2,805.00	11,850.00
FLEET - MISC	0.00	115.00	0.00	115.00
LOAN - E21/T21 - INTEREST	9,591.87	9,591.87	9,591.87	9,591.87
EQUIP - FIRE RESCUE SUPPLIES	0.00	1,000.00	0.00	1,000.00
FLEET - CLEANING SUPPLIES	67.97	350.00	67.97	350.00
LOAN - E21/T21 - PRINCIPLE	73,367.01	73,367.01	73,367.01	73,367.01
LOAN - E22 S/P - PRINCIPLE	0.00	53,359.21	0.00	53,359.21
LOAN - E22 S/P - INTEREST	0.00	15,488.96	0.00	15,488.96
INSURANCE - VFD ACCID&SICKNE	0.00	3,000.00	0.00	3,000.00
INSURANCE - VFD COMMERCIAL	1,682.00	5,900.00	1,682.00	5,900.00
INSURANCE - VFD WORKERS COM	605.00	1,100.00	605.00	1,100.00
DINING	0.00	400.00	0.00	400.00
FREIGHT	0.00	500.00	0.00	500.00
OFFICE SUPPLIES	4,710.22	1,000.00	4,710.22	1,000.00
REHAB/REFRESHMENTS	45.14	330.00	45.14	330.00
REPORTING SOFTWARE	0.00	1,770.00	0.00	1,770.00
TRAINING	1,465.00	3,800.00	1,465.00	3,800.00
TRAVEL/LODGING	0.00	1,000.00	0.00	1,000.00
UNIFORMS	0.00	500.00	0.00	500.00
FLEET - ENVIRONMENTAL FEE	5.95	45.00	5.95	45.00
SPECIAL EVENTS	0.00	500.00	0.00	500.00
WSVFD - CONTRACTED SERVICES	8,442.35	33,500.00	8,442.35	33,500.00
ESD - CONTRACTED SERVICES	19,173.08	68,800.00	19,173.08	68,800.00
WSVFD - PAYROLL TAXES	1,901.30	7,000.00	1,901.30	7,000.00
STAFF ADMINISTRATOR	13,332.00	40,000.00	13,332.00	40,000.00
STAFF ADMINISTRATIVE ASSISTA	10,149.00	31,000.00	10,149.00	31,000.00

For Management Purposes Only

11 CHAMBERS CO ESD #1
Income Statement
Compared with Budget
For the Twelve Months Ending September 30, 2020

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
UTILITIES - ELECTRIC	1,400.95	3,600.00	1,400.95	3,600.00
UTILITIES - NATUAL GAS	178.83	525.00	178.83	525.00
UTILITIES - TIME WARNER	1,320.32	3,750.00	1,320.32	3,750.00
UTILITIES - CELL	400.00	1,200.00	400.00	1,200.00
SCHEDULING COORDINATOR	1,800.00	5,400.00	1,800.00	5,400.00
PAYROLL TAX EXPENSE	4,583.93	21,900.00	4,583.93	21,900.00
PROF FEES ACCOUNTING	1,286.95	2,100.00	1,286.95	2,100.00
WSVFD - ACCOUNTING FEES	250.00	1,000.00	250.00	1,000.00
FEES - COMPROLLER	669.46	10,750.00	669.46	10,750.00
BANK FEES	63.57	180.00	63.57	180.00
PROF FEES LEGAL	3,600.00	4,000.00	3,600.00	4,000.00
PROF FEES LEGAL RETAINER	2,600.00	8,400.00	2,600.00	8,400.00
FILING FEES	0.00	50.00	0.00	50.00
PUBLIC NOTICE	20.00	200.00	20.00	200.00
POSTAGE	0.00	110.00	0.00	110.00
PROF FEES AUDIT	0.00	6,750.00	0.00	6,750.00
DUES - SAFE-D	0.00	550.00	0.00	550.00
TECHNOLOGY	337.50	300.00	337.50	300.00
INSURANCE - ESD BOND	400.00	400.00	400.00	400.00
INSURANCE - ESD COMMERCIAL	120.00	6,800.00	120.00	6,800.00
INSURANCE - ESD WORKERS COM	0.00	4,300.00	0.00	4,300.00
SAFETY DEPOSIT BOX	0.00	15.00	0.00	15.00
SCHOLARSHIP	0.00	2,000.00	0.00	2,000.00
	<u>190,149.38</u>	<u>511,392.05</u>	<u>190,149.38</u>	<u>511,392.05</u>
Total Expenses				
Net Income	\$ <u>95,363.61</u>	\$ <u>18,387.95</u>	\$ <u>95,363.61</u>	\$ <u>18,387.95</u>

Tropical Storm Imelda

Equipment or Supply Purchases

Federal and State Grants

Jamie Cormier

From: Wayne Wilber
Sent: Tuesday, January 7, 2020 1:52 PM
To: murrellfarms@windstream.net
Cc: Jamie Cormier; Hubert Oxford IV
Subject: FW: New PDMG - Chambers County Emergency Services District #1 (071-UHJC6-00)

Importance: High

FYI...District still waiting for final \$370.



Wayne Wilber
Administrator
Chambers County ESD No. 1
Office: 409-296-4133
Cell: 409-201-7887
Fax: 409-296-2991

From: Martin, Allen <allen.martin@fema.dhs.gov>
Sent: Tuesday, January 7, 2020 1:41 PM
To: Wayne Wilber <admin@ccesd1.net>; asims@lji.com; Stevens, Mark (CTR) <mark.stevens@associates.fema.dhs.gov>
Cc: Zein.Jivani@cohnreznick.com; Michelle Ellis <Michelle.Ellis@tdem.texas.gov>
Subject: New PDMG - Chambers County Emergency Services District #1 (071-UHJC6-00)
Importance: High

Hello Chambers County Emergency Services District #1,

I would like virtually introduce your new PDMG Mark Stevens (mark.stevens@associates.fema.dhs.gov). Mark has a background in Emergency Management & Telecom Services and has worked on two disasters as a PDMG. Please send any future correspondence to Mark and continue to copy me. Currently, Mark is reviewing Chambers County Emergency Services District #1 projects to get acclimated to where each is and what is required to move each project forward. Mark will soon be in contact with you for documentation requests and to schedule in person meeting to discuss the status of projects. Thank you for your time and assistance. If you have any questions or concerns please feel free to let me know.

Respectfully,

Allen C. Martin
Allen C. Martin, MPA

Supervisory Emergency Management Specialist
Public Assistance - Task Force Leader
DR-4332-TX - Branch II
FEMA Region VI
FEMA R6, 1310 Pennsylvania Ave. Beaumont, TX 77701
Cell: (202) 710-6383
Allen.martin@fema.dhs.gov



Administrator/ Operations Report

ADMINISTRATOR REPORT

JANUARY 8, 2020

APPARTUS & EQUIPMENT

- Brush-21 is experiencing Evaporative Emissions System Exhaust Leak code and being repaired at Gulf Coast Automotive.
- Utility-21 gear shifter was repaired by Gulf Coast Automotive, trouble shifting and starting in Park position.
- E-21 and T-21 are scheduled for annual Preventive Maintenance and pump certification test in January at Siddons-Martin.

ESD

- Reminder SAFE-D conference is February 20-22, 2020 at Moody Gardens in Galveston. Registrations completed for Commissioner and staff.

Winnie-Stowell Volunteer Fire Department Incident Participation by Month

Incident Type	Department	2018		2019												2019 Total	%
		2018 Total	%	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19		
Barner, Kaleb	CCESD1	5	2%		2	1	0	1	1	1	3	2	3	9		23	5%
Beasley, Troy	CCESD1	8	3%													0	0%
Behnken, Matthew	CCESD1	30	10%	10	8	8	2	3	1	9	4	3	4		1	53	12%
Darr, Tret	CCESD1	5	2%			0	0									0	0%
Davis, Ehren	CCESD1	11	4%	1		2	1	2		1	2	2	3			14	3%
Franklin, Darrel	CCESD1	47	15%		2	5	5	2	2	1	3	1		1	5	27	6%
Hatcher, Justin	CCESD1	0	0%							2	1	3	4	1		11	2%
Hollaway, Greg	CCESD1	21	7%	8	3	9		1			3	3	1	6	4	38	8%
Howard, Ryan	CCESD1	5	2%			0										0	0%
Lara, Ura	CCESD1	7	2%			6	3	3	1	1	4		2	4	2	26	6%
Lee, Brandon	CCESD1	12	4%			7			5	2	1	4		4	9	32	7%
Luke, Gabe	CCESD1	0	0%								1				2	3	1%
Matthews, Aaron	CCESD1	0	0%						1	4	10	6	3	4	1	29	6%
Quillen, Jordan	CCESD1	1	0%			0										0	0%
Reed, Stormie	CCESD1	86	28%	10	5	4	3	8	5	7	2					44	10%
Russell, Ty	CCESD1	0	0%		10	6	3	8	7	5	16	1	3	3		62	14%
Wilber, Wayne	CCESD1	69	22%	7	6	12	5	10	4	6	14	10	1	5	15	95	21%
Total	CCESD1	307	100%	36	36	60	22	38	27	39	64	35	24	37	39	457	100%
Beasley, Troy	WSVFD	37	12%	3	4	3	6		1							17	4%
Bertrand, Ty	WSVFD	3	1%	2		2	1									5	1%
Callesto, Daniel	WSVFD	34	11%	20	9	1	3	2	1	4	15	2	3	7		67	16%
Carnahan, Chris	WSVFD	51	17%	7	9	13	8	10	11	7	19	10	10	9	5	118	27%
Credeur, Braeden	WSVFD	2	1%	1	1	2	2			1	3	2		1		13	3%
Credeur, Ryan	WSVFD	15	5%	4	6	6	4		2	3	1					26	6%
Fisher, Brodie	WSVFD	0	0%					1								1	0%
Gamble, Clay	WSVFD	11	4%			0										0	0%
Isaacks, Austin	WSVFD	43	14%			0										0	0%
James, Anthony	WSVFD	16	5%	6	4	3	6	5	2	1	3					30	7%
Moses, Ky	WSVFD	0	0%					2								2	0%
Potier, Brent	WSVFD	1	0%			0					4	8	2	7	4	25	6%
Potier, Ty	WSVFD	48	16%	10	6	11	1	2	1	1	8	20	8	6	9	83	19%
Reed, Ethan	WSVFD	21	7%			0	1									1	0%
Renner, Aaron	WSVFD	26	8%	4	1	2	4	10	2	4	4	1	5	3	1	41	10%
Ruvalcaba, Lucinda	WSVFD	1	0%	1		0					1					2	0%
Total	WSVFD	309	100%	58	40	43	36	32	20	21	58	43	28	33	19	431	100%
Total	CCESD1	307	50%	36	36	60	22	38	27	39	64	35	24	37	39	457	51%
Total	WSVFD	309	50%	58	40	43	36	32	20	21	58	43	28	33	19	431	49%
Total	Combined	616	100%	94	76	103	58	70	47	60	122	78	52	70	58	888	100%

Winnie-Stowell Volunteer Fire Department

Incident Types by Month

Incident Type	## 2018 Total	2019												
		Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	2019 Total
Structure Fires	2	1	2	3	3			3	1	4		2	1	20
Vehicle Fires	1	0	0	0	1	2	1	2	3					9
Grass/Marsh Fires	3	0	2	2	1	1	1		0	1	4	2		14
Trash/Unauthorized Burn	1	0	0	0	1	1			0				2	4
MVA/Jaws Rescue	1	2	7	13	8	6	2	7	9	3	6	4	3	70
Water Rescue/Recovery	0	0	0	0	0				0					0
Spills/Wash Down	0	1	0	0	0	1			0		1			3
Medical/First Responder	24	26	16	19	19	26	20	23	29	22	16	19	17	252
Investigation/Gas Leak/Power Line	0	1	2	0	2	2		1	3	5	1	6	1	24
Alarms (False, Fire, Smoke, Co)	2	1	0	0	3		2	1	1	4	2	3		17
Aircraft Accident	0	0	1	0	0				0					1
Other *	0	0	1	2	1		1		0					5
Mutual Aid	0	0	0	0	0				0					0
Water Rescues	0									90				90
Cancelled/No Response	2	5	0	4	3	2	5	3	4	4	1		2	33
Total	36	37	31	43	42	41	32	40	50	133	31	36	26	542

* Structure Collapse February, 2019

Winnie Stowell Volunteer Fire Department Station Attendant Report per Week/Shift

STATION ATTENDANT	Oct-18		Nov 2018		Dec 2018		Fiscal Year End Totals	
	Total	Gross Pay	Total	Gross Pay	Total	Gross Pay	2018-2019 Year End Totals	2018-2019 Year End Gross Pay
Chris Carnahan	15	\$525.00	15	\$525.00	10	\$350.00	40	\$1,400.00
Daniel Callesto	11	\$385.00	11	\$385.00	7	\$245.00	29	\$1,015.00
Ty Potier	33	\$1,155.00	29	\$1,015.00	32	\$1,120.00	94	\$3,290.00
Aaron Renner	12	\$420.00	12	\$420.00	9	\$315.00	33	\$1,155.00
Total		\$0.00		\$0.00		\$0.00	0	\$0.00

Adjourn