

**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 9th day of May 2018, at the Winnie-Stowell Volunteer Fire Department (“Department” or WSVFD”), located at 825 State Highway 124, Winnie, Texas 77665, pursuant to notice duly posted according to law.

The roll was called of the members 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 less Commissioner Crone. In addition to the above-named Commissioners, also present at the meeting were: Wayne Wilber, District Administrator; Melissa Sanders, Administrative Assistant for District; Hubert Oxford, IV-attorney for the District; Wade Thibodeaux with the Hometown Press.

President Murrell called the meeting to order at 6:02 p.m. and then asked those present to recite the Pledge of Allegiance and Texas Pledge, led by Mr. Wade Thibodeaux. Afterwards, he called for public comment but since there was none, he asked the Board to address Agenda Item No. 4, to discuss approval of minutes for April 11th, 2018 Regular Meeting. The Board reviewed the minutes and then Commissioner Dow made a motion to approve the minutes for April 11th, 2018 Regular Meeting. Commissioner Thibodeaux seconded the motion, with the unanimous consent of all Commissioners present.

Next, President Murrell directed the Commissioners to Agenda Item No. 5, to discuss and take action, on the Treasurers Report; accounts payable; and amend the budget if necessary. Administrative Assistant Sanders reported that as of the meeting, the District had \$31,607.32 in its checking account and anticipated a deposit of sales tax revenue \$45,016.15 on May 11, 2018 by the Comptroller of Public Accounts. As for the monthly expenses, Administrative Assistant Sanders informed the Board that the total for bills owed was \$22,455.87. Included in these invoices was an invoice for two sets of bunker gear totaling \$5,340.25. (See **Exhibit “A”**). According to Ms. Sanders, after the invoices were paid, including the \$1,288.96 EFTPS payment, and the Comptroller’s payment received, the balance the District’s checking account will be \$52,878.64. Therefore, she recommended transferring \$30,000.00 to the District’s money market account after receipt of the sales tax revenue. If this was done, the District’s balance in its checking account would be \$22,878.64.

Regarding the District’s savings accounts, the Assistant Administrator informed the Commissioners that as April 30, 2018, there was \$411,766.04 in the District’s Money Market Account at ECCB Money Market and \$282,390.91 in the Texas First Bank Money Market Account. Overall, Ms. Sanders reported that the District had total cash assets amounting to \$789,467.33. At the end of the presentation, Commissioner Thibodeaux made a motion to approve the Treasurer’s Report and pay the outstanding invoices. See **Exhibit “A”**. Commissioner Dow seconded the motion and the motion was approved with the unanimous consent of all Commissioners present.

The Board was then asked to consider Agenda Item No. 6, 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. Administrator Wilber reported that E-21

was taken out of service on April 18th after a trash fire in Stowell because the Compressed Air Foam System (CAFS) centrifugal pump hose fitting was leading hydraulic fluid from the top of the engine down the pre-connect hoses. Siddons-Martin made the necessary repairs next day and the apparatus was placed back in service the next day. Additionally, Administrator Wilber advised that the TNT Rescue Tools experienced problems, but Stratton's was able to rebuild the carburetors which fixed the problems. Otherwise, no action was taken on this agenda item.

Moving to Agenda Item No. 7, President Murrell called on Administrator Wilber to discuss and take action, if necessary, on improvements to the existing station. According to the Administrator Wilber, no action was necessary, but he did report to the Board that on May 14th, 2018, the County was scheduled to replace the asphalt on the station's driveway.

Turning to Agenda Item 8, President Murrell called on the Board to discuss and take action, if necessary, on accepting the 2016-2017 District Financial Audit or request an extension from the County Commissioner's Court for ninety (90) days. According to staff, the District's auditor was unable to complete the 2016-2017 audit before the meeting and therefore, they advised that the District needed to request an extension by the Chambers County Commissioner's Court to extend the statutory deadline of June 1, 2018 for up to ninety (90) days. In response to questions concerning whether the audit would be completed by the June 2018 meeting, staff stated that they were going to work diligently with the auditor to ensure it was completed by June 13, 2018. A motion was then made by Commissioner Barrow to authorize General Counsel Oxford to write a letter to the Chambers County Commissioner's Court requesting an extension pursuant to Section 775.082(d) of the Texas Health & Safety Code, for an extension. This motion

was seconded by Commissioner Thibodeaux and the motion was approved with the unanimous consent of all Commissioners present.

Following discussion on the 2016-2017 audit, President Murrell called on Administrator Wilber to address Agenda Item No. 9, discuss and take action, if necessary on hiring off duty firefighters to work weekend shifts are not covered by the Department pursuant to the Third Amended Service Agreement entered into by the District on August 9, 2017. Administrator Wilber explained that recently the Department was unable to fill the weekend shift and he was requesting permission from the Board to fill these shifts with off duty firefighters. Per Mr. Wilber, the District was within budget for off duty firefighters and given the upcoming holiday weekends, he felt it was prudent to make sure that the station was properly staffed. The Board concurred, and a motion was made by Commissioner Barrow to authorize the Administrator to request the District's Scheduling Coordinator to fill the weekend shifts with off duty firefighters. This motion was seconded by Dow and the motion was approved with the unanimous consent of all Commissioners present.

Moving to Agenda Item No. 10, the Board was asked to discuss and take action, if necessary on awarding the 2017-2018 District Scholarships subject to the terms and conditions adopted by the Board at the June 14, 2017 Regular Meeting. Staff reported the District did not receive recommendations from the East Chambers High School counselor before the meeting and therefore, they do not have any recommendations for the two District scholarships available to the upcoming graduates. However, there was some discussion about possible candidates and whether the candidates qualified pursuant to the Board's Scholarship policy. In addition, the Board and staff discussed the need to award the scholarship prior to the upcoming East Chambers High School graduation so

that it could be awarded at the graduation. Since the graduation ceremony was going to occur before the next meeting, it was recommended that staff make the appointments in compliance with the District's scholarship policy. Thereafter, a motion was made by Commissioner Thibodeaux to authorize staff to make the appointment for the District Scholarships in accordance with the District's Scholarship policies. This motion was seconded by Commissioner Dow and the motion was approved with the unanimous consent of all Commissioners present.

The last action item to be discussed was Agenda Item No. 11, to discuss and take action, if necessary on adopting an amended purchasing policy for the District. Attorney Oxford and Administrator Wilber explained that they reviewed the District's existing policy and recommended making some minor changes. (*See Exhibit "B"*). In particular, the existing policy referred to the Department's Chief as having authority to make purchases using the District's funds. Instead, they recommended that this be changed to give this authority to the District's Administrator. In addition, the District Administrator asked for a minor change in Section 6, Page 5, that requires three (3) competitive bids for purchase over \$5,000.00, if there were vendors available to give three (3) bids. Mr. Wilber used Siddons Martin as an example of a vendor that the District utilized without the ability to obtain three bids because they provided a unique service to the District. The Board agreed with the changes and a motion was made by Commissioner Barrow to adopt the changes to the purchasing policy set forth in **Exhibit "B"**. This motion was seconded by Commissioner Dow and with the unanimous consent of all Commissioners present.

At the completion of the action items, Administrator Wilber provided the administration and operations report as called for in Agenda Item No. 12. A copy of the

Administrator’s report can be found attached as **Exhibit “C”**. In summary, Mr. Wilber reported that the Department’s LifeShare Blood drive along with an open house to the public was scheduled for May 12th, 2018. At the open house, the Department was going to promote the free smoke detectors. Further, Mr. Wilber reminded the Board that First Responder Appreciation Day was going to be on May 20th from 1:30-2:30 p.m. at Winnie Community Building and the Commissioners invited. Lastly, the Board was notified that the Department planned to send three (3) firefighters to Texas A&M Fire School in July.

After the Administrator’s report, Assistant Administrator Sanders presented the Board with the Station Attendant’s report and the District’s run reports for January, February and April 2018 (*See Exhibits “D-1”, “D-2”, “D-3”, “D-4”*). The March report was presented at the April 11, 2018 Regular meeting. In April 2018, the attendants worked a total of fifty-one (51) shifts totaling of 593 shifts for the year. (*See Exhibit “D-1”*). Year to date, the total spent on station attendants was \$22,070.93. After the station attendant report was presented, Administrator Wilber reviewed the January, February, and April 2018 reports (*See Exhibits “D-2”, “D-3”, “D-4”*). A summary of the reports is as follows:

Month	Number of Calls	Highlights
January 2018	43	In January, the Department responded to fourteen (14) medical assist and six (6) motor vehicle accidents.
February 2018	35	Likewise, in February, the Department responded to fifteen (15) medical assist calls and eleven (11) motor vehicle accidents.
April 2018	23	Most recently, in April, the Department continued to make a significant number of the medical assist calls at eleven (11) but the number of motor vehicle accidents dropped sharply to two (2). Administrator

		Wilber stated that he believed the decreased in accidents was due to the progress of road construction on Interstate 10.
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There being no further business, of the President Murrell informed the Commissioners that the next meeting would take place on June 13, 2018 at 6:00 p.m. and then called for a motion to adjourn the meeting at 6:30 p.m. Commissioner Barrow then made motion to adjourn. This motion was seconded by Commissioner Dow, with the unanimous consent of all the Commissioners.

David Murrell, President
Date: _____

Attest: _____
Date: _____

Exhibit “A”

FINANCIAL REPORT

Deposits made Not on Bank Statement

5/7/2018

WSVFD

\$2,480.00

\$2,480.00

5/9/2018

\$31,607.32

Bills Owed

Melissa Sanders	Administrative Assistant	\$2,001.76	
Wayne Wilber	Administrator	\$2,908.31	
Kaleb Barner	ESD Contracted Services	\$1,097.33	
Troy Beasley	ESD Contracted Services	\$1,250.67	
CenterPoint Energy	Utilities	\$42.32	
Ehren Davis	ESD Contracted Services	\$796.00	
Emergency Training Enterprises	Scheduling Coordinator	\$300.00	
Entergy	Utilities:Electric	\$294.65	
Darrell Franklin	ESD Contracted Services	\$802.67	
Gulf Coast Auto	Parts,Service,Repairs:U21	\$153.98	
Joshua Heinz	Profession Fees: Retainer	\$250.00	
Ryan Howard	ESD Contracted Services	\$160.00	
Brandon Lee	ESD Contracted Services	\$116.00	
MES	Equipment Purchases & Freight	\$5,340.25	
Midtex Oil	Fuel	\$1,392.19	
Hubert Oxford IV	Profession Fees: Retainer	\$250.00	
Stormie Reed	ESD Contracted Services	\$1,240.00	
Dustin Seeton	ESD Contracted Services	\$160.00	
Siddons-Martin	Parts,Service,Repairs:E21	\$269.26	
Strattons	Equip Service, A21, Supplies	\$279.15	
Time Warner Cable	Cable/Internet/Telephone	\$300.14	
Uline	Building Maintenance & Freight	\$222.99	
VISA	Credit Card: Gamble	\$0.75	
	Credit Card: James	\$0.56	
	Credit Card: Sanders	\$16.21	
	Credit Card: Wilber	\$114.99	\$132.51
Waste Management	Utilities	\$107.71	
Brenda Wilber	Professional Fees: Accounting	\$150.00	
Wayne Wilber	Utilities:Cell Phone	\$100.00	
WSVFD	WSVFD:Contracted Services	\$1,864.02	
	WSVFD:Accounting	\$100.00	
	WSVFD:Taxes	\$358.96	\$2,322.98
ECCB	Bank Fees: Stop Payment Fee	\$15.00	
Total Bills	Total Bills Owed		\$22,455.87

5/9/2018 Remaining funds in Checking Account \$9,151.45

5/11/2018 EFTPS -\$1,288.96

5/11/2018 Comptroller \$45,016.15

5/13/2018 Transfer from ECCB Checking to MM -\$30,000.00

5/13/2018 Funds remaining in ECC Checking \$22,878.64

FINANCIAL REPORT

East Chambers Money Market

3/30/2018 Beginning Balance	\$411,678.63
4/30/2018 Interest Earned (.25%)	\$87.41
4/30/2018 Currently in Money Market	\$411,766.04

Texas First Bank Money Market

4/1/2018 Beginning Balance	\$282,321.30
4/30/2018 Interest Earned (30%)	\$69.61
4/30/2018 Currently in Money Market	\$282,390.91

Current Cash Assets

4/30/2018 Checking	\$29,127.32
4/30/2018 East Chambers Money Market	\$411,766.04
4/30/2019 Texas First Bank Money Market	\$282,390.91
5/11/2018 Texas Comptroller	\$45,016.15
5/9/2018 Bills Owed	\$22,455.87
5/11/2018 EFTPS	-\$1,288.96
5/11/2018 Total Cash Assets	\$789,467.33

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 Murrel, President

Date

Chris Barrow, Treasurer

Date

11 CHAMBERS CO ESD #1

Aged Payables

As of May 31, 2018

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	201805	1,097.33				1,097.33
Barner, Kaleb Kaleb Barner		1,097.33				1,097.33
Beasley, Troy Troy Beasley	201805	1,250.67				1,250.67
Beasley, Troy Troy Beasley		1,250.67				1,250.67
CenterPoint CenterPoint Energy	201805	42.32				42.32
CenterPoint CenterPoint Energy		42.32				42.32
Davis, Ehren Ehren Davis	201805	796.00				796.00
Davis, Ehren Ehren Davis		796.00				796.00
Emergency Training Emergency Training Ente Brandon Lee	05092018	300.00				300.00
Emergency Training Emergency Training Ent		300.00				300.00
Entergy Entergy	201805	294.65				294.65

11 CHAMBERS CO ESD #1

Aged Payables

As of May 31, 2018

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
Entergy Entergy		294.65				294.65
Franklin, Darrell Darrell Franklin	201805	802.67				802.67
Franklin, Darrell Darrell Franklin		802.67				802.67
GULF COAST AUTO GULF COAST AUTOMO 409-296-2051	122725	153.98				153.98
GULF COAST AUTO GULF COAST AUTOMO		153.98				153.98
HEINZ JOSHUA JOSHUA HEINZ 409-833-9182	201805	250.00				250.00
HEINZ JOSHUA JOSHUA HEINZ		250.00				250.00
Howard, Ryan Ryan Howard	201805	160.00				160.00
Howard, Ryan Ryan Howard		160.00				160.00
Lee, Brandon Brandon Lee	201805	116.00				116.00
Lee, Brandon Brandon Lee		116.00				116.00

11 CHAMBERS CO ESD #1

Aged Payables

As of May 31, 2018

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
MES Municipal Emergency Ser 800-784-0404	IN1223171	5,340.25				5,340.25
MES Municipal Emergency S		5,340.25				5,340.25
MIDTEX OIL MIDTEX OIL Ashley James 830-625-4214	448243	1,392.19				1,392.19
MIDTEX OIL MIDTEX OIL		1,392.19				1,392.19
OXFORD HUBURT HUBERT OXFORD 409-951-4721	201805	250.00				250.00
OXFORD HUBURT HUBERT OXFORD		250.00				250.00
Reed, Stormie Stormie Reed	201805	1,240.00				1,240.00
Reed, Stormie Stormie Reed		1,240.00				1,240.00
Seeton, Dustin Dustin Seeton	201710				160.00	160.00
Seeton, Dustin Dustin Seeton					160.00	160.00
SIDDONS-MARTIN SIDDONS-MARTIN EME 281-442-6806	22401605	269.26				269.26

11 CHAMBERS CO ESD #1

Aged Payables

As of May 31, 2018

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
SIDDONS-MARTIN SIDDONS-MARTIN EME		269.26				269.26
STRATTONS STRATTONS 409-296-4721	201804	279.15				279.15
STRATTONS STRATTONS		279.15				279.15
Time Warner Cable Time Warner Cable	012180404231	300.14				300.14
Time Warner Cable Time Warner Cable		300.14				300.14
ULINE ULINE	97074400	222.99				222.99
ULINE ULINE		222.99				222.99
Visa Visa	201805-Wilber 201805-Sander 201805-James 201805-Gambl	114.99 16.21 0.56 0.75				114.99 16.21 0.56 0.75
Visa Visa		132.51				132.51
WASTE MANAGMENT WASTE MANAGEMENT 409-239-2775	5555446-2155-	107.71				107.71
WASTE MANAGMENT WASTE MANAGEMENT		107.71				107.71

11 CHAMBERS CO ESD #1

**Aged Payables
As of May 31, 2018**

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
WILBER BRENDA BRENDA B WILBER 409-296-3579	18-289	150.00				150.00
WILBER BRENDA BRENDA B WILBER		150.00				150.00
Wilber, Wayne Wayne Wilber	201805	100.00				100.00
Wilber, Wayne Wayne Wilber		100.00				100.00
WSVFD WS VFD 409296-4133	201805	2,322.98				2,322.98
WSVFD WS VFD		2,322.98				2,322.98
Report Total		17,370.80			160.00	17,530.80

11 CHAMBERS CO ESD #1
Current Earnings Report
For the Period From May 1, 2018 to May 31, 2018

Filter Criteria includes: 1) Employee IDs: SANDERS M. Report order is by Employee ID. Report is printed in Detail Format.

Employee ID Employee Masked SS No	Date Reference	Amount	Gross Soc_Sec_C	Fed_Income Medicare_C	Soc_Sec Fed_Unemp_C	MEDICARE St_Unemp_C
Beginning Balance for MELISSA C. SANDERS		7,004.97	8,518.88 -528.18	-862.20 -123.53	-528.18 -42.01	-123.53 -230.02
SANDERS M MELISSA C. SANDERS XXX-XX-6259	5/9/18	2,001.76	2,425.50 -150.38	-238.19 -35.17	-150.38	-35.17 -12.99
Total 5/1/18 thru 5/31/18		2,001.76	2,425.50 -150.38	-238.19 -35.17	-150.38	-35.17 -12.99
Report Date Total for MELISSA C. SANDERS		2,001.76	2,425.50 -150.38	-238.19 -35.17	-150.38	-35.17 -12.99
YTD Total for MELISSA C. SANDERS		9,006.73	10,944.38 -678.56	-1,100.39 -158.70	-678.56 -42.01	-158.70 -243.01
Summary Total 5/1/18 thru 5/31/18		2,001.76	2,425.50 -150.38	-238.19 -35.17	-150.38	-35.17 -12.99
Report Date Final Total 5/1/18 thru 5/31/18		2,001.76	2,425.50 -150.38	-238.19 -35.17	-150.38	-35.17 -12.99
Final YTD Total		9,006.73	10,944.38 -678.56	-1,100.39 -158.70	-678.56 -42.01	-158.70 -243.01

11 CHAMBERS CO ESD #1
Check Register
For the Period From May 1, 2018 to May 31, 2018

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
2651V	5/8/18	Dustin Seeton	1010	-160.00
20180508	5/8/18	ECCB	1010	15.00
2842	5/9/18	MELISSA C. SANDE	1010	2,001.76
2843	5/9/18	WAYNE L. WILBER	1010	2,908.31
2844	5/9/18	Kaleb Barner	1010	1,097.33
2845	5/9/18	Troy Beasley	1010	1,250.67
2846	5/9/18	CenterPoint Energy	1010	42.32
2847	5/9/18	Ehren Davis	1010	796.00
2848	5/9/18	Emergency Training	1010	300.00
2849	5/9/18	Entergy	1010	294.65
2850	5/9/18	Darrell Franklin	1010	802.67
2851	5/9/18	GULF COAST AUTO	1010	153.98
2852	5/9/18	JOSHUA HEINZ	1010	250.00
2853	5/9/18	Ryan Howard	1010	160.00
2854	5/9/18	Brandon Lee	1010	116.00
2855	5/9/18	Municipal Emergency	1010	5,340.25
2856	5/9/18	MIDTEX OIL	1010	1,392.19
2857	5/9/18	HUBERT OXFORD	1010	250.00
2858	5/9/18	Stormie Reed	1010	1,240.00
2859	5/9/18	Dustin Seeton	1010	160.00
2860	5/9/18	SIDDONS-MARTIN E	1010	269.26
2861	5/9/18	STRATTONS	1010	279.15
2862	5/9/18	Time Warner Cable	1010	300.14
2863	5/9/18	ULINE	1010	222.99
2864	5/9/18	Visa	1010	132.51
2865	5/9/18	WASTE MANAGEME	1010	107.71
2866	5/9/18	BRENDA B WILBER	1010	150.00
2867	5/9/18	Wayne Wilber	1010	100.00
2868	5/9/18	WS VFD	1010	2,322.98
93912678	5/11/18	EFTPS	1010	1,288.96
Total				<u>23,584.83</u>

11 CHAMBERS CO ESD #1
Account Reconciliation
As of Apr 30, 2018
1010 - CHECKING
Bank Statement Date: April 30, 2018

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance			20,934.77
Add: Cash Receipts			28,915.16
Less: Cash Disbursements			(20,882.61)
Add (Less) Other			<u> </u>
Ending GL Balance			<u>28,967.32</u>
Ending Bank Balance			29,127.32
Add back deposits in transit			<u> </u>
Total deposits in transit			
(Less) outstanding checks	Oct 11, 2017	2651	<u>(160.00)</u>
Total outstanding checks			(160.00)
Add (Less) Other			<u> </u>
Total other			
Unreconciled difference			<u>0.00</u>
Ending GL Balance			<u><u>28,967.32</u></u>

11 CHAMBERS CO ESD #1
Account Register
For the Period From Apr 1, 2018 to Apr 30, 2018
1010 - CHECKING

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Beginning Balance			20,934.77
4/11/18	2816	Withdraw	MELISSA C. SANDERS		1,733.29	19,201.48
4/11/18	2817	Withdraw	WAYNE L. WILBER		2,908.31	16,293.17
4/11/18	2818	Withdraw	Kaleb Barner		984.00	15,309.17
4/11/18	2819	Withdraw	Troy Beasley		933.33	14,375.84
4/11/18	2820	Withdraw	BENCKENSTEIN & OXF		775.00	13,600.84
4/11/18	2821	Withdraw	GARRY BRATTEN		471.00	13,129.84
4/11/18	2822	Withdraw	CenterPoint Energy		41.34	13,088.50
4/11/18	2823	Withdraw	Emergency Training Ent		300.00	12,788.50
4/11/18	2824	Withdraw	Energy		325.49	12,463.01
4/11/18	2825	Withdraw	Darrell Franklin		640.00	11,823.01
4/11/18	2826	Withdraw	GULF COAST AUTOMO		179.80	11,643.21
4/11/18	2827	Withdraw	JOSHUA HEINZ		250.00	11,393.21
4/11/18	2828	Withdraw	Ryan Howard		564.00	10,829.21
4/11/18	2829	Withdraw	Brandon Lee		320.00	10,509.21
4/11/18	2830	Withdraw	MIDTEX OIL		40.20	10,469.01
4/11/18	2831	Withdraw	HUBERT OXFORD		250.00	10,219.01
4/11/18	2832	Withdraw	Stormie Reed		816.00	9,403.01
4/11/18	2833	Withdraw	SIDDONS-MARTIN EME		3,106.52	6,296.49
4/11/18	2834	Withdraw	STRATTONS		37.45	6,259.04
4/11/18	2835	Withdraw	Technology Solutions of		285.00	5,974.04
4/11/18	2836	Withdraw	Time Warner Cable		300.43	5,673.61
4/11/18	2837	Withdraw	Visa		196.81	5,476.80
4/11/18	2838	Withdraw	WASTE MANAGEMENT		107.71	5,369.09
4/11/18	2839	Withdraw	Wayne Wilber		110.00	5,259.09
4/11/18	2840	Withdraw	Winnie Dodge		51.07	5,208.02
4/11/18	2841	Withdraw	WS VFD		3,943.10	1,264.92
4/13/18		Deposit	COMPTROLLER OF PU	28,909.62		30,174.54
4/13/18		Deposit	PROPERTY TAX REVE	5.54		30,180.08
4/13/18	31188929	Withdraw	EFTPS		1,197.76	28,982.32
4/30/18	20180430	Withdraw	ECCB		15.00	28,967.32
			Total	28,915.16	20,882.61	

11 CHAMBERS CO ESD #1**Account Reconciliation****As of Apr 30, 2018****1010 - CHECKING****Bank Statement Date: April 30, 2018**

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance			20,934.77
Add: Cash Receipts			28,915.16
Less: Cash Disbursements			(20,882.61)
Add (Less) Other			
Ending GL Balance			<u>28,967.32</u>
Ending Bank Balance			29,127.32
Add back deposits in transit			
Total deposits in transit			
(Less) outstanding checks			
	Oct 11, 2017	2651	<u>(160.00)</u>
Total outstanding checks			(160.00)
Add (Less) Other			
Total other			
Unreconciled difference			<u>0.00</u>
Ending GL Balance			<u><u>28,967.32</u></u>

11 CHAMBERS CO ESD #1
Account Register
For the Period From Apr 1, 2018 to Apr 30, 2018
1020 - MONEY MARKET SAVINGS

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
4/30/18		Deposit	Beginning Balance EAST CHAMBERS CO	87.41		411,678.63 411,766.04
			Total	87.41		

11 CHAMBERS CO ESD #1
Account Reconciliation
As of Apr 30, 2018
1020 - MONEY MARKET SAVINGS
Bank Statement Date: April 30, 2018

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance	411,678.63
Add: Cash Receipts	87.41
Less: Cash Disbursements	
Add (Less) Other	<u> </u>
Ending GL Balance	<u>411,766.04</u>
Ending Bank Balance	411,766.04
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>411,766.04</u></u>

11 CHAMBERS CO ESD #1
Account Register
For the Period From Apr 1, 2018 to Apr 30, 2018
1011 - CHECKING TEXAS FIRST BANK

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
4/30/18		Deposit	Beginning Balance Texas First Bank	69.61		282,321.30 282,390.91
			Total	<u>69.61</u>		

11 CHAMBERS CO ESD #1

Balance Sheet

May 31, 2018

ASSETS

Current Assets		
CHECKING	\$	52,878.64
CHECKING TEXAS FIRST BANK		282,390.91
MONEY MARKET SAVINGS		411,766.04
ACCOUNTS RECEIVABLE		(5,924.75)
SALES TAX RECEIVABLE		70,819.07
		<hr/>
Total Current Assets		811,929.91
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><u>1,764,243.28</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
ACCOUNTS PAYABLE	\$	5,153.46
DUE TO/FROM WSVFD		(774.55)
PAYROLL TAXES PAYABLE		37,602.86
ACCURED INTEREST		28,062.13
		<hr/>
Total Current Liabilities		70,043.90
Long-Term Liabilities		
NOTE PAYABLE OSH KOSH		476,025.83
		<hr/>
Total Long-Term Liabilities		476,025.83
		<hr/>
Total Liabilities		546,069.73
Capital		
RETAINED EARNINGS		1,137,260.03
NET ASSETS - INVESTED		79,745.51
Net Income		1,168.01
		<hr/>
Total Capital		1,218,173.55
		<hr/>
Total Liabilities & Capital	\$	<u><u>1,764,243.28</u></u>

11 CHAMBERS CO ESD #1
Income Statement
Compared with Budget
For the Twelve Months Ending September 30, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Revenues				
SALES TAX INCOME	\$ 323,687.05	\$ 475,000.00	\$ 323,687.05	\$ 475,000.00
PROPERTY TAX INCOME	22.78	50.00	22.78	50.00
COST SHARE ASSISTANCE	2,480.00	2,250.00	2,480.00	2,250.00
OTHER INCOME	43,613.48	550.00	43,613.48	550.00
INTEREST INCOME	1,090.35	1,500.00	1,090.35	1,500.00
DIVIDEND INCOME	2,550.93	0.00	2,550.93	0.00
SURPLUS EQUIPMENT SALES	0.00	25,000.00	0.00	25,000.00
Total Revenues	373,444.59	504,350.00	373,444.59	504,350.00
Cost of Sales				
Total Cost of Sales	0.00	0.00	0.00	0.00
Gross Profit	373,444.59	504,350.00	373,444.59	504,350.00
Expenses				
REPAIRS & SERVICE - BRUSH 21	251.18	500.00	251.18	500.00
REPAIRS & SERVICE - COMMAND 2	980.99	250.00	980.99	250.00
REPAIRS & SERVICE - UTILITY 21	406.65	500.00	406.65	500.00
REPAIRS & SERVICE - ENGINE 22	0.76	5,000.00	0.76	5,000.00
REPAIRS & SERVICE - ENGINE 21	9,137.60	7,500.00	9,137.60	7,500.00
REPAIRS & SERVICE - TANKER 21	4,644.54	2,000.00	4,644.54	2,000.00
REPAIRS & SERVICE - ADMIN21	933.76	1,500.00	933.76	1,500.00
REPAIRS & SERVICE - E22 S/P	185.03	2,000.00	185.03	2,000.00
WASTE MANAGEMENT	727.97	1,000.00	727.97	1,000.00
BUILDING IMPROVEMENTS	56.44	2,000.00	56.44	2,000.00
BUILDING MAINTENANCE	5,689.88	5,000.00	5,689.88	5,000.00
DUES - SFFMA	485.00	600.00	485.00	600.00
DUES - WACC	75.00	75.00	75.00	75.00
EQUIPMENT PURCHASES	11,294.48	20,000.00	11,294.48	20,000.00
EQUIP - REPAIRS/SERVICE	1,575.53	2,500.00	1,575.53	2,500.00
FLEET - DIESEL TREATMENT	90.28	80.00	90.28	80.00
FLEET - DIESEL	2,847.17	3,800.00	2,847.17	3,800.00
FLEET - GASOLINE	2,679.31	4,400.00	2,679.31	4,400.00
FLEET - INSURANCE	5,664.72	10,000.00	5,664.72	10,000.00
FLEET - MISC	38.57	300.00	38.57	300.00
LOAN - E21/T21 - INTEREST	15,362.09	15,362.09	15,362.09	15,362.09
EQUIP - FIRE RESCUE SUPPLIES	269.76	1,500.00	269.76	1,500.00
FLEET - CLEANING SUPPLIES	200.69	350.00	200.69	350.00
LOAN - E21/T21 - PRINCIPLE	67,596.79	67,596.79	67,596.79	67,596.79
LOAN - E22 S/P - PRINCIPLE	50,481.11	50,065.51	50,481.11	50,065.51
LOAN - E22 S/P - INTEREST	18,313.09	18,782.66	18,313.09	18,782.66
INSURANCE - VFD ACCID&SICKNE	0.00	3,000.00	0.00	3,000.00
INSURANCE - VFD COMMERCIAL	3,140.00	6,000.00	3,140.00	6,000.00
INSURANCE - VFD WORKERS COM	0.00	6,000.00	0.00	6,000.00
CERTIFICATIONS	0.00	1,000.00	0.00	1,000.00
DINING	455.83	500.00	455.83	500.00
FREIGHT	189.16	1,000.00	189.16	1,000.00
OFFICE SUPPLIES	2,403.93	3,000.00	2,403.93	3,000.00
REHAB/ON SCENE WATER	40.00	300.00	40.00	300.00
REPORTING SOFTWARE	0.00	3,300.00	0.00	3,300.00
TRAINING	1,736.00	3,000.00	1,736.00	3,000.00
TRAVEL	906.31	2,500.00	906.31	2,500.00
UNIFORMS	473.95	500.00	473.95	500.00
FLEET - ENVIRONMENTAL FEE	23.80	40.00	23.80	40.00

For Management Purposes Only

11 CHAMBERS CO ESD #1
Income Statement
Compared with Budget
For the Twelve Months Ending September 30, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
SPECIAL EVENTS	77.07	100.00	77.07	100.00
WSVFD - CONTRACTED SERVICES	22,577.56	46,350.00	22,577.56	46,350.00
ESD - CONTRACTED SERVICES	30,830.94	48,000.00	30,830.94	48,000.00
WSVFD - PAYROLL TAXES	5,529.88	5,000.00	5,529.88	5,000.00
STAFF ADMINISTRATOR	19,998.00	40,000.00	19,998.00	40,000.00
STAFF ADMINISTRATIVE ASSISTANT	15,429.38	29,000.00	15,429.38	29,000.00
UTILITIES - ELECTRIC	3,186.07	6,000.00	3,186.07	6,000.00
UTILITIES - NATURAL GAS	293.97	450.00	293.97	450.00
UTILITIES - TIME WARNER	2,103.05	3,600.00	2,103.05	3,600.00
UTILITIES - CELL	700.00	1,200.00	700.00	1,200.00
WAGES	5,553.00	0.00	5,553.00	0.00
SCHEDULING COORDINATOR	2,400.00	3,600.00	2,400.00	3,600.00
PAYROLL TAX EXPENSE	13,286.89	14,000.00	13,286.89	14,000.00
PROF FEES ACCOUNTING	1,501.78	2,000.00	1,501.78	2,000.00
WSVFD - ACCOUNTING FEES	760.00	750.00	760.00	750.00
FEES - COMPTROLLER	6,641.14	10,000.00	6,641.14	10,000.00
BANK FEES	139.34	200.00	139.34	200.00
PROF FEES LEGAL	16,613.93	5,000.00	16,613.93	5,000.00
PROF FEES LEGAL RETAINER	4,000.00	6,000.00	4,000.00	6,000.00
FILING FEES	50.00	150.00	50.00	150.00
PUBLIC NOTICE	164.56	200.00	164.56	200.00
POSTAGE	61.52	100.00	61.52	100.00
PROF FEES AUDIT	0.00	6,750.00	0.00	6,750.00
PROF FEES OTHER	3,000.00	9,000.00	3,000.00	9,000.00
DUES - SAFE-D	0.00	550.00	0.00	550.00
TECHNOLOGY	300.13	500.00	300.13	500.00
INSURANCE - ESD BOND	400.00	400.00	400.00	400.00
INSURANCE - ESD COMMERCIAL	6,321.00	5,200.00	6,321.00	5,200.00
INSURANCE - ESD WORKERS COMP	0.00	4,200.00	0.00	4,200.00
SAFETY DEPOSIT BOX	0.00	15.00	0.00	15.00
SCHOLARSHIP	1,000.00	4,000.00	1,000.00	4,000.00
Total Expenses	372,276.58	505,117.05	372,276.58	505,117.05
Net Income	\$ 1,168.01	\$ (767.05)	\$ 1,168.01	\$ (767.05)

Allocation Payment Detail

Results

Chambers Co ESD 1
Authority Code: 5036543

Select a month ▼

Allocation Period: May 2018

Total Collections: 46,271.81

Prior Prd 2,645.54

Collections:

Current Prd 43,771.37

Collections:

Future Prd 111.26

Collections:

Audit Collections: -261.70

Unidentified: 5.34

Service Fee: 925.44

Current Retained: 906.93

Prior Retained: 576.71

Net Payment 45,016.15

FINANCIAL REPORT

3/30/2018	\$21,201.35
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Credits	
4/13/2018 Comptroller	\$28,909.62
4/13/2018 Denise Hutter	\$5.54
Total Credits	\$28,915.16
	\$50,116.51

Debits	
2796 Hayden and Company	\$106.58
2816 Melissa Sanders	\$1,733.29
2817 Wayne Wilber	\$2,908.31
2818 Kaleb Barner	\$984.00
2819 Troy Beasley	\$933.33
2820 Benckenstein & Oxford	\$775.00
2821 Garry Bratten	\$471.00
2822 Centerpoint Energy	\$41.34
2823 Emergency Training	\$300.00
2824 Entergy	\$325.49
2825 Darrell Franklin	\$640.00
2826 Gulf Coast Auto	\$179.80
2827 Joshua Heinz	\$250.00
2828 Ryan Howard	\$564.00
2829 Brandon Lee	\$320.00
2830 Midtex Oil	\$40.20
2831 Hubert Oxford	\$250.00
2832 Stormie Reed	\$816.00
2833 Siddons-Martin	\$3,106.52
2834 Strattons	\$37.45
2835 Technology Solutions	\$285.00
2836 Time Warner	\$300.43
2837 Visa	\$196.81
2838 Waste Management	\$107.71
2839 Wayne Wilber	\$110.00
2840 Winnie Dodge	\$51.07
2841 WSVFD	\$3,943.10
EFTPS	\$1,197.76
Total Debits	\$20,974.19
	\$29,142.32

Fees	
4/30/2018 Debit	\$15.00
Maintenance Fee	
	\$29,127.32

Checks Pending	
Total Pending	\$0.00
Ending Bank Balance	\$29,127.32
4/30/2018	

Exhibit “B”

**Chambers County Emergency Services District No. 1
PURCHASING POLICIES AND PROCEDURES**

Adopted: May 9, 2018

SECTION I – GENERAL

I. POLICY

It is the policy of the Chambers County Emergency Services District No. 1 (“District”) to assure good control and coordination of District wide of procurement, reporting capabilities for management, equitable treatment of vendors and service providers, and adherence to federal, state and local law applicable to procurement. Those involved in the purchasing process shall become familiar with, and adhere to, the guidelines set forth in this manual.

II. PURPOSE

The purpose of this policy is to define the functions, responsibilities of the procurement policies.

III. OBJECTIVES

General: The policies and procedures are to assist personnel by defining general and specific management decisions as included in, but not limited to the following:

1. To define procurement authority, activities, and procedures.
2. To develop improved policies and procedures through ongoing review and update.
3. To assist in supervision.
4. To standardize and communicate approved practices.
5. To promote understanding, cooperation and a sense of equitable treatment among suppliers.
6. To assist in training and personnel development.
7. To maintain efficient management practices.
8. Purchases throughout the District should be monitored by the Administrator or Designee on daily, weekly, and monthly bases. All purchases should be made within the best interest of residents and decisions should be placed on practical and sufficient needs

SECTION 2 - DEFINITIONS

I. DEFINITIONS

- A. Accounts Payable Copy – The copy of the purchase order which is sent to accounts payable for processing.

- B. Blanket Purchase Order – Refers to an unspecified request for supplies usually for contracted services and supplies.
- C. Budget Authorization – The budget is the document through which allocations for various expenditures are authorized by the Commissioners. The Administrator and Assistant Administrator shall insure that funds are allocated in the budget before any procurement.
- D. Commissioner Authorization – Any purchase in excess of \$5,000 must have commissioner approval before the goods or services are ordered except in case of emergency. In case of an emergency, the Commissioner will be advised of the purchase as quickly as possible.
- E. Contractual Agreement – Refers to any contract for purchase of goods or services and may include several classes of items.
- F. Departmental Copy – The copy of the purchase order which gives the applicable department a copy of purchases may also be used for vendor copy.
- G. Insurance Requirements – Before any individual or company can enter into a contract for performance of a specified service for the District, proof of commercial general liability insurance and workers' compensation insurance, in the amount specified, must be provided prior to the commencement of the work. There shall be no exception to this requirement except in emergency situations.
- H. Purchasing – The process through which materials, supplies, and services are obtained for operations and organizations.
- I. Purchase Order – The document used to initiate and control purchases.
- J. Received Copy – The copy of the purchase order that allows the department and accounts payable to ascertain whether the supplies, materials and/or services have been delivered or rendered will be stamped with a "Received" stamp and dated.
- K. Request for Proposal (RFP) – As authorized by State Purchasing Law, Ch. 252 of the Local Government Code. Requests for Proposal shall be evaluated based on relevant criteria on a case by case basis. This section shall not apply to procurement exempted from competitive bidding, i.e. personal and professional services. Buy Board or HGAC buying procedures may be used for bidding purposes.
- L. Purchase Order Number – The computer generated number issued upon the encumbrance of budgeted funds.
- M. Sole Source Procurement – An award for a commodity or service to the only known capable supplier, occasioned by the unique nature of the requirement, the supplier, or market conditions.

SECTION 3 – RESPONSIBILITIES

I. RESPONSIBILITIES

- A. The Administrator and/or his authorized designee has the responsibility for the procurement of all goods and services. And to either provide the services for such procurement and processing or give functional directions to others delegated the authority to perform such services.
- B. The Administrator has the responsibility for obligating the Commissioners and for making determination of source of supply, quantities purchased, and delivery schedule and price negotiations, except where others are so authorized.
- C. The Administrator and/or his authorized designee shall insure that the billing/invoice address provided to any and all vendors shall be: Chambers County Emergency Services District No. 1 – Attention: Accounts Payable 821 State Highway 124, Winnie, Texas 77665.
- D. The Administrator and/or his authorized designee must originate all purchases of goods and services with an issued Purchase Order Number or other approved document.
- E. The Administrator and/or his authorized designee is responsible to assure that all commitments to a vendor or service provider are stated in writing by purchase order, contract or letter with appropriate terms.

SECTION 4 – PURCHASES \$2500.00 OR LESS

I. GUIDELINES

The Administrator has the authority to authorize the purchase of budgeted items without the approval of the Commissioners.

II. PROCEDURES

- A. The Administrator and/or their authorized designee shall complete a Purchase Order form prior to acquisition of the item(s) being purchased.
- B. All necessary information is required to be noted on the Purchase Order. This shall include information regarding the competitive quotations with vendors and pricing noted.
- C. The District accountant verifies that sufficient funds are available for the purchase and account coding is proper.
- D. The Purchase Order is sent to the vendor if requested.
- E. The Administrator and/or his authorized designee shall place the order for the item(s).

- F. The vendor will deliver the item(s) to the specified location. The fire department representative receiving the item(s) shall sign the receiving slip.
- G. The Administrator and/or his authorized designee shall ensure that the receiving slip and invoice are all properly executed before payment is made.

SECTION 5 – PURCHASES \$2500.00 to \$5000.00

I. GUIDELINES

The Board President and one (1) Commissioner shall typically authorize the purchase of items in excess of \$2500.00 dollars to \$5000.00, unless it directly effects emergency operations within the district. The Administrator can authorize and advised the Commissioners as soon possible of the occurrence and furnish reasoning of emergency purchase.

II. PROCEDURES

- A. The Administrator and/or their authorized designee shall complete a Purchase Order form prior to acquisition of the item(s) being purchased.
- B. The Administrator and/or their authorized designee shall obtain, whenever possible, three (3) competitive quotations. The Administrator shall retain and have available documentation verifying each quotation. The District Commissioners have the authority to waive this requirement.
- C. All necessary information is required to be noted on the Purchase Order. This shall include information regarding the competitive quotations with vendors and pricing noted.
- D. The District Accountant verifies that sufficient funds are available for the purchase and account coding is proper.
- E. Once approved by the Administrator, the request shall be placed on a Commissioners agenda for consideration and approval.
- F. The Purchase Order is sent to the vendor if requested.
- G. The Purchase Order is sent to the Accountant.
- H. The Administrator and/or his authorized designee shall place the order for the item(s).
- I. The vendor will deliver the item(s) to the specified location. The fire department representative receiving the item(s) shall sign the receiving slip.
- J. The Administrator and/or his authorized designee shall ensure that the receiving slip and invoice are all properly executed before payment is made.

SECTION 6 – PURCHASES \$5000.00 or over

I. GUIDELINES

The Commissioners shall authorize the purchase of items in excess of \$5000.00 dollars, except for emergency purchases, that if not otherwise done, will affect emergency services within the district.

II. PROCEDURES

- A. The Administrator and/or their authorized designee shall place the item on the agenda and justify the purchase either in writing or verbal communication. Commissioners will vote on major purchases. Votes will be tabulated and awarded by majority vote.
- B. The Administrator and/or their authorized designee shall obtain, whenever possible, three (3) competitive quotations. *if possible* The Administrator shall retain and have available documentation verifying each quotation. The Commissioners maintain the authority to waive this requirement.
- C. All necessary information is required to be noted on the Purchase Order. This shall include information regarding the competitive quotations with vendors and pricing noted.
- D. The Accounting Department verifies that sufficient funds are available for the purchase and account coding is proper.
- E. The Purchase Order is submitted to the Board President for approval.
- F. The Board President shall grant permission to the Administrator in writing or verbal communication to order the item(s).
- G. The purchase order is sent to vendor.
- H. The purchase order is sent the Accountant.
- I. The Administrator and/or his authorized designee shall place the order for the item(s).
- J. The vendor will deliver the item(s) to the specified location. The fire department representative receiving the item(s) shall sign the receiving slip.
- K. The Administrator and/or his authorized designee shall ensure that the receiving slip and invoice are all properly executed before payment is made.

SECTION 7 – PURCHASES \$50,000.00 OR MORE

I. GUIDELINES

State law requires that purchase of \$50,000 or more utilize a process of competitive sealed bids or proposals. The Emergency Services District may, however, elect to make purchases in excess of \$50,000 through legally established purchasing cooperatives (such as HGAC or Buy Board) that seek and award competitive bids and/or proposals on behalf of participants in the cooperative.

II. EXCEPTIONS

The following items are exempted from State bidding requirements:

1. Items purchased in case of public calamity that requires the immediate appropriation of money to relieve the needs of citizens or to preserve property within the emergency service district;
2. Items to preserve or protect the public health or safety of the residents within the emergency service district;
3. Items necessary because of unforeseen damage to public machinery, equipment, or other property;
4. Personal, professional, or planning services;
5. Work that is performed and paid for on a daily basis (day labor) as the work progresses;
6. Land or right-of-way; and
7. Items available from only one source, including: patented, copyrighted, natural monopoly, or secret processes items; films, manuscripts, or books; gas, water, or other utilities; captive replacement parts or components for equipment; books, papers, and other library materials subject to exclusive distribution rights; and management services provided by non-profit organizations to a municipal museum, park, zoo, or other facility to which the organization has financially or otherwise supported.

III. PROCEDURES

- A. The Commissioners shall authorize the initiation of the bid process or purchase of the item through a purchasing cooperative. In certain situations, the Administrator may request that the Commissioners authorize the bid process.
- B. The Administrator or Designee shall prepare the necessary bid specifications or documents.
- C. The bid notice dates and opening date shall be coordinated with the Commissioner's Legal Counsel to ensure compliance with State statute.
- D. The Administrator and/or authorized designee shall be responsible for the distribution of bid packets to interested vendors.
- E. Bids shall be opened in accordance with State statute and a bid tabulation prepared.

- F. The Administrator and/or his authorized designee shall complete a Purchase Order form prior to acquisition of the item(s) being purchased.
- G. All necessary information is required to be noted on the Purchase Order. This shall include information regarding the competitive quotations with vendors and pricing noted.
- H. The Accounting Department verifies that sufficient funds are available for the purchase and account coding is proper.
- I. The Purchase Order is submitted to the Commissioners for approval.
- J. The Commissioners shall grant permission to the Administrator in writing or verbal communication to order the item(s).
- K. The purchase order is sent to vendor.
- L. The purchase order is sent the Accountant.
- M. The Administrator and/or his authorized designee shall place the order for the item(s).
- N. The vendor will deliver the item(s) to the specified location. The fire department representative receiving the item(s) shall sign the receiving slip.
- O. The Administrator and/or his authorized designee shall ensure that the receiving slip and invoice are all properly executed before payment is made.

IV. IDENTICAL BIDS

If the District receives bids from two (2) or more responsible bidders, staff will consider previous products and/or work supplied to the District and if the bidders reside in the District. If all factors are equal, lots shall be drawn to award the bid.

SECTION 8 – CONTRACTS FOR PROFESSIONAL SERVICES

I. GUIDELINES

The hiring of professional services shall be conducted in compliance with State statute.

II. PROCEDURES

- A. Professional services cannot be awarded on the basis of bids. Professional services are awarded on the basis of demonstrated competence and qualifications. Professional fees should be consistent with recommended fees of the professions and cannot exceed any maximums established by State law.
- B. The District Commissioners shall be responsible for negotiating necessary contracts.

- C. The Commissioners shall authorize contracts with costs in excess of \$5,000.00.
- D. When awarding contracts for professional services the following procedures should be followed:
 - 1. The Administrator or Designee recommends the most qualified firm on the basis on competence and qualifications;
 - 2. The Commissioners then attempts to negotiate a fair and reasonable contract with this firm;
 - 3. If the Commissioners cannot negotiate a contract the negotiations are ended with this firm;
 - 4. The next qualified firm is then selected;
 - 5. Negotiations begin with the next firm;
 - 6. This procedure is repeated until a fair and reasonable contract is made.

SECTION 9 – STATE EXCEPTIONS

State statute may allow for certain exceptions or alternate means of purchasing items or acquiring services other than specified within this Policy. In such circumstances, State statutory requirements shall be followed.

SECTION 10 – EMERGENCY PURCHASES

I. GUIDELINES

Emergency purchases are categorized as those which are necessary to preserve and protect the public health or safety of the residents of Chambers County Emergency Services District No. 1 and those items necessary due to unforeseen damage to public property.

II. PROCEDURES

- A. Competitive bidding or proposal requirements do not apply in this situation.
- B. The Administrator or designee shall attempt to contact the Board President and one (1) Board Member for authorization of the purchase; however, if the Board President or Board Member is unavailable, the Administrator has the authority to purchase necessary items or services.
- C. The Administrator shall make the necessary purchases and note on all Purchase Orders and other documentation that they are emergency purchases.
- D. Depending upon the circumstance, Commissioner's approval may be required prior to authorization of an emergency purchase.

ADMINISTRATOR REPORT

May 9, 2018

Apparatus and Equipment: E-21 taken out of service on April 18th after trash fire in Stowell. The Compressed Air Foam System (CAFS) centrifugal pump hose fitting leaked hydraulic fluid from the top of the engine down the pre-connect hoses. Siddons-Martin made necessary repairs next day and placed back in service by noon.

TNT Rescue Tools experienced problems, Stratton's rebuilt carburetors.

Fire Dept: LifeShare Blood drive still on schedule for May 12th along with open house to the public. Plans are to have free smoke alarms available to qualifying residence.

First Responder Appreciation Day will be May 20th from 11:30-2:30 at Winnie Community Building, sponsored by Countyline Diesel. Commissioners are invited.

WSVFD plan to send three firefighters to Texas A&M Fire School in July, will apply for vouchers to defer cost.

ESD: Asphalt for station driveway has arrived, County will start repaving project on May 14th.

New FEMA project advisor for CCESD #1 on State level effective Monday, April 30th, TDEM Grant Coordinator for DR 4332 will change from Leon Tarver to Roman Castillo. This relates to the community block grant funds in which the District has applied for Winnie station renovations and expansion.

Peer review committee has grant application information on reimbursement request on apparatus usage and supplies used during Hurricane Harvey. No final word from the peer review committee.

Exhibit “C”

ADMINISTRATOR REPORT

May 9, 2018

Apparatus and Equipment: E-21 taken out of service on April 18th after trash fire in Stowell. The Compressed Air Foam System (CAFS) centrifugal pump hose fitting leaked hydraulic fluid from the top of the engine down the pre-connect hoses. Siddons-Martin made necessary repairs next day and placed back in service by noon.

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Exhibit “D-1”

Winnie Stowell Volunteer Fire Department							
Station Attendent Report per Week/Shift							
Apr-18							
STATION ATTENDANT	Week 1	Week 2	Week 3	Week 4	Week 5	Total	Year End Totals
Chris Carnahan	3	2		3		8	32
Clay Gamble						0	56
Kevin Hightower						0	6
Austin Isaacks	3	3	9	3		18	177
Ty Potier	3	3	3	3		12	176
Ethan Reed	3	6		3	3	15	80
Aaron Renner		3	3			6	81
Logan Ruff						0	38
Total	9	15	15	9	3	51	593

Apr-18							
STATION ATTENDANT	GROSS PAY						Year End Totals
Chris Carnahan	\$280.00						\$1,120.00
Clay Gamble							\$1,943.93
Kevin Hightower							\$210.00
Austin Isaacks	\$630.00						\$6,024.68
Ty Potier	\$420.00						\$5,910.90
Ethan Reed	\$525.00						\$2,800.00
Aaron Renner	\$210.00						\$2,761.84
Logan Ruff							\$1,299.58
Total	\$2,065.00						\$22,070.93

Exhibit “D-2”

WINNIE-STOWELL
825 STATE HIGHWAY 124 WINNIE TEXAS 77665
Tel (409) 296-4133



CALL'S FOR THE MONTH OF JANUARY

MVA	6
Car Fires	0
Vehicle Fires/18 wheeler	0
Brush Fires	6
Gas Leaks	3
Medical Assist	14
General Clean up	0
Building fires/Structure	2
Lift Assist	5
Controlled Burns	1
Equipment Fire	3
Fire Alarms	2
False Alarms	1
Total Calls for Month	43

Exhibit “D-3”

WINNIE-STOWELL
825 STATE HIGHWAY 124 WINNIE TEXAS 77665
Tel (409) 296-4133



CALL'S FOR THE MONTH OF FRBRUARY

MVA	11
Car Fires	1
Vehicle Fires/18 wheeler	0
Brush Fires	0
Gas Leaks	0
Medical Assist	15
General Clean up	0
Building fires/Structure	2
Lift Assist	3
Controlled Burns	1
Equipment Fire	0
Fire Alarms	0
Mutual Aid	1
False Alarms	0
Oil Spill	1

Total Calls for Month 35

WSVFD

FIRE CHIEF CLAY GAMBLE

Exhibit “D-4”

WINNIE-STOWELL
825 STATE HIGHWAY 124 WINNIE TEXAS 77665
Tel (409) 296-4133



CALL'S FOR THE MONTH OF APRIL

MVA	2
Car Fires	1
Vehicle Fires/18 wheeler	
Brush Fires	2
Gas Leaks	1
Medical Assist	13
General Clean up	
Building fires/Structure	
Lift Assist	
Controlled Burns	
Equipment Fire	1
Fire Alarms	1
Mutual Aid	
False Alarms	1
Oil Spill	

Power line down

1

Total Calls for Month 23

WSVFD

FIRE CHIEF CLAY GAMBLE