



THE STATE OF TEXAS

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COUNTY OF CHAMBERS

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**CHAMBERS COUNTY EMERGENCY SERVICES DISTRICT NO. 1
AGENDA**

September 11, 2019

Notice is hereby given that a Regular Meeting of the Board of Commissioners of the Chambers County Emergency Services District No. 1 will be held on **Wednesday, September 11, 2019, at 6:00 p.m. at the Winnie-Stowell Volunteer Fire Department (“WSVFD”) located at 825 State Highway 124, Winnie, Texas 77665.** The following matters will be considered and may be acted upon at the meeting for the following purposes:

DISCUSSION/ACTION ITEMS

1. Call meeting to order
2. Pledge of Allegiance
3. Public Comment
4. Discuss approval of minutes for the following:
 - August 14, 2019 Regular Meeting
5. Discuss and take action, on the Treasurers Report; accounts payable; and amend the budget if necessary.
6. Discuss and take action, if necessary, on approving a budget for the District’s upcoming fiscal year 2019-2020.
7. Discuss and take action, if necessary, on any grievance filed by a volunteer firefighter(s).

8. Discuss and take action, if necessary, on the WSVFD's application with Chambers County to receive grant funding.
9. Discuss and take action, if necessary, to accept a report from the WSVFD regarding the state of the WSVFD as required by the Fourth Amended Service Agreement.
10. Discuss and take action, if necessary, to approve a proposed Social Media Policy for the District.
11. 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.
12. Discuss and take action, if necessary, on improvements to the existing station.
13. Discuss and take action, if needed, on obtaining Federal and State grants.
14. Administrator/Operations Report
15. Adjourn

A packet containing all supportive documentation for this agenda is available for inspection on Tuesday nights at the Winnie-Stowell Volunteer Fire Station, located at 825 State Highway 124, Winnie, Texas, 77665, between the hours of 7:00 p.m. and 9:00 pm.

Wayne Wilber, Administrator
Chambers County Emergency Services District #1

Chambers County Emergency Services District No. 1 is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call Jamie Cormier at (409) 296-4133 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may utilize the statewide Relay Texas Program, 1-800-735-2988.

The Board may retire to Executive Session any time between the meetings opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; and/or, discussion of real estate acquisitions pursuant to Chapter 551.072 of the Texas Government Code. Action, if any, will be taken in open session.

Pledge of Allegiance

Public Comment

Approval of Minutes

**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 10th day of July 2019, at the Winnie-Stowell Volunteer Fire Department (“Department” or WSDEPARTMENT”), 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, less Commissioner Crone. In addition to the above-named Commissioners, also present at the meeting were: Wayne Wilber, District Administrator; Jamie Cormier, Administrative Assistant; Hubert Oxford, IV-attorney for the District; Troy Beasley, Winnie Stowell Volunteer Fire Department; and Wade Thibodeaux, the Hometown Press.

President Murrell called the meeting to order at 6:00 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. Since there was none, President Murrell asked the Commissioners to return to Agenda Item No. 4, to discuss approval of minutes for July 10, 2019 Regular Meeting. The Commissioners reviewed the minutes and Commissioner Dow made a motion to approve the minutes for July 10, 2019 Regular Meeting as drafted. Commissioner Thibodeaux 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 August 14, 2019, the District had \$66,256.66

in its checking account after receiving \$51,507.73 in sales tax revenue from the Comptroller of Public Accounts on August 9th, 2019. As for the monthly expenses, Ms. Cormier informed the Commissioners that the total bills owed were \$25,920.47, or \$27,277.86 after taking into account the \$1,357.39 in EFTPS payments that was paid on the day of the meeting. Included in the expenses were invoices for a payment of \$3,888.71 to Siddons Martin for repairs Engine 21. According to Mr. Wilber, E-21 had issues with Diesel Exhaust Fluid dosing valve not responding codes and cab AC pan dripping water inside of cab. (See **Exhibit “A”**).

Regarding the District’s savings accounts, the Administrative Assistant informed the Commissioners that on July 31, 2019 there was \$503,847.35 in the District’s Money Market Account at ECCB Money Market and \$284,520.51 in the Texas First Bank Money Market Account. 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 as of August 16, 2019 was expected to be \$827,346.66. (See **Exhibit “A”**). After a review of the invoices and cash on hand, the staff recommended transferring \$20,000.00 from the District’s checking account to the Money Market account once the sales tax revenue from the Comptroller’s office was received.

The Commissioners thanked the staff for the report and presentation of the District’s financials. Subsequently, Commissioner Barrow made a motion to approve the Treasurer’s Report; pay the outstanding invoices; and transfer \$20,000.00 to the District’s Money Market account from the Checking account upon the receipt of sales tax revenue. (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 purchasing fire or EMS equipment and/or supplies as well as any proposed repairs, maintenance and/or testing. Mr. Wilber

presented the Commissioners with a proposal for seven (7) sets of extraction gear by Delta Industrial in the amount of \$3,901.84. (See **Exhibit “B-1”**). In response, Lieutenant Beasley asked the Commissioners to consider the proposal by Texas Fire and Rescue Tools for \$4,695.00 despite being nearly \$700.00 more expensive. (See **Exhibit “B-2”**). In response to questions by the Commissioners and the Administrator asking Lieutenant Beasley to justify paying the extra money for the same product, Lieutenant Beasley stated that he felt Texas Fire and Rescue would provide better follow up customer service. Administrator Wilber then explained Delta Industrial provides the same after sale services and strongly urged the Commissioners to accept the lowest proposal. The Commissioners agreed and a motion was made by Commissioner Thibodeaux to accept the proposal by Delta Industrial to supply seven (7) sets of extraction gear for \$3,901.84. Commissioner Dow seconded the motion and the motion was approved with the unanimous consent of all Commissioners present.

Next, the Commissioners were asked by President Murrell to consider Agenda Item No. 7, to discuss and take action, if necessary, on improvements to the existing station. Administrator Wilber stated that there was nothing to report and recommended that no action be taken.

Likewise, Administrator Wilber informed President Murrell that no action needed to be taken on Agenda Item No. 8, to discuss and take action, if needed on obtaining Federal and State grants. President Murrell accepted this recommendation and then asked Administrator Wilber to address the Administrator’s/Operations Report as set forth in Agenda Item No. 9. (See **Exhibit “C”**). In addition to what has been previously discussed, Administrator Wilber reported, among other things, on the following:

- SAM.gov renewal complete after two (2) weeks of problems changing Point of Contact information.
- District working on Texas Mutual Insurance worker’s compensation audit due by September and after audit, the District may owe small additional amount or receive small refund.

- FEMA has been reimbursed to the State in the amount of \$113.55 and the District should receive final draw in the amount of \$370.00.
- Turn Out Gear Extractor installed on second floor. The District will create Equipment Clean Log Sheet for recording when gear is washed, with inspection section included.
- Mutual Aid Agreements completed between Galveston County ESD No. 2 and Winnie-Stowell Volunteer Fire Department, awaiting signatures. The District will move forward with obtaining similar agreements between Winnie-Stowell Volunteer Fire Department and High Island Volunteer Fire Department, Crystal Beach Volunteer Fire Department and Port Bolivar Volunteer Fire Department.
- As of the meeting, the Department has not contacted Chambers County Emergency Management Coordinator, Roy Turner, to secure funding for the Department.

In response to the failure to contact the Chambers' County regarding the Department's grant, President Murrell asked Lieutenant Beasley and Administrator Wilber the reason the Department has not completed the grant. Lieutenant Beasley stated that he had sent Mr. Turner an e-mail but was told the request for the funding needed to come from the Department's Chief. In addition, the Department still needed to supply the County with the requisite documents. President Murrell then made it very clear that it was his expectation that the Department shall complete the application in a timely manner and if they needed assistance from the District, the District's staff was available to help.

President Murrell then asked Lieutenant Beasley to give his Chief's report. The Lieutenant referred the Commissioners to the July 2019: 1) Station Attendant's Report; 2) Incident Type by Month Report; 3) Incident Participation by Month Report; and 4) Firefighter and Station Attendant Calendar for May 2019. (*See Exhibit "D"*). In July, the Department covered forty-four (44) shifts at a cost of \$1,540.00. For the year, the Department has covered 670.5 shifts. The year to date cost for station attendants was now \$23,467.50. The Lieutenant then proceeded to give the Incident Report for July 2019. In July, paid firefighters and volunteers responded to forty (40) calls. As usual, most of the calls were for medical responses (i.e., twenty-three (23)). Otherwise, the Department and firefighters responded to seven (7) motor vehicle accidents; three (3) structure

fires; two (2) vehicle fires; and three (3) cancelled calls. Lieutenant Beasley then reviewed the Incident participation my month report for 2019. Through July 2019, he informed the Commissioners that the Department volunteers or Station Attendants have participated in responding to fifty-one (51%) of the calls while the District's paid fire fighters have assisted in forty-nine percent (49%) of calls.

Lastly, Lieutenant Beasley asked the Commissioners if he could bring up a complaint by the Volunteer Fire Department against a number of paid firefighters. President Murrell granted him permission but made it clear that the District could not action on this matter and since it was not on the agenda. Lieutenant Beasley then passed around a letter signed by the executive staff of the Department that included provisions of the Department's standard operating guidelines ("SOGs") and a number of screen-shots from a Facebook post by a volunteer with the Department. (See **Exhibit "E"**). According to the Lieutenant, several paid firefighters were cyber-bullying the volunteer and the Department requested that the District take disciplinary action against the paid firefighters. After the Commissioner's and staff reviewed the documents and discussed the complaint with the Lieutenant, it was agreed that this matter should be put on the agenda for the following month and the Commissioners asked Attorney Oxford to prepare a Social Media policy to be adopted by the District, Department, volunteers, and paid firefighters. In addition, the Commissioners asked Mr. Wilber to discuss the matter with the alleged aggrieved volunteer to receive his thoughts on the complaint.

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There being no further business, President Murrell informed the Commissioners that the next meeting would take place on September 11, 2019 at 6:00 p.m. He then called for a motion to adjourn the meeting at 7:08 p.m. Commissioner Barrow 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: _____

Attest: _____
Date: _____

Treasurers Report