

**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 January 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. In addition to the abovenamed 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. There being no public comment, President Murrell called for those present to recite the Pledge of Allegiance. 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 December 13, 2017 Regular Meeting. The Board reviewed the minutes and Commissioner Crone made a motion to approve the minutes for December 13, 2017 Regular Meeting. Commissioner Dow seconded the motion, with the unanimous consent of all Commissioners present.

Next, President Murrell referred the Commissioners to consider Agenda Item No. 5, to discuss the Treasurer’s Report and to review and approve the accounts payable.

Administrative Assistant Sanders reported that as of the meeting, the District had \$20,742.98 in its checking account but was scheduled to receive \$39,976.50 on January 12, 2018 in sales tax revenue from the Comptroller of Public Accounts. As for the monthly expenses, Administrative Assistant Sanders informed the Board that the total bills owed were \$23,416.14 of which \$5,225.00 was for two months of legal fees; \$4,775.46 was to be spent on bunker gear; and \$1,278.67 was for station attendants. Additionally, the District was scheduled to pay, \$1,323.34 on January 12, 2018 for EFTPS payments. (See **Exhibit "A"**). Once the tax revenue from the Comptroller of Public Accounts was received and bills paid, there would remain \$35,980.00 in its checking account. Therefore, Ms. Sanders recommended transferring \$15,000.00 from the checking account to the District's Money Market account. If the Board concurs, the District would have \$20,980.00 remaining in its checking account.

In regard to the District's savings accounts, the Assistant Administrator informed the Commissioners that as December 31, 2017, there was \$446,423.74 in the District's Money Market Account at ECCB Money Market and \$282,112.56 in the Texas First Bank Money Market Account. Overall, Mrs. Sanders reported that the District had total cash assets amounting to \$744,379.62. At the conclusion of the presentation, Commissioner Barrow made a motion to approve the Treasurer's Report; pay the outstanding invoices; and transfer \$15,000.00 from the District's checking account to the Money Market account at ECCB. See **Exhibit "A"**. Commissioner Thibodeaux 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 6, to discuss and take action, if necessary, on purchasing equipment or EMS equipment and/or supplies as well as any

proposed repairs, maintenance and/or testing. Mr. Wilber reported that no action needed to be taken on this agenda item but did report on the following:

- The remainder of equipment for E-22 arrived, included portable generator, chain saw and two piston intake valves. Additionally, he advised the Board that he did not order the piston intake valve for E-22 that was approved at December meeting after discovering two piston intake valves were included with the purchase of E-22 and were still in the Siddons-Martin warehouse in Houston.
- Further, as it relates to E-22, Mr. Wilber informed the Board that since being placed into operation, E-22 responded to three structure fires.
- Regarding E-21 was having issues with turret gun on front bumper. Mr. Wilber believes this may have been caused by responding to the fire at the beach during Hurricane Harvey. However, E-21 was scheduled to be repaired on January 15<sup>th</sup> at station. If the damage was hurricane related and substantial to justify the \$1,000.00 insurance deductible, Mr. Wilber advised that he recommended filing a claim with the District's insurance company.
- Otherwise, Mr. Wilber informed the Board that the District's Scott Air Bottle Fill System was experiencing problems and needed repairs replace a two-way valve. The expected cost of the repairs was \$1000.00. Meanwhile, Jefferson County ESD No. 4 offered the use of their air bottle refill station if needed.
- Lastly, Mr. Wilber stated that the District's bunker gear that was ordered from Delta Industrial was slowly arriving and the order should be complete by end of the month.

Moving to Agenda Item No. 7, President Murrell called on Administrator Wilber to discuss any updates on improvements to the existing station. According to Mr. Wilber the repairs to the District offices were completed and they were able to move the Assistant Administrator back into her office. Otherwise, no action was taken on this agenda item.

Next, Administrator Wilber was then asked by President Murrell to address Agenda Item 8, to discuss and take action, if needed, on obtaining Federal and State grants. According to Mr. Wilber, nothing has happened on this agenda item since the last meeting. Thus, no action was taken on this agenda item.

Turning to Agenda Item No. 9, the Board was asked to consider and take action, if necessary, on adopting a document retention policy. Attorney Oxford explained that this matter was inadvertently left on the agenda and asked that no action be taken on it. The Board concurred and asked that it be removed from next month's agenda.

At the completion of the action items, Administrator Wilber provided the administration and operations report as called for in Agenda Item No. 10. (*See Exhibits "B-1" and "B-2"*). Some highlights of the Administrator's report were:

- Administrator has requested a letter of engagement from J.R. Edwards and Associates for the 2016-17 annual audit. This item will appear on February agenda.
- ESO technical support fixed FireHouse access issue, so Fire Department can login to input call data. Administrator will talk to FireHouse about extending subscription for the two months of non-usage.
- There is an upcoming Safe D conference in Galveston scheduled for February 2017 and staff inquired about who was going to attend and whether they needed lodging.

As to the Station Attendant Report, Administrator Wilber reported that he did not have a station attendant report because Melissa was out sick. Therefore, staff requested that the December report be presented at the next meeting.

Turning to the Chief's report, Administrator Wilber reported in December 2017, the Department made forty-two (42) calls. In summary, Department made eighteen (18) medical assist calls; eleven motor vehicle assist (11) motor vehicle assist ("MVA") calls; attended to four (4) gas leaks; and assisted with two (2) structure fires.

There being no further business, President Murrell called informed the Commissioners that the next meeting would take place on February 14, 2017 at 6:00 p.m. and then called for a motion to adjourn the meeting at 6:17 p.m. Commissioner Crone 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

\$0.00

1/10/2018

\$20,742.98

Bills Owed

Melissa Sanders	Administrative Assistant	\$1,773.17
Wayne Wilber	Administrator	\$2,865.15
Kaleb Barner	ESD Contracted Services	\$640.00
Troy Beasley	ESD Contracted Services	\$948.00
Benckenstein & Oxford	Professional Fees: Legal	\$5,225.00
Garry Bratten	Building Maintenance:Office	\$1,600.00
CenterPoint Energy	Utilities	\$41.30
Ehren Davis	ESD Contracted Services	\$464.00
Delta Industrial	Equipment Purchases:Bunker Gear	\$4,775.46
Emergency Training Enterprises	Scheduling Coordinator	\$300.00
Entergy	Utilities:Electric	\$467.77
Farm & Home	Building Maintenance	\$80.45
Gulf Coast Auto	Building Maintenance	\$34.99
Gulfway Lumber	Building Maintenance	\$56.44
Joshua Heinz	Retainer	\$250.00
Ryan Howard	ESD Contracted Services	\$469.33
Brandon Lee	ESD Contracted Services	\$396.00
Market Basket	Meals and Entertainment	\$15.05
Hubert Oxford IV	Retainer	\$250.00
Stormie Reed	ESD Contracted Services	\$1,278.67
Strattons	Building Maintenance	\$100.20
Time Warner Cable	Cable/Internet/Telephone	\$300.54
VFIS	Treasurer's Bond	\$400.00
VISA	Credit Cards:Gamble/Sanders/Wilbe	\$401.91
WACC	Dues	\$75.00
Waste Management	Utilities	\$107.71
Wayne Wilber	Utilities:Cell Phone	\$100.00

Total Bills

Total Bills Owed

\$23,416.14

1/8/2018 Remaining funds in Checking Account	-\$2,673.16
1/12/2018 Comptroller	\$39,976.50
1/12/2018 EFTPS	-\$1,323.34
1/16/2018 Transfer from Checking to Money Market	-\$15,000.00
1/12/2018 Funds remaining in ECC Checking	\$20,980.00

FINANCIAL REPORT

**East Chambers Money Market**

11/30/2017 Beginning Balance	\$406,334.18
12/19/2017 Transfer	\$40,000.00
12/31/2017 Interest Earned	\$89.56
<b>11/30/2017 Currently in Money Market</b>	<b>\$446,423.74</b>

**Texas First Bank Money Market**

12/1/2017 Beginning Balance	\$282,040.70
12/29/2017 Interest Earned	\$71.86
<b>12/31/2017 Currently in Money Market</b>	<b>\$282,112.56</b>

**Current Cash Assets**

12/31/2017 Checking	\$20,742.98
12/31/2017 East Chambers Money Market	\$446,423.74
12/31/2017 Texas First Bank Money Market	\$282,112.56
1/12/2018 Texas Comptroller	\$39,976.50
1/10/2018 Bills Owed	-\$13,552.82
1/12/2018 EFTPS	-\$1,323.34
<b>1/12/2018 Total Cash Assets</b>	<b>\$774,379.62</b>

**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

**11 CHAMBERS CO ESD #1**  
**Aged Payables**  
**As of Jan 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	201801	640.00				640.00
<b>Barner, Kaleb Kaleb Barner</b>		<b>640.00</b>				<b>640.00</b>
Beasley, Troy Troy Beasley	201801	948.00				948.00
<b>Beasley, Troy Troy Beasley</b>		<b>948.00</b>				<b>948.00</b>
BENCKENSTEIN & OXF BENCKENSTEIN & OXF 409-833-9182	48475, 48800	5,225.00				5,225.00
<b>BENCKENSTEIN &amp; OXF BENCKENSTEIN &amp; OXF</b>		<b>5,225.00</b>				<b>5,225.00</b>
BRATTEN G GARRY BRATTEN 409-354-8280	397684	1,600.00				1,600.00
<b>BRATTEN G GARRY BRATTEN</b>		<b>1,600.00</b>				<b>1,600.00</b>
CenterPoint CenterPoint Energy	201801	41.30				41.30
<b>CenterPoint CenterPoint Energy</b>		<b>41.30</b>				<b>41.30</b>
Davis, Ehren Ehren Davis	201801	464.00				464.00

**11 CHAMBERS CO ESD #1**  
**Aged Payables**  
**As of Jan 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
Davis, Ehren Ehren Davis		464.00				464.00
Delta Industrial Delta Industrial Service a	63825, 64278	4,775.46				4,775.46
Delta Industrial Delta Industrial Service		4,775.46				4,775.46
Emergency Training Emergency Training Ente Brandon Lee	20171231	300.00				300.00
Emergency Training Emergency Training Ent		300.00				300.00
Entergy Entergy	201801	467.77				467.77
Entergy Entergy		467.77				467.77
FARM & HOME FARM & HOME 409-296-2561	201801	80.45				80.45
FARM & HOME FARM & HOME		80.45				80.45
GULF COAST AUTO GULF COAST AUTOMO 409-296-2051	118436	34.99				34.99
GULF COAST AUTO GULF COAST AUTOMO		34.99				34.99

**11 CHAMBERS CO ESD #1**  
**Aged Payables**  
**As of Jan 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
GULFWAY LUMBER GULFWAY LUMBER  409-296-2141	476868	56.44				56.44
<b>GULFWAY LUMBER GULFWAY LUMBER</b>		<b>56.44</b>				<b>56.44</b>
HEINZ JOSHUA JOSHUA HEINZ  409-833-9182	201801	250.00				250.00
<b>HEINZ JOSHUA JOSHUA HEINZ</b>		<b>250.00</b>				<b>250.00</b>
Howard, Ryan Ryan Howard	201801	469.33				469.33
<b>Howard, Ryan Ryan Howard</b>		<b>469.33</b>				<b>469.33</b>
Lee, Brandon Brandon Lee	201801	396.00				396.00
<b>Lee, Brandon Brandon Lee</b>		<b>396.00</b>				<b>396.00</b>
MARKET BASKET MARKET BASKET  409-296-2191	201801	15.05				15.05
<b>MARKET BASKET MARKET BASKET</b>		<b>15.05</b>				<b>15.05</b>
OXFORD HUBURT	201801	250.00				250.00

**11 CHAMBERS CO ESD #1**

**Aged Payables  
As of Jan 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
HUBERT OXFORD						
409-951-4721						
<b>OXFORD HUBURT HUBERT OXFORD</b>		<b>250.00</b>				<b>250.00</b>
Reed, Stormie Stormie Reed	201801	1,278.67				1,278.67
<b>Reed, Stormie Stormie Reed</b>		<b>1,278.67</b>				<b>1,278.67</b>
STRATTONS STRATTONS	201801		100.20			100.20
409-296-4721						
<b>STRATTONS STRATTONS</b>			<b>100.20</b>			<b>100.20</b>
Time Warner Cable Time Warner Cable	012180412231	300.54				300.54
<b>Time Warner Cable Time Warner Cable</b>		<b>300.54</b>				<b>300.54</b>
VFIS VFIS	40522	400.00				400.00
512-448-9928						
<b>VFIS VFIS</b>		<b>400.00</b>				<b>400.00</b>
Visa Visa	201801-Gambl	187.70				187.70
	201801-Sander	122.29				122.29
	201801-Wilber	91.92				91.92

**11 CHAMBERS CO ESD #1**  
**Aged Payables**  
**As of Jan 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
Visa Visa		401.91				401.91
WACC Winnie Area Chamber of	20180108	75.00				75.00
WACC Winnie Area Chamber o		75.00				75.00
WASTE MANAGMENT WASTE MANAGEMENT 409-239-2775	5548347-2155-	107.71				107.71
WASTE MANAGMENT WASTE MANAGEMENT		107.71				107.71
Wilber, Wayne Wayne Wilber	201801		100.00			100.00
Wilber, Wayne Wayne Wilber			100.00			100.00
<b>Report Total</b>		<b>18,577.62</b>	<b>200.20</b>			<b>18,777.82</b>

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
2717	1/10/18	MELISSA C. SANDE	1010	1,773.17
2718	1/10/18	WAYNE L. WILBER	1010	2,865.15
2726	1/10/18	Troy Beasley	1010	948.00
2727	1/10/18	BENCKENSTEIN &	1010	5,225.00
2728	1/10/18	GARRY BRATTEN	1010	1,600.00
2729	1/10/18	CenterPoint Energy	1010	41.30
2730	1/10/18	Ehren Davis	1010	464.00
2731	1/10/18	Delta Industrial Servi	1010	4,775.46
2732	1/10/18	Emergency Training	1010	300.00
2733	1/10/18	Entergy	1010	467.77
2734	1/10/18	FARM & HOME	1010	80.45
2735	1/10/18	GULF COAST AUTO	1010	34.99
2736	1/10/18	GULFWAY LUMBER	1010	56.44
2737	1/10/18	JOSHUA HEINZ	1010	250.00
2738	1/10/18	Ryan Howard	1010	469.33
2739	1/10/18	Brandon Lee	1010	396.00
2740	1/10/18	MARKET BASKET	1010	15.05
2741	1/10/18	HUBERT OXFORD	1010	250.00
2742	1/10/18	Stormie Reed	1010	1,278.67
2743	1/10/18	STRATTONS	1010	100.20
2744	1/10/18	Time Warner Cable	1010	300.54
2745	1/10/18	VFIS	1010	400.00
2746	1/10/18	Visa	1010	401.91
2747	1/10/18	Winnie Area Chambe	1010	75.00
2748	1/10/18	WASTE MANAGEME	1010	107.71
2749	1/10/18	Wayne Wilber	1010	100.00
2750	1/10/18	Kaleb Barner	1010	640.00
22808426	1/12/18	EFTPS	1010	1,323.34
<b>Total</b>				<b><u>24,739.48</u></b>

**11 CHAMBERS CO ESD #1  
Account Reconciliation  
As of Dec 31, 2017  
1010 - CHECKING**

**Bank Statement Date: December 31, 2017**

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance				45,777.23
Add: Cash Receipts				42,097.83
Less: Cash Disbursements				(67,132.08)
Add (Less) Other				
Ending GL Balance				<u>20,742.98</u>
Ending Bank Balance				21,126.98
Add back deposits in transit				
Total deposits in transit				
(Less) outstanding checks				
	Oct 11, 2017	2651		(160.00)
	Dec 13, 2017	2702		<u>(224.00)</u>
Total outstanding checks				(384.00)
Add (Less) Other				
Total other				
Unreconciled difference				<u>0.00</u>
Ending GL Balance				<u><u>20,742.98</u></u>

**11 CHAMBERS CO ESD #1**  
**Account Register**  
**For the Period From Dec 1, 2017 to Dec 31, 2017**  
**1010 - CHECKING**

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
			Beginning Balance			45,777.23
12/8/17		Deposit	COMPTRROLLER OF PU	42,094.58		87,871.81
12/13/17		Deposit		3.25		87,875.06
12/13/17	2687	Withdraw	MELISSA C. SANDERS		1,854.38	86,020.68
12/13/17	2688	Withdraw	WAYNE L. WILBER		2,865.15	83,155.53
12/13/17	2689	Withdraw	Kaleb Barner		616.00	82,539.53
12/13/17	2690	Withdraw	Troy Beasley		940.00	81,599.53
12/13/17	2691	Withdraw	GARRY BRATTEN		225.00	81,374.53
12/13/17	2692	Withdraw	CenterPoint Energy		42.83	81,331.70
12/13/17	2693	Withdraw	Copy Plus		1,400.00	79,931.70
12/13/17	2694	Withdraw	Tret Darr		312.00	79,619.70
12/13/17	2695	Withdraw	Ehren Davis		160.00	79,459.70
12/13/17	2696	Withdraw	EMERGENCY POWER		939.40	78,520.30
12/13/17	2697	Withdraw	Emergency Training Ent		300.00	78,220.30
12/13/17	2698	Withdraw	Entergy		193.68	78,026.62
12/13/17	2699	Withdraw	FARM & HOME		21.43	78,005.19
12/13/17	2700	Withdraw	JOSHUA HEINZ		250.00	77,755.19
12/13/17	2701	Withdraw	HOMETOWN PRESS		150.00	77,605.19
12/13/17	2702	Withdraw	Ryan Howard		224.00	77,381.19
12/13/17	2703	Withdraw	Brandon Lee		312.00	77,069.19
12/13/17	2704	Withdraw	MARKET BASKET		4.54	77,064.65
12/13/17	2705	Withdraw	Municipal Emergency Se		443.00	76,621.65
12/13/17	2706	Withdraw	MIDTEX OIL		1,507.14	75,114.51
12/13/17	2707	Withdraw	HUBERT OXFORD		250.00	74,864.51
12/13/17	2708	Withdraw	Stormie Reed		488.00	74,376.51
12/13/17	2709	Withdraw	STRATTONS		820.45	73,556.06
12/13/17	2710	Withdraw	Time Warner Cable		300.54	73,255.52
12/13/17	2711	Withdraw	ULINE		226.76	73,028.76
12/13/17	2712	Withdraw	VFIS		5,722.72	67,306.04
12/13/17	2713	Withdraw	Visa		1,118.11	66,187.93
12/13/17	2714	Withdraw	WASTE MANAGEMENT		94.71	66,093.22
12/13/17	2715	Withdraw	Wayne Wilber		100.00	65,993.22
12/13/17	2716	Withdraw	WS VFD		3,880.07	62,113.15
12/15/17	42473395	Withdraw	EFTPS		1,355.17	60,757.98
12/19/17	20171219	Withdraw	transfer		40,000.00	20,757.98
12/31/17		Withdraw	ECCB		15.00	20,742.98
			<b>Total</b>	<b>42,097.83</b>	<b>67,132.08</b>	

**11 CHAMBERS CO ESD #1**  
**Account Reconciliation**  
**As of Dec 31, 2017**  
**1020 - MONEY MARKET SAVINGS**  
**Bank Statement Date: December 31, 2017**

Filter Criteria includes: Report is printed in Detail Format.

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Beginning GL Balance	406,334.18
Add: Cash Receipts	40,089.56
Less: Cash Disbursements	
Add (Less) Other	
Ending GL Balance	446,423.74
Ending Bank Balance	446,423.74
Add back deposits in transit	
Total deposits in transit	
(Less) outstanding checks	
Total outstanding checks	
Add (Less) Other	
Total other	
Unreconciled difference	0.00
Ending GL Balance	<u>446,423.74</u>

**11 CHAMBERS CO ESD #1**  
**Account Register**  
**For the Period From Dec 1, 2017 to Dec 31, 2017**  
**1020 - MONEY MARKET SAVINGS**

Filter Criteria includes: Report order is by Date.

<u>Date</u>	<u>Trans No</u>	<u>Type</u>	<u>Trans Desc</u>	<u>Deposit Amt</u>	<u>Withdrawal Amt</u>	<u>Balance</u>
			Beginning Balance			406,334.18
12/19/17		Deposit	CASH TRANSFERS	40,000.00		446,334.18
12/31/17		Deposit	EAST CHAMBERS CO	89.56		446,423.74
			<b>Total</b>	<u>40,089.56</u>		

**11 CHAMBERS CO ESD #1**  
**Account Reconciliation**  
**As of Dec 31, 2017**  
**1011 - CHECKING TEXAS FIRST BANK**  
**Bank Statement Date: December 31, 2017**

Filter Criteria includes: Report is printed in Detail Format.

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Beginning GL Balance	282,040.70
Add: Cash Receipts	71.86
Less: Cash Disbursements	
Add (Less) Other	
Ending GL Balance	<u>282,112.56</u>
Ending Bank Balance	282,112.56
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>282,112.56</u></u>

**11 CHAMBERS CO ESD #1**  
**Account Register**  
**For the Period From Dec 1, 2017 to Dec 31, 2017**  
**1011 - CHECKING TEXAS FIRST BANK**

Filter Criteria includes: Report order is by Date.

Date	Trans No	Type	Trans Desc	Deposit Amt	Withdrawal Amt	Balance
12/29/17		Deposit	Beginning Balance Texas First Bank	71.86		282,040.70 282,112.56
			<b>Total</b>	<b>71.86</b>		

## 11 CHAMBERS CO ESD #1

## Balance Sheet

January 31, 2018

## ASSETS

## Current Assets

CHECKING	\$	(3,996.50)
CHECKING TEXAS FIRST BANK		282,112.56
MONEY MARKET SAVINGS		446,423.74
ACCOUNTS RECEIVABLE		(5,924.75)
SALES TAX RECEIVABLE		70,819.07

Total Current Assets		789,434.12
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## 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)

Total Property and Equipment		952,313.37
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## Other Assets

Total Other Assets		0.00
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Total Assets	\$	<u>1,741,747.49</u>
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## LIABILITIES AND CAPITAL

## Current Liabilities

ACCOUNTS PAYABLE	\$	5,153.46
DUE TO/FROM WSVFD		(774.55)
PAYROLL TAXES PAYABLE		32,322.52
ACCURED INTEREST		28,062.13

Total Current Liabilities		64,763.56
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## Long-Term Liabilities

NOTE PAYABLE OSH KOSH		476,025.83
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Total Long-Term Liabilities		476,025.83
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Total Liabilities		540,789.39
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## Capital

RETAINED EARNINGS		1,137,260.03
NET ASSETS - INVESTED		79,745.51
Net Income		(16,047.44)

Total Capital		1,200,958.10
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Total Liabilities & Capital	\$	<u>1,741,747.49</u>
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11 CHAMBERS CO ESD #1  
Income Statement  
Compared with Budget  
For the Four Months Ending January 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
<b>Revenues</b>				
SALES TAX INCOME	\$ 125,587.73	\$ 158,333.32	\$ 125,587.73	\$ 158,333.32
PROPERTY TAX INCOME	8.47	16.68	8.47	16.68
COST SHARE ASSISTANCE	0.00	750.00	0.00	750.00
BILLING INCOME	5,069.00	0.00	5,069.00	0.00
OTHER INCOME	26,203.25	183.32	26,203.25	183.32
INTEREST INCOME	469.70	500.00	469.70	500.00
DIVIDEND INCOME	2,550.93	0.00	2,550.93	0.00
SURPLUS EQUIPMENT SALES	0.00	8,333.32	0.00	8,333.32
<b>Total Revenues</b>	<b>159,889.08</b>	<b>168,116.64</b>	<b>159,889.08</b>	<b>168,116.64</b>
<b>Cost of Sales</b>				
<b>Total Cost of Sales</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Gross Profit</b>	<b>159,889.08</b>	<b>168,116.64</b>	<b>159,889.08</b>	<b>168,116.64</b>
<b>Expenses</b>				
REPAIRS & SERVICE - BRUSH 21	1.69	166.64	1.69	166.64
REPAIRS & SERVICE - COMMAND 2	40.00	83.32	40.00	83.32
REPAIRS & SERVICE - UTILITY 21	0.00	166.64	0.00	166.64
REPAIRS & SERVICE - ENGINE 22	0.76	1,666.64	0.76	1,666.64
REPAIRS & SERVICE - ENGINE 21	0.00	2,500.00	0.00	2,500.00
REPAIRS & SERVICE - TANKER 21	0.00	666.64	0.00	666.64
REPAIRS & SERVICE - ADMIN21	799.00	500.00	799.00	500.00
REPAIRS & SERVICE - E22 S/P	86.03	666.64	86.03	666.64
WASTE MANAGEMENT	297.13	333.32	297.13	333.32
BUILDING IMPROVEMENTS	56.44	666.64	56.44	666.64
BUILDING MAINTENANCE	4,661.32	1,666.64	4,661.32	1,666.64
DUES - SFFMA	0.00	200.00	0.00	200.00
DUES - WACC	75.00	25.00	75.00	25.00
EQUIPMENT PURCHASES	5,348.63	6,666.64	5,348.63	6,666.64
EQUIP - REPAIRS/SERVICE	401.60	833.32	401.60	833.32
FLEET - DIESEL TREATMENT	0.00	26.64	0.00	26.64
FLEET - DIESEL	665.76	1,266.64	665.76	1,266.64
FLEET - GASOLINE	835.43	1,466.64	835.43	1,466.64
FLEET - INSURANCE	4,152.72	3,333.32	4,152.72	3,333.32
FLEET - MISC	0.00	100.00	0.00	100.00
LOAN - E21/T21 - INTEREST	15,362.09	5,120.68	15,362.09	5,120.68
EQUIP - FIRE RESCUE SUPPLIES	0.00	500.00	0.00	500.00
FLEET - CLEANING SUPPLIES	171.39	116.64	171.39	116.64
LOAN - E21/T21 - PRINCIPLE	67,596.79	22,532.24	67,596.79	22,532.24
LOAN - E22 S/P - PRINCIPLE	0.00	6,260.88	0.00	6,260.88
LOAN - E22 S/P - INTEREST	0.00	16,688.48	0.00	16,688.48
INSURANCE - VFD ACCID&SICKNE	0.00	1,000.00	0.00	1,000.00
INSURANCE - VFD COMMERCIAL	1,570.00	2,000.00	1,570.00	2,000.00
INSURANCE - VFD WORKERS COM	0.00	2,000.00	0.00	2,000.00
CERTIFICATIONS	0.00	333.32	0.00	333.32
DINING	40.95	166.68	40.95	166.68
FREIGHT	105.76	333.32	105.76	333.32
OFFICE SUPPLIES	1,844.98	1,000.00	1,844.98	1,000.00
REHAB/ON SCENE WATER	0.00	100.00	0.00	100.00
REPORTING SOFTWARE	0.00	1,100.00	0.00	1,100.00
TRAINING	0.00	1,000.00	0.00	1,000.00
TRAVEL	119.71	833.32	119.71	833.32

For Management Purposes Only

11 CHAMBERS CO ESD #1  
Income Statement  
Compared with Budget  
For the Four Months Ending January 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
UNIFORMS	198.00	166.64	198.00	166.64
FLEET - ENVIRONMENTAL FEE	5.95	13.32	5.95	13.32
SPECIAL EVENTS	77.07	33.32	77.07	33.32
WSVFD - CONTRACTED SERVICES	11,338.26	15,450.00	11,338.26	15,450.00
ESD - CONTRACTED SERVICES	13,388.26	16,000.00	13,388.26	16,000.00
WSVFD - PAYROLL TAXES	0.00	1,666.64	0.00	1,666.64
STAFF ADMINISTRATOR	6,666.00	13,333.32	6,666.00	13,333.32
STAFF ADMINISTRATIVE ASSISTANT	6,690.00	9,666.64	6,690.00	9,666.64
UTILITIES - ELECTRIC	1,758.67	2,000.00	1,758.67	2,000.00
UTILITIES - NATURAL GAS	126.96	150.00	126.96	150.00
UTILITIES - TIME WARNER	901.62	1,200.00	901.62	1,200.00
UTILITIES - CELL	300.00	400.00	300.00	400.00
WAGES	5,553.00	0.00	5,553.00	0.00
SCHEDULING COORDINATOR	1,200.00	1,200.00	1,200.00	1,200.00
PAYROLL TAX EXPENSE	6,318.05	4,666.64	6,318.05	4,666.64
PROF FEES ACCOUNTING	1,051.78	666.64	1,051.78	666.64
WSVFD - ACCOUNTING FEES	350.00	250.00	350.00	250.00
FEES - COMPTROLLER	2,610.98	3,333.32	2,610.98	3,333.32
BANK FEES	45.00	66.64	45.00	66.64
PROF FEES LEGAL	7,563.93	1,666.64	7,563.93	1,666.64
PROF FEES LEGAL RETAINER	2,000.00	2,000.00	2,000.00	2,000.00
FILING FEES	0.00	50.00	0.00	50.00
PUBLIC NOTICE	150.00	66.64	150.00	66.64
POSTAGE	9.81	33.32	9.81	33.32
PROF FEES AUDIT	0.00	2,250.00	0.00	2,250.00
PROF FEES OTHER	3,000.00	3,000.00	3,000.00	3,000.00
DUES - SAFE-D	0.00	183.32	0.00	183.32
TECHNOLOGY	0.00	166.68	0.00	166.68
INSURANCE - ESD BOND	400.00	133.32	400.00	133.32
INSURANCE - ESD COMMERCIAL	0.00	1,733.32	0.00	1,733.32
INSURANCE - ESD WORKERS COMP	0.00	1,400.00	0.00	1,400.00
SAFETY DEPOSIT BOX	0.00	5.00	0.00	5.00
SCHOLARSHIP	0.00	1,333.32	0.00	1,333.32
Total Expenses	175,936.52	168,371.56	175,936.52	168,371.56
Net Income	\$ (16,047.44)	\$ (254.92)	\$ (16,047.44)	\$ (254.92)

# Allocation Payment Detail

## Results

**Chambers Co ESD 1**  
**Authority Code: 5036543**

Select a month ▾

**Allocation Period: Jan 2018**

Total Collections:	40,751.50
Prior Prd Collections:	2,606.32
Current Prd Collections:	37,842.17
Future Prd Collections:	113.25
Audit Collections:	185.06
Unidentified:	4.70
Service Fee:	815.03
Current Retained:	798.73
Prior Retained:	838.76
Net Payment	39,976.50

FINANCIAL REPORT

11/30/2017	<b>\$46,641.23</b>
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<b>Credits</b>			
	12/8/2017 Comptroller		\$42,094.58
	12/13/2018 Cash		\$3.25
<b>Total Credits</b>			<b>\$42,097.83</b>
			<b>\$88,739.06</b>

<b>Debits</b>			
2668	Ehren Davis		\$704.00
2687	Melissa Sanders		\$1,854.38
2688	Wayne Wilber		\$2,865.15
2689	Kaleb Barner		\$616.00
2690	Troy Beasley		\$940.00
2691	Garry Bratten		\$225.00
2692	CenterPoint Energy		\$42.83
2693	CopyPlus		\$1,400.00
2694	Tret Darr		\$312.00
2695	Ehren Davis		\$160.00
2696	Emergency Power Service		\$939.40
2697	Emergency Training Enterprises		\$300.00
2698	Entergy		\$193.68
2699	Farm & Home		\$21.43
2700	Joshua Heinz		\$250.00
2701	Hometown Press		\$150.00
2703	Brandon Lee		\$312.00
2704	Market Basket		\$4.54
2705	MES		\$443.00
2706	Midtex Oil		\$1,507.14
2707	Hubert Oxford		\$250.00
2708	Stormie Reed		\$488.00
2709	Strattons		\$820.45
2710	Time Warner Cable		\$300.54
2711	Uline		\$226.76
2712	VFIS		\$5,722.72
2713	Visa		\$1,118.11
2714	Waste Management		\$94.71
2715	Wayne Wilber		\$100.00
2716	WSVFD		\$3,880.07
	EFTPS		\$1,355.17
	Transfer		\$40,000.00
<b>Total Debits</b>			<b>\$67,597.08</b>
			<b>\$21,141.98</b>

<b>Fees</b>			
	12/31/2017 Debit	Maintenance Fee	\$15.00
			<b>\$21,126.98</b>

<b>Checks Pending</b>			
	2651	Dustin Seeton	\$160.00
	2702	Ryan Howard	\$224.00
<b>Total Pending</b>			<b>\$384.00</b>
<b>Ending Bank Balance</b>		12/31/2017	<b>\$20,742.98</b>

# Exhibit “B-1”

## ADMINISTRATOR REPORT

JANUARY 10, 2018

**Apparatus and Equipment:** Remainder of equipment for E-22 arrived, included portable generator, chain saw and two piston intake valves. Administrator did not order the piston intake valve for E-22 that was approved at December meeting after discovering two piston intake valves were included with the purchase of E-22 and were still in the Siddons-Martin warehouse in Houston.

All equipment placed on E-22. Since placed into operation, E-22 responded to three structure fires. Siddons-Martin conducted training session on E-22 on January 9<sup>th</sup>.

E-21 has issues with turret gun on front bumper. Repair scheduled for January 15<sup>th</sup> at station.

Administrator purchased 125,000 BTU kerosene air blow heater during the cold spell last week to insure against pumps and valves freezing on apparatus in the bay area.

Scott Air Bottle Fill System experiencing problems. Needed repairs include replacement of a two way valve with estimated cost of \$1000 to get system back in operation. Should be ready in 2-3 weeks. Jefferson County ESD No. 4 has offered their air bottle refill station if needed.

ESD bunker gear ordered from Delta Industrial is slowly arriving. Hopefully complete order will be fulfilled by end of the month.

**ESD:** Remodeling of the ESD offices completed. Administrative Assistant scheduled to move back on Friday.

FEMA Request for Public Assistance still going forward. The Category E request for funding on ESD offices officially cancelled due to complicated requirements from FEMA and delayed time in moving back into ESD offices. At this point, the Category B request for funding is estimated at \$4700.

In 2017, the 85th Texas Legislature passed Senate Bill 625 (S.B. 625), requiring certain special purpose districts to provide records and other information concerning district finances and taxes to the Texas Comptroller of Public Accounts (see Texas Local Government Code § 203.061, 203.062 and 203.063; added by Acts 2017, 85th Leg., R.S., Ch. 564 (S.B. 625), Sec. 2, effective Sept. 1, 2017). The Comptroller is charged with notifying special purpose districts of the changes in law made by S.B. 625, and of the requirement to provide any information required under that Act to this office no later than the last day of the reporting period, April 31, 2018, and thereafter on an annual basis.

Administrator has requested a letter of engagement from J.R. Edwards and Associates for the 2016-17 annual audit. This item will appear on February agenda.

**Fire Dept:** ESO technical support has fixed FireHouse access issue today, so Fire Department can login to input call data. Administrator will talk to FireHouse about extending subscription for the two months of non-usage.

# Exhibit “B-2”

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



December  
CALL'S FOR THE MONTH OF ~~NOVEMBER~~

MVA	11
Car Fires	2
Vehicle Fires/18 wheeler	1
Brush Fires	2
Gas Leaks	4
Medical Assist	18
General Clean up	1
Building fires	1
Structure Fires	2

Total Calls for Month 42

Total for year ~~423~~ 109

A large, stylized handwritten signature in black ink, likely belonging to the Chief of Fire.