

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF THE  
JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 4

A regular meeting of the Board of Commissioners of the Jefferson County Emergency Services District No. 4 ("District") was called for at 5:30 p.m. on the 18<sup>th</sup> day of December, 2013, at the District's administrative office, located at the Labelle-Fannett VFD fire station, 12880 FM 365, Beaumont, Texas 77705, pursuant to notice duly posted according to law.

The meeting was called to order at approximately 5:30 p.m., and the roll was called of the duly constituted officers and members of the Board, to wit:

Jeff Roebuck	President
Charlie Reneau	Vice President
Sandra Duhon	Secretary
Sandra Melton	Treasurer
Charlie Cox	Assistant Treasurer

All of said Board members were present, thus constituting a quorum. Also present at the meeting were Joshua Heinz of the law firm Benckenstein & Oxford, L.L.P., attorneys for the District, as well as the persons identified on the attendance log attached hereto as **Exhibit A**.

Upon establishing that a quorum was present, President Roebuck asked for public comment as set forth in Agenda Item No. 3. Scott Newvine advised the Board of the upcoming SAFE-D annual conference, and recommended the Board members attend same. There was also discussion regarding the Board's next regular meeting, and the Board advised that the next meeting will be held at the Jefferson County Precinct 4 Service Center in Cheek on January 15, 2014 at 5:30 p.m. There was no further public comment.

The Board was then directed to Agenda Item No. 4 for review of the Minutes of the November 20, 2013 regular meeting. Upon motion by Vice President Reneau and seconded by Treasurer Melton, the proposed Minutes were approved by the Board members present.

Next, President Roebuck directed the Board's attention to Agenda Item No. 5 for the Treasurer's Report. Treasurer Melton reported that the District collected \$36,256.48 in tax revenue for the period ending November 30, 2013, and the District's Texas First Bank account balance as of December 18, 2013 was \$ \$31,410.34, as reflected on the Tax Distribution and account statements attached hereto as **Exhibit B**. Treasurer Melton also advised the Board of current bills needing to be paid by the District, including payoff of the balance on the District's line of credit loan through Texas First Bank (\$2,286.12), and the first quarter entity allocation from the Jefferson County Appraisal District (\$1,405.43). Upon motion by Treasurer Melton and seconded by Assistant Treasurer Cox, the Board unanimously approved the payment of these items.

Thereafter, the Board was directed to Agenda Item No. 6, and the Board reviewed and discussed the proposed Bank Depository Agreement and Resolution Adopting Investment Policy, Strategies, Guidelines and Management Practices. Upon motion by Assistant Treasurer Cox and seconded by Vice President Reneau, and with the approval of all the Board members, the Bank Depository Agreement and Resolution Adopting Investment Policy, Strategies, Guidelines and Management Practices were approved, which are attached hereto as **Exhibit C**.

President Roebuck then directed the Board to Agenda Item Nos. 7 and 8 regarding the District applying to become a member of SAFE-D (State Association of Fire and

Emergency Districts) and attendance of the Board members at the upcoming SAFE-D Annual Conference. Upon motion by Assistant Treasurer Cox and seconded by President Roebuck, the Board unanimously approved the District becoming a member of SAFE-D, the \$1,000.00 annual membership fee, the Board members' attendance at the SAFE-D Annual Conference being held Jan. 23-25, 2014 at Moody Gardens in Galveston, Texas, and payment/reimbursement of the Board members' conference registration fees, travel and lodging costs. Mr. Heinz will submit the District's membership application to SAFE-D, a copy of which is attached hereto as **Exhibit D**, and he will register the Board members for the conference once he receives confirmation on who will be attending.

The Board then moved along to Agenda Item No. 9 regarding the draft Fire Service Agreements between the District and the VFDs, and the draft Asset Transfer Agreement between the District and Cheek VFD. The Board reviewed the current drafts, which included the revisions discussed by the Board at its prior meeting, and discussed same with the VFD representatives present. Vice President Reneau and Secretary Duhon, members of the Contract Committee, will make arrangements to meet with the VFD representatives to discuss and review the terms of the proposed agreements, and will report back to the Board at the next meeting, at which time they hope to have the proposed agreements in final form for consideration by the Board.

Next, the Board was directed to Agenda Item No. 10 regarding retention of an accountant, bookkeeper, and/or auditor for the District. Assistant Treasurer Cox informed the Board that he and Treasurer Melton have contacted several recommended accountants to discuss their interest in working with the District. Assistant Treasurer Cox and Treasurer Melton will continue their discussions with potential accountants, and will

present the Board with proposals from those interested for discussion and consideration at the next Board meeting. Further, Treasurer Melton suggested that she and Assistant Treasurer Cox initially perform all the bookkeeping duties for the District so that they have a better understanding of the District's financial obligations going forward, and also so they will have a better idea of what the future District administrator would have, which the Board agreed with.

President Roebuck then directed the Board to Agenda Item No. 11 to discuss obtaining office equipment and supplies for the District. The Board agreed that the District needed to obtain a computer and accounting software as soon as possible, so Treasurer Melton and Assistant Treasurer Cox will obtain quotes and pricing on a computer and accounting software for the District.

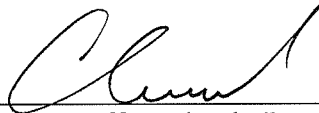
Thereafter, the Board was directed to Agenda Item No. 12 regarding ISO evaluation criteria for the VFDs. Assistant Treasurer Cox advised the Board on the information he has gathered regarding ISO evaluations, and certain matters he believes to be most important for the District to assist the VFDs with in order to best improve the ISO ratings within the District, which includes improvements to the VFDs' communications and maintenance of VFD member training and certification records.

Next, the Board moved along to Agenda Item No. 13 regarding the District's official seal. Assistant Treasurer Cox presented the Board with the proposed seal design, which was reviewed and discussed by the Board members. Upon motion by Vice President Reneau and seconded by Secretary Duhon, the Board approved the seal design attached hereto as **Exhibit E**.

President Roebuck then directed the Board to Agenda Item No. 14, at which time Mr. Heinz reported on the recent activities of counsel. Mr. Heinz advised the Board of the Jefferson County Commissioner Court's recent assignment of places and designation of terms of office for the Board members, as set forth in the Order attached hereto as **Exhibit F**. Mr. Heinz also advised the Board that he had submitted the District required annual report to the Texas Department of Agriculture, Office of Rural Affairs.

Then, the Board was directed to Agenda Item No. 15, at which time the Board approved President Roebuck's execution of a Resolution confirming the 2013 Certified Tax Roll, which is attached hereto as **Exhibit G**, as required by the Jefferson County Tax Office, because such had already been approved by the Board at its September 2013 regular meeting.

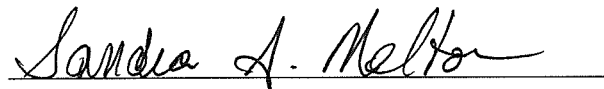
There being no further matters to come before, the regular meeting was adjourned at approximately 6:30 p.m.



\_\_\_\_\_  
Jeff Roebuck, President  
Charlie Reneau, Vice President

Date: 1-15-2014

ATTEST:


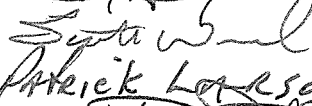





Name/Position: Sandra Melton, Treasurer

Date: 1-15-2014

# Exhibit A

ESD Meeting - Dec. 18, 2013 5:30 PM

<u>Name-Print</u>	<u>Name-Sign</u>
Darlene Rivett #302	Darlene Rivett
Scott Newvine	
Randall Rivett	
Scott Wade	
Pat Larson	Patrick Larson
Kenneth A. Dowd	
HENRY LAIBIZIE	

# Exhibit B

12/01/2013 01:09:24 1537382  
TC298-D SELECTION: DEPOSIT  
RECEIPT DATE: ALL

TAX COLLECTION SYSTEM  
DEPOSIT DISTRIBUTION  
FROM: 11/01/2013 THRU 12/30/2013  
JURISDICTION: 0086 BKER SER DISTRICT #4

PAGE: 47  
INCLUDES AG FORFBACK

YEAR	FUND	TAX RATE	LEVY PAID	DISCOUNT GIVEN	PENALTY INTEREST	TIP AMOUNT	DISBURSE TOTAL	ATTORNEY	OTHER FEES	REFUND AMOUNT	PAYMENT AMOUNT
2013	M & O	.0900000	36,256.48	.00	.00	.00	36,256.48	.00	.00	.00	36,256.48
	I & S	.0000000	.00	.00	.00	.00	.00	.00	.00	.00	.00
	TOTAL	.0900000	36,256.48	.00	.00	.00	36,256.48	.00	.00	.00	36,256.48
ALL	M & O		36,256.48	.00	.00	.00	36,256.48	.00	.00	.00	36,256.48
ALL	I & S		.00	.00	.00	.00	.00	.00	.00	.00	.00
ALL	TOTAL		36,256.48	.00	.00	.00	36,256.48	.00	.00	.00	36,256.48
DLQ	M & O		.00	.00	.00	.00	.00	.00	.00	.00	.00
DLQ	I & S		.00	.00	.00	.00	.00	.00	.00	.00	.00
DLQ	TOTAL		.00	.00	.00	.00	.00	.00	.00	.00	.00
CURR	M & O		36,256.48	.00	.00	.00	36,256.48	.00	.00	.00	36,256.48
CURR	I & S		.00	.00	.00	.00	.00	.00	.00	.00	.00
CURR	TOTAL		36,256.48	.00	.00	.00	36,256.48	.00	.00	.00	36,256.48



**Account History for Public Funds Tiered Int. - 10031508**

This page provides a list of transaction items for your individual accounts. Choose an account from the drop-down list and click 'Submit' to view the detailed history for that account.

**SIGN OFF**

Sign Off

**ACCOUNTS**

- Overview
- History
- Online Activity
- Statements

**TRANSACTIONS**

- Funds Transfer
- Recurring

**SERVICES**

- Messages
- Address Change
- Stop Payment
- Check Reorder

**PREFERENCES**

- Account
- Alerts
- Security
- User
- Manage Users
- User Rights
- Mobile

**Account Details**

Available Balance	\$38,410.34	Last Statement Date	11/29/2013
Current Balance	\$38,410.34	Interest Rate	0.150 %
Last Deposit Date	12/17/2013	Last Interest Paid Date	11/29/2013
Last Deposit Amount	\$0.00	Accrued Interest	\$2.08
		Year-to-date interest amount	\$0.23

Account:

Display

Search

Submit

**Posted**

Sorted By: Post Date	Newest on top	Debit	Credit	Balance
INCOMING WIRE - P201312170001846-01846	12/17/13		\$0.14	\$38,410.34
INCOMING WIRE FEE - P201312060002245-02245	12/6/13	\$7.00		\$38,410.20
INCOMING WIRE - P201312060002245-02245	12/6/13		\$36,256.48	\$38,417.20
Interest Paid	11/29/13		\$0.15	\$2,160.72
INCOMING WIRE FEE - P201311060002078-02078	11/6/13	\$7.00		\$2,160.57
INCOMING WIRE - P201311060002078-02078	11/6/13		\$2,165.64	\$2,167.57
Interest Paid	10/31/13		\$0.08	\$1.93
Check	10/16/13 (Check #1005)	\$2,124.00		\$1.85
DELUXE CHECK/CHECK/ACC. JEFFERSON EMERGENCY	10/8/13	\$29.15		\$2,125.85
Refund Balance Requirement Fee	10/2/13		\$15.00	\$2,155.00
CREDIT FROM LOAN 70011420	10/2/13		\$2,154.00	\$2,140.00
BALANCE REQUIREMENT FEE	9/30/13	\$15.00		-\$14.00
Debit Memo	9/27/13	\$100.00		\$1.00
Deposit	9/27/13		\$100.00	\$101.00
Deposit	9/25/13		\$1.00	\$1.00
		<b>Subtotal:</b>	<b>\$2,282.15</b>	<b>\$40,692.49</b>

Oldest Transaction Available: Wednesday, September 25, 2013

NOTE: Available account history is limited. Online Activity provides more account history, but only for transactions initiated online.

Privacy Policy

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Notice of Changes in Temporary FDIC Insurance Coverage for Transaction Accounts





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(409) 945-9889 (281) 538-2226
(855) 355-TFB1 (8321)

BOOKKEEPING
(409) 948-1993
(409) 296-2111

Page: 1

JEFFERSON COUNTY EMERGENCY
SERVICES No. 4
12880 FM 365 RD
BEAUMONT TX 77705-9682

Account Number: 10031508
Statement Date: 12/01/13
Checks/Items Enclosed: 0

EM

PUBLIC FUNDS TIERED INT. JEFFERSON COUNTY EMERGENCY Acct 10031508
SERVICES No. 4

Beginning Balance 11/01/13 1.93
Deposits / Misc Credits 2 2,165.79
Withdrawals / Misc Debits 1 7.00
\*\* Ending Balance 11/30/13 2,160.72 \*\*
Service Charge .00
Interest Paid Thru 11/30/13 .15
Interest Paid Year To Date .23
Annual Percentage Yield Earned .10%
Number of Days for A.P.Y.E. 30
Average Balance for A.P.Y.E. 1,800.79
Minimum Balance 1

FEE RECAP

Table with 3 columns: Fee Type, Total for this period, Total year-to-date. Rows include Total Overdraft Fees and Total Returned Item Fees.

DEPOSITS AND OTHER CREDITS

Table with 3 columns: Date, Deposits, Activity Description. Rows include 11/06 INCOMING WIRE and 11/29 Interest Paid.

DEBITS AND OTHER WITHDRAWALS

Table with 3 columns: Date, Withdrawals, Activity Description. Row includes 11/06 INCOMING WIRE FEE.

# TEXAS FIRST BANK

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(409) 296-2111

Page: 2

JEFFERSON COUNTY EMERGENCY

Account Number: 10031508  
Statement Date: 12/01/13

-----  
DAILY BALANCE SUMMARY  
-----

Date	Balance	Date	Balance	Date	Balance
11/06	2,160.57	11/29	2,160.72		

# Exhibit C

**BANK DEPOSITORY AGREEMENT**

**THE STATE OF TEXAS**           §  
  §  
**COUNTY OF JEFFERSON**       §

THIS BANK DEPOSITORY AGREEMENT is entered into as of the 18 day of December, 2013, by and between Jefferson County Emergency Services District No. 4, a political subdivision of the State of Texas (the "District"), and Texas First Bank, a Texas state-chartered bank (the "Bank").

RECITALS:

WHEREAS, the District has designated the Bank as a depository for certain funds of the District; and

WHEREAS, the District requires continuous security for all funds deposited with the Bank; and

WHEREAS, the Bank is a member of the Federal Deposit Insurance Corporation and, under the terms of the Federal Deposit Insurance Act, funds deposited with the Bank are insured to the extent of at least the amounts established by Federal law; and

WHEREAS, the Bank has agreed to secure deposits of the District with securities which are acceptable as collateral under the Public Funds Collateral Act (Texas Government Code Chapter 2257) and the District's Investment Policy, both as amended from time to time (collectively, "Approved Securities") with an aggregate market value, increased by accrued interest, at least equal at all times to the amount of funds of the District on deposit with the Bank in excess of the amounts insured by the Federal Deposit Insurance Corporation or its successor, which Approved Securities will be pledged to the District; and

WHEREAS, the District and the Bank wish to enter into a written agreement, setting forth the terms and conditions upon which the Bank will transfer funds from the account of the District upon telephonic, telegraphic, oral or written instructions for the transfer of funds of the District;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

Section 1. The Bank represents and warrants that it is a member of the Federal Deposit Insurance Corporation and, under the terms of the Federal Deposit Insurance Act, funds deposited with the Bank are insured to the extent of at least the amounts established by Federal law

Section 2. The Bank shall secure all deposits of the District with Approved Securities having a market value at all times equal to or greater than the funds of the District on deposit with the Bank, to the extent the funds are not insured by the Federal

Deposit Insurance Corporation or its successor. The Approved Securities shall be deposited and pledged in safekeeping at another reputable bank or banks that have safekeeping accounts for the Bank or at a trust or safekeeping department within the Bank. The Bank shall: maintain a separate, accurate, and complete record relating to a pledged investment security, a deposit of District funds, and a transaction related to a pledged investment security; furnish a written schedule of the deposited and pledged securities to the District on a monthly basis; and, ensure that the any banks holding such deposited and pledged securities in safekeeping furnish the District with appropriate safekeeping receipts.

Section 3. The Approved Securities shall be pledged to secure the payment in full upon demand of any demand deposits of the District in the Bank and the payment in full at maturity or after the expiration of the period of required notice of all time or savings deposits in the Bank. Upon such demand, maturity, or notice, the Bank shall faithfully pay over to the District or any successor bank all balances remaining in the accounts, and, upon this payment, the Approved Securities shall be released. Upon default in payment by the Bank and after giving five days' written notice to the Bank of the default, the District has all of the rights of a secured party under the Uniform Commercial Code with respect to pledged bonds.

Section 3. If the Bank desires to sell or otherwise dispose of one or more of the Approved Securities held in pledge, it may, subject to the approval of the District, substitute for any one or more of the Approved Securities other securities of the same character and amount, and this right of substitution will remain in full force and may be exercised by the Bank as often as it may desire to sell or otherwise dispose of any original or substitute securities; provided, however, that the aggregate amount of the Approved Securities held in pledge will always be such that the aggregate market value thereof is at least equal to the amount of the deposits increased by accrued interest and decreased by the amount insured by the Federal Deposit Insurance Corporation.

Section 4. If, at any time, the Approved Securities held in pledge have an aggregate market value in excess of the sum on deposit, as increased by accrued interest and decreased by the amount insured by the Federal Deposit Insurance Corporation, then the Bank will have the right to withdraw securities equal in amount to the amount of the excess. In the event of withdrawal, the Bank will promptly notify the District.

Section 5. When the Bank has paid out present and future deposits of the District to the extent that the amount that remains on deposit, including accrued interest, is less than the amount insured by the Federal Deposit Insurance Corporation, the Bank may withdraw all securities held in pledge under this agreement, but prompt notice of the withdrawal must be given to the District.

Section 6. The Bank is hereby authorized to honor, execute, and charge to the District's account at the Bank telephonic requests or orders for the transfer of funds of the District when these requests are received from the authorized representatives of the District specified below and when the requests or orders are for the sole purpose of transferring funds of the District from one District account to another District Account

within the Bank. "District Account" means any account opened in the name of the District, with a signature card on file requiring the signatures of two members of the Board of Commissioners on any check or draft issued.

Section 7. The following District board members ("Authorized Representatives") are hereby authorized to issue orders for the transfer of funds of the District under Section 6 of this agreement:

Jeff Roebuck, President  
Charlie Reneau, Vice President  
Sandra Duhon, Secretary  
Sandra Melton, Treasurer  
Charlie Cox, Assistant Treasurer

The District, upon affirmative vote of at least three commissioners in a public meeting, may from time to time amend this list of Authorized Representatives at its sole discretion. The District will provide the Bank notice of any amendment.

Section 8. The District will supply to the Bank any other information that the Bank may reasonably request, including, but not limited to, money amounts, accounts affected, date of transfer, supplemental instructions and further evidence of any representative's authority to transfer funds or to do any other act contemplated under these procedures. The Bank will assign the District a Security Code Number which Authorized Representatives will use when requesting the Bank to make funds transfers as authorized hereunder.

Section 9. Bank services will be priced in accordance with the Bank's published Commercial Account Service Charge Schedule and other published price lists. A monthly account analysis will be provided by Bank itemizing services rendered and the price of the services. If net available balances maintained are not sufficient to cover cost of services rendered, Bank will charge the District's account for the deficit. Notwithstanding the above, the Bank shall not charge for the written schedule required by Section 1, above.

Included in and required as part of the duties to be provided by the Bank to the District are the following:

1. Preparation of monthly statements showing debits and credits.
2. Preparation of all accounts, reports and records as needed for audits.
3. Preparation of such other reports, accounts and records from time to time required by the District which are prepared and maintained during Bank's normal course of business.

The Bank shall charge the District at the prevailing rate applicable to other Public Fund customers for furnishing the quantity, quality and type of checks necessary for the District's use during the period for which this agreement is effective.

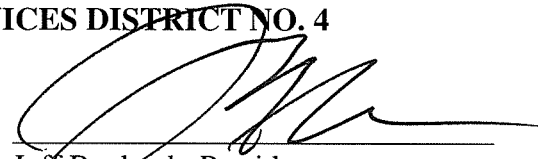
Section 10. Each of the parties reserves the right to cancel and terminate this Agreement by giving at least 30 days' written notice, by certified mail, to the other party. In such event, this Agreement shall terminate at the expiration of the 30-day notice period.

Section 11. Nothing contained herein shall be construed to contravene the National Banking Laws or the rules and regulations promulgated from time to time by the Comptroller of the Currency.

IN TESTIMONY WHEREOF, the parties have executed this agreement in duplicate original by and through the undersigned, their respective duly authorized officers.

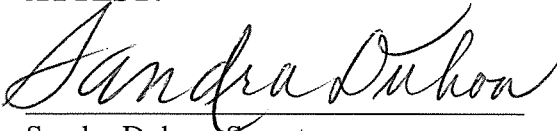
**JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 4**

By: \_\_\_\_\_



Jeff Roebuck, President  
Board of Commissioners

**ATTEST:**



Sandra Duhon, Secretary  
Board of Commissioners

**TEXAS FIRST BANK**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

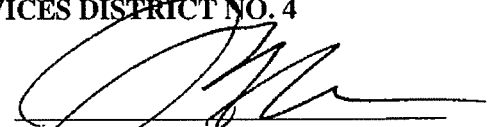
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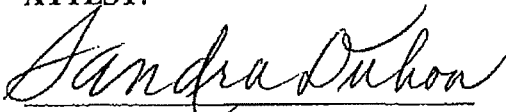
IN TESTIMONY WHEREOF, the parties have executed this agreement in duplicate original by and through the undersigned, their respective duly authorized officers.

**JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 4**

By: \_\_\_\_\_

  
Jeff Roebuck, President  
Board of Commissioners

**ATTEST:**

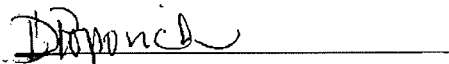
  
Sandra Duhon, Secretary  
Board of Commissioners

**TEXAS FIRST BANK**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

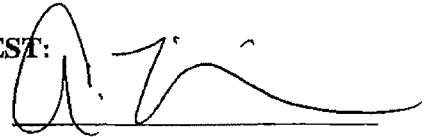
  
Terrie Popovich  
SVP

**ATTEST:**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

  
Amanda Timmin  
AUP

**RESOLUTION ADOPTING INVESTMENT POLICY, STRATEGIES,  
GUIDELINES AND MANAGEMENT PRACTICES FOR  
JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 4**

**STATE OF TEXAS**                   §  
  §  
**COUNTY OF JEFFERSON**       §

WHEREAS, Jefferson County Emergency Service District No. 4 is a political subdivision of the State of Texas, created and operating under Chapter 775, Texas Health & Safety Code (the “Code”); and

WHEREAS, Section 2256.005 of the Texas Government Code, (the “Public Funds Investment Act”), requires an emergency services district to adopt an investment policy and investment strategies for each of the funds under its control; and

WHEREAS, the Board of Commissioners of Jefferson County Emergency Services District No. 4 desires to adopt an investment policy, strategies, guidelines and management practices for the District;

NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF EMERGENCY SERVICES COMMISSIONERS OF JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 4 THAT THE FOLLOWING INVESTMENT POLICY, STRATEGIES, GUIDELINES AND MANAGEMENT PRACTICES ARE ADOPTED:

**ARTICLE I.  
DEFINITIONS**

1.01 Board. “Board” means the Board of Emergency Services Commissioners of Jefferson County Emergency Services District No. 4.

1.02 Commissioner. “Commissioner” means a person appointed to serve on the Board of the District.

1.03 District. “District” means Jefferson County Emergency Services District No. 4.

1.04 Investment Officer. “Investment Officer” means a person designated by the Board to handle District investments.

**ARTICLE II.  
INVESTMENT POLICY**

2.01 Purpose. This investment policy (“Investment Policy”) is adopted in order to comply with the Public Funds Investment Act and to set forth: the general policies governing investment of District funds; the specific investment strategies applicable to each particular fund of the District; the guidelines for investment of District funds, including the types of investments authorized for District funds; and the investment management policies of the District.

2.02 Scope. This Investment Policy applies to all transactions involving the investment of assets of the District.

2.03 Policy. It is the policy of the District to invest and manage all available funds in compliance with all applicable legal requirements, including state and federal law, the guidelines stated in this Investment Policy, the District's Investment Strategy set forth in Article III, and in accordance with the restrictions in any District bond resolutions, including covenants with respect to the arbitrage regulations under the U.S. Internal Revenue Code. The District's investment portfolio will be planned and managed to take advantage of investment interest as a source of income from all operating and capital funds. All investments will be made with a primary emphasis on safety of principal and liquidity, while also addressing investment diversification, yield and maturity, and the quality and capability of investment management. Notwithstanding the foregoing, investment of District funds is limited to the types of investments set forth in Section 4.02.

2.04 Standard of Care. District investments will be made with the exercise of judgment and care, under circumstances then prevailing, that persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The District will seek to ensure that all persons involved in the investment process act responsibly and in accordance with the following investment objectives, in order of priority: 1) preservation and safety of principal; 2) liquidity; and 3) yield.

2.05 Representations and Authorized Instruments. Purchases and sales of District investments will only be initiated by an Investment Officer who is designated by resolution of the Board. The Board may, by resolution, authorize the Investment Officer to invest and reinvest funds of the District in accordance with this Investment Policy and the Investment Strategy. District funds will be invested only in those types of investments authorized under District bond resolutions, the Texas Public Funds Investment Act, as amended, the Texas Health & Safety Code and other applicable state law.

2.06 Collateralization. Funds held at a bank or trust company that are not invested, at a minimum, must be collateralized by collateral securities set forth in the Texas Public Funds Collateral Act (Texas Government Code, Chapter 2257), as amended, to the extent not covered by the Federal Deposit Insurance Corporation (FDIC), the Federal Savings and Loan Insurance Corporation (FSLIC), or their successors. The total market value of the collateral securing uninsured deposits maintained by the District will at all times be not less than 110% of the amount of such insured deposits.

2.07 Review. Compliance of District investments with this Investment Policy will be regularly monitored. This Investment Policy and investment performance and security will be reviewed and evaluated at least annually by the Board, or more frequently upon the request of any Commissioner.

### ARTICLE III. INVESTMENT STRATEGY

3.01 Purpose. The purpose of this Article is to provide an investment strategy for each fund or group of funds under the District's control.

3.02 Investment Objectives Applicable to All Funds. The District's overall objectives with regard to the District's group of funds, which is comprised of the funds set forth in Section 3.03(A)-(C), are as follows, in order of priority:

A. Suitability: The District will give priority to understanding the suitability of each investment to the financial requirements of the District.

B. Safety of capital: The primary objective of the District is to ensure the preservation and safety of principal.

C. Liquidity: The District will maintain sufficient liquidity to ensure adequate and timely availability of funds necessary to pay obligations as they become due.

D. Marketability: The District will strive to ensure the marketability of the investment.

E. Diversification: The District will seek to ensure diversity in its investment portfolio.

F. Yield: The District will seek to optimize return on investments within the constraints of safety and liquidity.

3.03 Investment Objectives Applicable to Individual Funds. In addition to the overall objectives set forth in Section 3.02, the following particularized objectives apply to each of the District's individual funds:

A. Operating Fund. The particularized investment objectives for the operating fund are: preserving the safety of the principal; ensuring the funds are available as needed to pay the District's monthly operating expenses, as estimated by the annual operating budget adopted by the Board; and, ensuring that the investments can be readily liquidated in the event there are unexpected additional costs. A fund balance equal to 1 month of expenses must be kept extremely liquid for normal uses. Any balance in excess of 1 month of expenses will be kept in investments that may be liquidated easily if the need arises, but in no case may any investment mature later than 12 months after the date of purchase, unless the Board authorizes an investment with a longer maturity.

B. Debt Service Fund. The particularized investment objectives for the debt service fund are: the safety of the principal; ensuring that funds are available as necessary to meet the debt service needs of the District; ensuring compliance with District's bond resolutions and, subject to compliance with the objectives set forth in Section 3.02 and the policies set forth in 2.03 and the satisfaction of the requirements of all bond resolutions, obtaining the maximum yield. Investments for this account will be structured to match debt service needs. When safety of principal and liquidity to match debt service are assured, yield may be considered. For funds needed for the District's next debt service payment, the investment must mature no later than 15 days prior to the date the debt service payment is due. For funds in reserve, the investment must mature no later than 12 months after the date of purchase. Because of the large amount of District funds that may exist in this account, diversification of investments will be considered.

C. Capital Projects and Purchases Fund. The particularized investment objectives of the capital projects and purchases fund are: preserving the safety of the principal;

ensuring that funds are available as needed to meet the construction needs of the District; and obtaining the maximum yield on investments. Investments of funds needed for planned capital projects or purchases with a known commencement or purchase date must mature no later than 15 days prior to the date the funds will be needed to pay for the project or purchase, as determined by the Board. Investments of funds that are not designated for specific projects or purchases must mature no later than 12 months after the date of purchase, unless the Board authorized an investment with a longer maturity.

ARTICLE IV.  
INVESTMENT GUIDELINES

4.01 Purpose. The purpose of this Article is to set forth the types of authorized investments in which the District's funds may be invested and the manner in which certain investments may be made ("Authorized Investment").

4.02 Authorized Investments.

A. The District may invest its funds only in the Authorized Investments set forth in and subject to the limitations imposed by the following sections of the Public Funds Investment Act:

1. Government Code Section 2256.009: Obligations of, or Guaranteed by, Governmental Entities. Subject to the limitations set forth in Section 2256.009, Government Code, the District is authorized to invest funds in obligations of, or guaranteed by, the United States or one of its agencies or instrumentalities or obligations of, or guaranteed by, other governmental entities.

2. Government Code Section 2256.010: Certificates of Deposit and Share Certificates. Subject to the limitations set forth in Section 2256.010, Government Code, the District is authorized to invest its funds in certificates of deposit or share certificates that are: issued by a depository institution domiciled in Texas; guaranteed or insured by the FDIC or the National Credit Union Share Insurance Fund or its successor; and secured in a manner authorized under Section 2256.010, Government Code. Principal and accrued interest may not exceed FDIC limits or the collateral pledged as security for the District's investments as set forth in Section 4.04.

3. Government Code Section 2256.016: Investment Pools. Subject to the limitations set forth in Section 2256.016, Government Code, the District is authorized to invest its funds through an eligible investment pool, including the TexPool investment pool, operated by the State of Texas, if the governing Board by resolution authorizes investment in the particular pool. The maximum dollar-weighted maturity for TexPool based on the stated maturity date for the portfolio may not exceed 60 days.

B. If the Investment Officers of the District (if not the treasurer) attend and successfully complete the training requirements under Section 2256.008, Government Code, the District may invest its funds in additional investments, subject to authorization and limitations set forth in Section 2256, Government Code.

4.03 Manner of Solicitation of Certificates of Deposit. As authorized by Section 2256.005(c), Government Code, bids for certificates of deposit may be solicited orally, in writing, electronically, or in any combination of those methods.

4.04 Security of Funds/Collateral Policy.

A. It is the policy of the District that all funds must be insured by the FDIC or FSLIC or the collateral pledged to the extent of the fair market value of any amount not insured. The District recognizes that FDIC insurance is only available up to a maximum of \$250,000 (including accrued interest) for Interest and Sinking Fund deposits and a maximum of \$250,000 (including accrued interest) for all other deposits. The amount of funds on deposit, other than Interest and Sinking Fund deposits, at any one Texas financial institution (including branch banks located within the same county) will be totaled to determine the maximum amount of insurance coverage. Interest and Sinking Fund deposits will be totaled separately.

B. To the extent District funds are not insured by the FDIC or FSLIC, they must be secured in the manner provided by law for the security of funds by Chapter 2257 of the Government Code (the Public Funds Collateral Act). There must be pledged as collateral for such funds, to the extent of the market value of the funds, any of the following securities: (1) government securities or obligations issued by the State of Texas, its agencies or political subdivisions, and approved by the Attorney General of Texas payable from taxes or revenues, approved by the Investment Committee, hereinafter defined; or (2) direct obligations of the United States backed by the full faith and credit of the government; or (3) any other obligations or securities authorized to be collateral securing the funds of emergency services districts under the laws of the State of Texas that are approved by the Investment Committee.

C. A bank or trust company holding uninvested District funds must provide a summary of the funds held and the collateral securities pledged against the funds to the District on a monthly basis.

4.05 Loss of Ratings and Liquidation. An investment under Section 4.02 that requires a minimum rating does not qualify as an Authorized Investment during the period that the investment does not have the minimum rating. Upon loss of a minimum rating, the Investment Officer must take all prudent measures that are consistent with this Resolution to liquidate an investment that does not have a minimum rating.

4.06 Delivery vs. Payment. It will be the Policy of the District that all Treasury Bills, Notes and Bonds and Government Agencies' securities shall be purchased using the "Delivery vs. Payment" (DVP) method through the Federal Reserve System. By so doing, District funds are not released until the District has received, through the Federal Reserve wire, the securities purchased.

ARTICLE V.  
INVESTMENT MANAGEMENT PRACTICES

5.01 Designation of Investment Officer. The District's Treasurer, will serve as Investment Officers for the District. The Board may authorize an Investment Officer to deposit, withdraw, invest, transfer, and manage the District's funds in accordance with these Investment Policies and applicable law.

5.02 Investment Training. Before the District invests funds in any investment other than an Authorized Investment, the District's Investment Officer will be required to attend training, in compliance with the Public Funds Investment Act, from an independent source approved by the Board that includes at least 10 hours of instruction relating to the Investment Officer's responsibilities within 12 months after taking office or assuming duties, and, thereafter, not less than once in a two year period that begins on the first day of the District' fiscal year.

5.03 Monitoring and Internal Reporting. The Investment Officers must regularly monitor the performance of the District's Investments, including market price and ratings. Not less than quarterly, the Investment Officers shall prepare and submit to the Board a written report of all investment transactions for the preceding quarter, signed by each Investment Officer. The report must:

- A. Describe in detail the investment position of the District;
- B. Contain a summary statement of each pooled fund group that states the beginning and ending market value for the quarter and the fully accrued interest;
- C. State the book value and market value of each separately invested asset at the beginning and end of the quarter by the type of asset and fund type invested;
- D. State the maturity date of each separately invested asset that has a maturity date;
- E. State the account or fund or pooled group fund for which each individual investment was acquired;
- F. State the compliance of the investment portfolio as it relates to the Investment Strategies and Public Funds Investment Act; and
- G. Indicate any changes in ratings of the District's investments.

5.04 Compliance Audit. The District, in conjunction with its annual financial audit, will perform a compliance audit of management controls on investments and adherence to this Resolution.

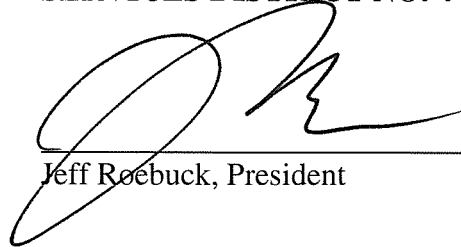
5.05 Disclosure of Investment Policy.

A. The Investment Officer will provide a copy of this Resolution to any person seeking to sell the District an Authorized Investment. The registered principal of the business organization must execute a written acknowledgment in the form set forth in Exhibit "A", to the effect that he has received and thoroughly reviewed the Investment Policy of the District and acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of the investment transactions conducted between the District and the organization. The Investment Officer may not buy any securities from a person who has not delivered to the District a written acknowledgment in the form set forth in Exhibit "A".

B. The Investment Officer must execute a written statement in the form set forth in Exhibit "B" to the effect that the Investment Officer has reviewed this Investment Policy and has implemented procedures and controls to comply with the Investment Policy.

PASSED AND APPROVED this 18 day of December, 2013.

**JEFFERSON COUNTY EMERGENCY  
SERVICES DISTRICT NO. 4**



\_\_\_\_\_

Jeff Roebuck, President

**ATTEST:**



\_\_\_\_\_

Sandra Duhon, Secretary

**EXHIBIT "A"**

**REGISTERED PRINCIPAL'S  
CERTIFICATION OF RECEIPT  
AND  
REVIEW OF INVESTMENT POLICY**

**THE STATE OF TEXAS**

**COUNTY OF JEFFERSON**

I, the undersigned, \_\_\_\_\_, registered principal of \_\_\_\_\_ (entity), do hereby certify that I have been presented a copy of the Resolution Adopting Investment Policy, Strategies, Guidelines and Management Practices for Jefferson County Emergency Services District No. 4 (the "Investment Policy"). I have thoroughly reviewed the Investment Policy and acknowledge that \_\_\_\_\_ (entity) has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the District and \_\_\_\_\_ (entity) that are not authorized by the District's Investment Policy.

WITNESS MY HAND THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

EXHIBIT "A"

REGISTERED PRINCIPAL'S  
CERTIFICATION OF RECEIPT  
AND  
REVIEW OF INVESTMENT POLICY

THE STATE OF TEXAS

COUNTY OF JEFFERSON

I, the undersigned, Debbie Popovich, registered principal of Texas First Bank (entity), do hereby certify that I have been presented a copy of the Resolution Adopting Investment Policy, Strategies, Guidelines and Management Practices for Jefferson County Emergency Services District No. 4 (the "Investment Policy"). I have thoroughly reviewed the Investment Policy and acknowledge that Texas First Bank (entity) has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the District and Texas First Bank (entity) that are not authorized by the District's Investment Policy.

WITNESS MY HAND THIS 26 day of December, 2013.

Debbie Popovich

Name: Debbie Popovich

Title: SVP

**EXHIBIT "B"**

**INVESTMENT OFFICER'S  
CERTIFICATION OF RECEIPT  
AND  
REVIEW OF INVESTMENT POLICY**

**THE STATE OF TEXAS**

**COUNTY OF JEFFERSON**

I, the undersigned, Sandra Melton, designated Investment Officer of Jefferson County Emergency Services District No. 4, do hereby certify that I have been presented a copy of the Resolution Adopting Investment Policy, Strategies, Guidelines and Management Practices for Jefferson County Emergency Services District No. 4 (the "Investment Policy"). I have thoroughly reviewed the Investment Policy and acknowledge that Jefferson County Emergency Services District No. 4 has implemented procedures and controls to comply with the Investment Policy.

WITNESS MY HAND THIS 18 day of December, 2013.

Sandra Melton

Name: Sandra Melton

Title: Treasurer

**CERTIFICATE FOR RESOLUTION**

**THE STATE OF TEXAS**           §  
  §  
**COUNTY OF JEFFERSON**       §

The undersigned officer of the Board of Commissioners of Jefferson County Emergency Services District No. 4 hereby certifies as follows:

1. The Board of Commissioners of Jefferson County Emergency Services District No. 4 convened in a regular meeting on the 18 day of December, 2013, at the regular designated meeting place, and the roll was called of the duly-constituted officers and members of the Commission, to wit:

- |                |   |                 |
|----------------|---|-----------------|
| Jeff Roebuck   | - | President       |
| Charlie Reneau | - | Vice President  |
| Sandra Duhon   | - | Secretary       |
| Sandra Melton  | - | Treasurer       |
| Charlie Cox    | - | Asst. Treasurer |

and all of said persons were present, except Commissioner(s) NA, thus constituting a quorum. Whereupon, among other business, the following was transacted at the meeting:

**RESOLUTION ADOPTING INVESTMENT POLICY, STRATEGIES,  
GUIDELINES AND MANAGEMENT PRACTICES FOR  
JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 4**

was introduced for the consideration of the Commission. It was then duly moved and seconded that the Resolution Adopting Budget ("Resolution") be adopted, and, after due discussion, the motion prevailed and carried unanimously.

2. A true, full and correct copy of the Resolution adopted at the meeting described in the above paragraph is attached to this certificate; the Resolution has been duly recorded in the Commission's minutes of the meeting; the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of the Commission as indicated therein; each of the officers and members of the Commission was duly and sufficiently notified officially and personally, in advance, of the time, place and purpose of the aforesaid meeting and that the Resolution would be introduced and considered for adoption at the meeting, and each of the officers and members consented, in advance, to the holding of the meeting for such purpose; the meeting was open to the public as required by law; and public notice of the time, place and subject of the meeting was given as required by Chapter 551 of the Government Code.

SIGNED AND SEALED the 18 day of December, 2013.

(SEAL)

Sandra Duhon  
Sandra Duhon  
Secretary, Board of Commissioners

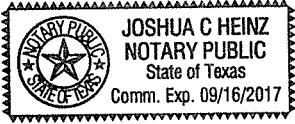
**THE STATE OF TEXAS** §

**COUNTY OF JEFFERSON** §

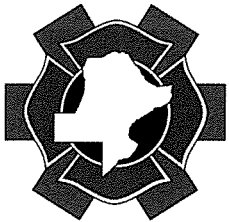
This instrument was acknowledged before me on this 18 day of December, 2013, by Sandra Duhon, Secretary of the Board of Commissioners of Jefferson County Emergency Services District No. 4, on behalf of said District.

JCH  
Notary Public Signature

(seal)



# Exhibit D



# State Association of Fire and Emergency Districts Application for Membership

Yes! We want to take advantage of the education opportunities offered to SAFE-D members. Enroll us as:

- FULL-YEAR MEMBERSHIP (LARGE DISTRICT, \$500,000 or more in annual tax revenues).....\$1,000 DUES
- FULL-YEAR MEMBERSHIP (MEDIUM DISTRICT, more than \$250,000 but less than \$500,000 annual tax revenues).....\$ 500 DUES
- FULL-YEAR MEMBERSHIP (SMALL DISTRICT, \$250,000 or less annual tax revenues) .....\$ 250 DUES
- ASSOCIATE MEMBER (VFD or nonprofit organization).....\$ 250 DUES
- ASSOCIATE MEMBER (Commercial enterprise).....\$1,000 DUES

**NAME of DISTRICT or DEPT:** Jefferson Co. ESD No. 4  
 Mailing Address: 12880 FM 365  
 City, State, Zip: Beaumont, Texas 77705  
 Phone: None - Will Supplement Fax: None - Will Supplement  
 Email: None - Will Supplement  
 Assessed Valuation: \$567,520,881 Tax Rate: \$.09/\$100

**CHIEF:** N/A  
 Mailing Address:  
 City, State, Zip:  
 Phone:  
 Fax:

**PAYMENT OPTIONS:**  
 CHECK ENCLOSED  BILL US AT THE ADDRESS ABOVE  CREDIT CARD  
 Bill My:  AMEX  VISA  MasterCard  Discover

Total Amount To Be Charged: \$  
 Cardholder Name:  
 Card Number:  
 Expiration Date: Security Code:  
 Billing Address:  
 Signature:

**SEND COMPLETED FORM TO:**  
 SAFE-D  
 P.O. Box 676 • Pflugerville, TX 78691  
 512-251-8101 • Fax: 512-251-8152 • safed@texas.net

**1. Commissioner:** Jeff Roebuck, President  
 Mailing Address: 476 Oakland  
 City, State, Zip: Beaumont, Texas 77705  
 Phone: (409) 658-6343  
 Email: jeff@roebuckthomas.com

**2. Commissioner:** Charlie Reneau, Vice President  
 Mailing Address: 5756 Burrell Loop  
 City, State, Zip: Beaumont, Texas 77705  
 Phone: (409) 781-3127  
 Email: coreneau@aol.com

**3. Commissioner:** Sandra Duhon, Secretary  
 Mailing Address: 8174 Boyt Road  
 City, State, Zip: Beaumont, Texas 77713  
 Phone: (409) 291-9114  
 Email: sandraduhon@sbcglobal.net

**4. Commissioner:** Sandra Melton, Treasurer  
 Mailing Address: 14604 Garner Road  
 City, State, Zip: Beaumont, Texas 77705  
 Phone: (409) 673-6435  
 Email: sjmelton@att.net

**5. Commissioner:** Charlie Cox, Assistant Treasurer  
 Mailing Address: 12313 Garner Road  
 City, State, Zip: Beaumont, Texas 77705  
 Phone: (409) 673-6811  
 Email: captaincc227@yahoo.com

# Exhibit E



EN

# Exhibit F



**AGENDA ITEM**

**December 9, 2013**

Consider and possibly approve the designation of two places to serve as Commissioners to the Jefferson County Emergency Services District # 4 for one year terms expiring January 1, 2015 and three places to serve as Commissioners to the Jefferson County Emergency Services District # 4 for two year terms that expire January 1, 2016 in accordance with Section 775.034 (c) of the Texas Health and Safety Code.



**AN ORDER SETTING THE TERMS OF THE COMMISSIONERS OF  
JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT NO. 4**

**WHEREAS**, Sec. 775.034(c) of the Texas Health and Safety Code requires that the Commissioners' Court set the initial terms of the Commissioners of the Jefferson County Emergency Services District No. 4 for the years of 2014 and thereafter; and

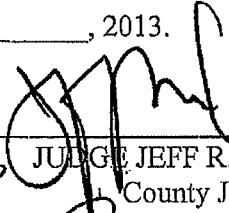
**WHEREAS**, two Commissioners of the Jefferson County Emergency Services District No. 4 are to serve initial terms of one year and three of the Commissioners are to serve initial terms of two years; and

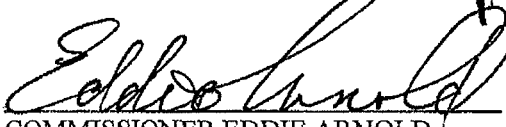
**IT IS THEREFORE ORDERED** that the Commissioners of Jefferson County Services District No. 4 will serve the initial terms of:

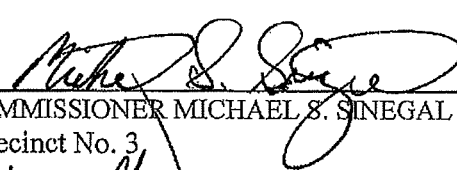
- Place 1 – Jeff Roebuck, President: 2 year term
- Place 2 – Charlie Reneau, Vice President: 1 year term
- Place 3 – Sandra Duhon, Secretary: 2 year term
- Place 4 – Sandra Melton, Treasurer: 1 year term
- Place 5 – Charlie Cox, Assistant Treasurer: 2 year term

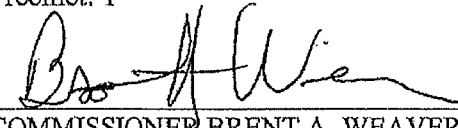
**IT IS FURTHER ORDERED** that the terms of the two Commissioners designated to serve for one year terms will expire on January 1, 2015 and the terms of the three Commissioners designated to serve for 2 year terms will expire on January 1, 2016

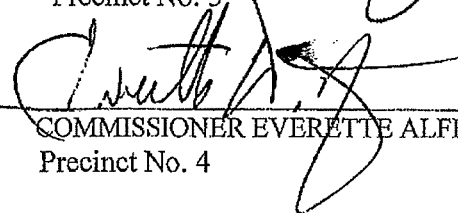
SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

  
\_\_\_\_\_  
JUDGE JEFF R. BRANICK  
County Judge

  
\_\_\_\_\_  
COMMISSIONER EDDIE ARNOLD  
Precinct. 1

  
\_\_\_\_\_  
COMMISSIONER MICHAEL S. SINEGAL  
Precinct No. 3

  
\_\_\_\_\_  
COMMISSIONER BRENT A. WEAVER  
Precinct No. 2

  
\_\_\_\_\_  
COMMISSIONER EVERETTE ALFRED  
Precinct No. 4

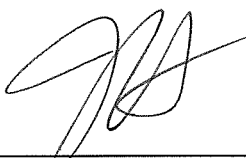
# Exhibit G

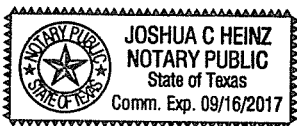
**RESOLUTION**

BE IT RESOLVED PURSUANT TO THE TEXAS PROPERTY TAX CODE, SECTION 26.09, THAT THE BOARD OF DIRECTORS FOR THE JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT #4 HEREBY APPROVE THE 2013 TAX ROLL THIS 18 DAY OF December, 2013.

  
\_\_\_\_\_  
For Jefferson County  
Emergency Services District #4

Sworn to and subscribed before me, the undersigned authority, this 18 day of December, 2013.

  
\_\_\_\_\_  
Notary Public in and for the State of Texas



TOTAL PARCELS:	10,337	TAX RATE: 00.090000	EMER SER DISTRICT #4
MARKET VALUE:	668,861,337	STATE HOM: 0	OPT HOM: 0.00000
EXEMPT PARCELS:	0	STATE O65: 0	OPT O65: 0
EXEMPT VALUE:	0	DISABLED:	0
AG PROPERTIES:	1,507	AG EXCLUSION:	76,980,437
HS CAPPED CNT:	97	HS CAPPED AMT:	780,259
HB366 CNT:	5	HB366 VALUE:	626
SRH XMP CNT:	1	SRH EXEMPTION:	0
VEF FULL XMP CNT:	19	VEF FULL EXEMPTION:	0
TTM PROPERTIES:	133	TTM EXCLUSION:	5,418,282
PRORATED EXEMP EXXU COUNT	2	AMOUNT FOR EXXU	28,220
PRORATED EXEMP EXXV COUNT	380	AMOUNT FOR EXXV	17,650,832
GROSS TAXABLE:	585,681,733		
STATE HOMESTEAD	2,452	HOMESTEAD AMT:	0
LOCAL HOMESTEAD	2,452	HOMESTEAD AMT:	0
OVER65	674	OVER 65 AMT:	0
LOCAL OVER65	674	OVER 65 AMT:	0
SURVIVING SPOUSE:	3	AMOUNT:	0
# OF DISABLED:	160	DISABLED AMT:	0
TOTAL VET	56	VETERAN AMT:	481,800
TOTAL PART XMP:	481,800		
TAXABLE VALUE:	567,520,881		
FROZEN ACCTS:	0		
LEVY LOSS:	0.00		
TOTAL LEVY:	511,053.22		
LATE RENDPEN CNT:	20	LATE RENDPEN AMT:	281.12
LATE RENDPEN CNT:	45	LATE RENDPEN AMT:	452.88
FROZEN HOMESITE:	0		
FROZEN TAXABLE:	0		
UNFROZEN LEVY:	0.00		
FROZEN LEVY:	0.00		
TRP CAPTURED:	0		
TOTAL NON-EXEMPT PARCELS:	10,337		