

**MINUTES OF THE JANUARY 14, 2013 MEETING OF THE  
WALLER-HARRIS EMERGENCY SERVICES DISTRICT NO 200**

A Meeting was duly called of the **WALLER-HARRIS EMERGENCY SERVICES DISTRICT NO. 200**, which was held on January 14, 2013 at the Tri-County Fire Department 29144 FM 1488 Hockley, Texas 77484.

The meeting was called to order at 7:11 P.M. by **Tommy Davis**, President. Those Commissioners present were, **Tommy Davis, Darwin Hargrave, Gary Ferguson, Tommy Albert**, and **Brooke Robinson**. Also present were representative of the District's service providers (Waller VFD, Hempstead VFD, Monaville VFD, Pattison Area VFD, Mt. Zion VFD, Prairie View VFD, Tri-County VFD, and Katy FD. Cheryl Scott and Leanna Lehman of The Smith Group, Inc., the District's bookkeeper, and Howard Katz of Coveler & Katz, District's counsel.

The Board addressed item 1 of the agenda to administer oath to recently elected Commissioners. Mr. Katz administered the oath of office to Tommy Davis and Brook Robinson.

The Board moved to item 2 of the agenda to elect Board Officers. Mr. Ferguson moved to postpone this item until the February meeting. Mr. Hargrave seconded the motion. The motion carried with a 5 to 0 vote.

The Board then addressed item 3 of the agenda to receive public comment, including vendors and service providers. Gene Schmidt reported that the recently damaged fire truck is still in the shop for repairs and will hopefully be back in service within a week.

The Board moved to item 4 of the agenda to receive a report from the Waller County Fire Chief's Association and discussion of alternate dispatching options. Hollis Ulbricht, Jr. with Pattison Area VFD reported that the Association had not held a meeting nor set a date to discuss new dispatching options.

The Board next addressed item 5 of the agenda to review and take action on approval of minutes of prior meetings. Mr. Ferguson moved to accept the minutes from the December 10, 2012 Meeting, November 26, 2012 Workshop, and the November 12, 2012 Meeting. Mr. Albert seconded the motion. The motion passed with a 4 to 0 vote. Mrs. Robinson asked when the budget workshop discussed at the December 10 meeting would be held. Mr. Davis noted that the results of the ISO consultation needed to be discussed and both items could be covered at the workshop. Mr. Albert moved that the workshop be held on February 6, 2013 at 7:00 PM at Tri-County VFD during the next Chief's Meeting, Mr. Ferguson seconded the motion. The motion carried with a 5 to 0 vote.

The Board then moved to item 6 of the agenda to receive the financial report from the District Treasurer and District Bookkeeper. Ms. Scott reported that the District had funds available of \$1,489,844.02. Revenues for December, 2012 were \$214,613.17, District expenses were \$33,806.45. Mr. Hargrave made a motion to approve the financial report, Mr. Ferguson seconded the motion. The motion carried with a 4 to 0 vote, with Mrs. Robinson abstaining.

The Board next addressed item 7 of the agenda to review and take action on adoption of revised bookkeeping report format and information delivery process. Discussion followed concerning the reporting of debt obligations on the Balance Sheet. Ms. Scott reported that all debt could be reported in a format that would be more informative. Mr. Albert moved to include this item on next month's agenda. Mr. Ferguson seconded the motion. The motion passed 5 to 0.

The Board moved to item 8 of the agenda to review and take action on engagement of auditor to perform District 2012 Audit. Mr. Katz reported that no proposals have been presented to date. He stated that the audit prepared last year by Gary W. Chaney, Certified Public Accountant was fine, but there were issues with the timing of the completion and presentation of the audit. *Mr. Katz stated that he, or the The Smith Group, would contact Mr. Chaney to determine whether or not he could complete the upcoming audit by the June 1<sup>st</sup> deadline.* Mr. Ferguson moved to table item 8 for one month. Mr. Albert seconded the motion. The motion passed with a 5 to 0 vote.

The Board next addressed item 9 of the agenda to review and take action on District 2013 Investment Policy. Mr. Katz stated that the District's current Policy requires that at least 2 months of liquid operating capital be immediately available and 2 additional months of available in invested funds that would mature within 6 months. The District's funds are current all liquid, thus complying with the Investment policy. Mr. Katz expressed his concern that the District, while compliant, has an over concentration of assets in too few accounts. He further explained that currently District funds are secure and have pledged assets, but the investment policy states diversity and security are primary goals, with return a secondary goal. Mr. Ferguson moved to leave the District's funds invested as they are. Mr. Hargrave seconded the motion. The motion passed with a 5 to 0 vote.

The Board then moved to item 10 of the agenda to pay District bills. Ms. Scott read the list of invoices that had been presented for payment.

Harris Co Appraisal District	\$ 1,103.00
VFIS	\$ 400.00
The Smith Group Inc.	\$ 3,332.25
Dooley Tackaberry	\$ 4,985.10

Mrs. Robinson called attention to a discrepancy with the Dooley Tackaberry invoices. It was decided that until the discrepancies could be

resolved, that bill should not be paid. *The Smith Group will contact the vendor to determine what invoices are currently due and clarify any credits and/or incorrectly invoiced items.* Mr. Albert made a motion to pay the District's bills as presented, excluding Dooley Tackaberry. Mr. Hargrave seconded the motion. The motion passed with a 5 to 0 vote.

The Board next addressed item 11 of the agenda to review and take action on revisions to District 2013 budget. Mr. Ferguson moved to table this item. Mr. Hargrave seconded the motion. The motion passed with a 5 to 0 vote.

Next the Board addressed item 12 of the agenda to review and take action on revisions to service provider 2013 budgets. Mr. Ferguson moved to table this item. Mr. Hargrave seconded the motion. The motion passed with a 5 to 0 vote.

The Board moved to item 13 of the agenda to review and take action on to 2013 service agreement with the District service providers. Mr. Ferguson made a motion to extend the 2012 monthly Provider payments for 60 days. Mr. Albert seconded the motion. The motion passed with a 5 to 0 vote.

The Board then addressed item 14 of the agenda to review and take action on contractual compliance by service providers regarding audits, semi-annual reallocations, etc. Waller VFD was the only provider with unspent funds, returned \$905.02 to the District.

The Board next moved to item 15 of the agenda to review and take action on the payment of operations funding pursuant to 2013 budget and service agreement with the District fire and EMS service providers. Mr. Ferguson moved to pay the service providers the 2012 monthly payment amount for 60 days. Mr. Hargrave seconded the motion. The motion passed with a 5 to 0 vote.

The Board addressed item 16 of the agenda to review and take action on approval of District/Department capital acquisitions and appropriate funding thereof. No action was taken.

The Board moved to item 17 of the agenda to review and take action on development of a District-wide ISO Plan. The ISO's would be discussed at the upcoming workshop on February 6. No action was taken.

The Board next moved to item 18 of the agenda to receive activity reports from District fire and fire and EMS Providers.

Hempstead VFD did not report,  
Katy Fire Department - 100 fire calls (15 inside District)  
Monaville VFD - 8 calls (all in District)  
Mt. Zion - 0 calls  
Pattison VFD - 13 calls (12 in District)  
Prairie View - 10 calls (all in District)  
Rolling Hills – 8 (all in District)

Tri-County- 24 (all in District)  
Waller VFD - 19 calls (all in District)

The Board then addressed item 19 of the agenda to review and take action on revisions to District and/or Department operating and capital budgets pursuant to re-allocations and/or other matters. No action taken.

The Board moved to item 20 of the agenda to review and take action as applicable on purchase of new fire apparatus, including Engines, Booster Trucks, and Pumpers, and new ambulance and/or remount with purchase of new cab and chassis and refurbish box. Discussion followed concerning condition of current apparatus and any needs for additional equipment. Mr. Albert asked Bo Hashaw to bring a proposal on an ambulance remount to the next meeting.

The Board then addressed item 21 to receive a training report from service providers. Providers with the exception of Prairie View VFD and Hempstead VFD submitted their training reports.

Next the Board moved to item 22 of the agenda to review and take action on construction of future Rolling Hills Fire Station, including transfer of property to the District. Mr. Katz reported that the Rolling Hills Volunteer Fire Department is in process of obtaining title on an adjacent tract to give them two tracts for their facilities. During discussion, it was noted that the Waller County does not have the necessary equipment set the water tanks on the slab. An alternate solution was suggested in which two trucks could be used to set the tanks which seemed acceptable to the commissioners, however no action was taken at this time.

Then the Board addressed item 23 of the agenda to discuss and take action on developing an ESD Website. Mr. Katz thinks it would be best if someone who does this as a business would be best to set it up and maintain it. Mr. Katz has the name of someone to contact that currently develops and maintains other ESD and municipality websites will contact him report back to the board with more information. No action was taken.

The Board then moved to item 24 of the agenda Adjournment. Mr. Ferguson moved that the meeting be adjourned. Mr. Albert seconded the motion. The motion passed with a 5 to 0 vote. The meeting was adjourned at 8:21 PM

Respectfully Submitted,

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Tommy Albert, Secretary