

**MINUTES OF THE FEBRUARY 11 , 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 February 11 , 2013 at the Waller Volunteer Fire Department 612 Walnut St., Waller,Texas 77484

The meeting was called to order at 7:10 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, Waller County EMS, Rolling Hills VFD and Katy FD. Cheryl Scott and Sandy Mace 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. No action required, oath previously administered.

The Board then addressed item 2 of the agenda to elect Board Officers. Mr. Albert moved to leave the Board the same. Mr. Hargrave seconded the motion. The motion passed with a 5 to 0 vote.

The Board then moved to item 3 of the agenda to receive public comment, including vendors and service providers. No public comments were made.

The Board next addressed item 4 of the agenda to receive a report from the Waller County Fire Chief's Association and discussion of alternate dispatching options. Rolling Hills VFD Chief, Jimmy Orsak reported that the Association had met and discussed the future Fire Station for Rolling Hills VFD. Preliminary plans are for a 8,000 sq ft building, parking lot, build out, generator, cascade system, and communication system, 4 drive thru bays, training space, housing space, and room for future growth. Mr. Orsak gave an estimated cost of \$331,000 but this was given 1 ½ years ago. Hollis Ulbricht reported that Harris County could program the 11 new radios for \$40 each. He explained that the grant did not provide funds for programming. The Board asked Gene Schmidt, Waller VFD to prepare the specifications for a Rescue Engine.

The Board moved to item 5 of the agenda to review and take action on approval of minutes of prior meetings. Corrections to the minutes were made. Mr. Ferguson made a motion to approve the minutes as corrected. Mr. Albert seconded the motion. The motion passed with a 5 to 0 vote.

The Board addressed item 6 of the agenda to receive financial report from the District Treasurer and District Bookkeeper. Ms. Scott presented the financial report attached. Mr. Albert moved to accept the financial report (attached). Mr. Ferguson seconded the motion. The motion passed with a 5 to 0 vote.

The Board next addressed item 7 of the agenda to review and take action on adoption of revised bookkeeping report format. No action was taken.

The Board then moved to item 8 of the agenda to review and take action on engagement of auditor to perform District 2012 Audit. The firm of McCall-Gibson submitted a proposal to the Board. Mr. Katz announced that one other proposal was due to be received. Mr. Davis moved to hire McCall-Gibson to perform the District's annual audit. Mr. Ferguson seconded the motion. The motion passed with at 5 to 0 vote.

The Board then moved to item 9 of the agenda to pay District Bills. The attached list of invoices were presented for payment. Mr. Ferguson move the pay the District's bills. Mr. Hargrave seconded the motion. The motion passed with a 5 to 0 vote.

The Board next addressed item 10 of the agenda to review and take action on revisions to District 2013 budget. No action was taken.

The Board moved to item 11 of the agenda to review and take action on service provider 2013 budgets. No action was taken.

The Board addressed item 12 of the agenda to review and take action on 2013 service agreement with District service providers. No action was taken.

The Board next moved to item 13 of the agenda to review and take action on contractual compliance by service providers regarding audits, semi-annual reallocations, etc. No action was taken

Then the Board addressed item 14 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 providers. No action was taken

The Board moved to item 15 of the agenda to review and take action on approval of District/Department capital acquisitions and appropriate funding thereof. Mr. Ferguson move to spend \$400 plus or minus 10% to have the new radios programmed. Mr. Albert seconded the motion. The motion passed with a 5 to 0 vote.

The Board then addressed item 16 of the agenda to review and take action on development of a District-wide ISO Plan. No action was taken.

The Board next moved to item 17 of the agenda to receive activity reports from District fire and EMS providers. Mr. Hargrave asked the providers to present their reports. Reports are attached.

The Board moved to item 18 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 was taken.

The Board then addressed item 19 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 of box. No action was taken.

Next the Board moved to item 20 of the agenda to receive a training report from service providers. Reports were not due this month.

Mr. Albert asked the Board to return to item 19 of the agenda. He feels that Waller VFD needs a Rescue Truck, and Prairie View VFD needs a Ladder Truck. Mr. Albert asked Bo Hashaw, Waller County EMS Director if he would be satisfied or not with an ambulance remount. Mr. Albert stated that a remount would save the District about \$77,200. Discussion followed concerning which brand of chassis to purchase. No decision was made.

Then the Board moved to item 21 of the agenda to review and take action on construction of future Rolling Hills Fire Station, including transfer of real property to the District. Mr. Katz reported that he had the documents for the the transfer.

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