

MEETING MINUTES

WALLER-HARRIS EMERGENCY SERVICES DISTRICT NO. 200

Meeting was duly called of Commissioners of the WALLER-HARRIS EMERGENCY SERVICES DISTRICT NO. 200 on April 8, 2013 at Waller Volunteer Fire Department, 612 Walnut St., Waller, Texas 77484. Meeting was called to order at 7:07 PM

In attendance were commissioners: Tommy Davis, Tommy Albert, Gary Ferguson, Brooke Robinson and Darwin Hargrave. Attending representatives from the following departments included: Waller VFD, Pattison Area VDF, Katy, Waller EMS, Prairie View VFD, Monaville VFD, Rolling Hills VFD, and Mt. Zion VFD. The Smith Group bookkeepers Leanna Lehman and Sandy Mace were also in attendance.

The District will consider and act upon the following matters:

- 1 To receive public comment, including vendors and service providers:**
 - 1a* Rolling Hills will be holding a fund raising event on Friday, April 12th to include a raffle,
 - 1b* fish fry, and dance.
- 2 To receive a report from the Waller County Fire Chief's Association and discussion of alternate dispatching options - No meeting was held/nothing to report.**
- 3 To review and take action on approval of minutes of prior meetings**
 - 3a* Mr. Albert moved to approve the meeting minutes from March 11, 2013 were approved as
 - 3b* presented. Gary Ferguson seconded, motion carried 5-0.
- 4 Review and take action on the following matters and Orders relating to calling an election under Health & Safety Code, Section 775.051 relating to the annexation of the City of Brookshire and ETJ into the District and to adopt such other Orders and related matters as required or appropriate to call for the May 11, 2013 Election, including but not limited to:**
 - a. To Consider and take action on such other Orders, Resolutions and related matters as required or appropriate to call for the District Election on May 11, 2013 under Health & Safety Code, Section 775.051.**
 - 4a* Mr. Ferguson moved to have Waller County Elections Office handle the elections and
 - 4b* tabulations for both Waller and Harris County for the May election . Motion was seconded
 - 4c* by Darwin Hargrave and carried 5-0.
- 5 To receive a financial report from the District Treasurer and District Bookkeeper**
 - 5a* Tommy Albert moved to accept financials as presented. Gary Ferguson seconded the
 - 5b* motion which carried 5-0.

6 To pay District bills.

6a Leann Lehman presented the district bills for payment. Brooke Robinson questioned the
6b travel reimbursement request from Sean Ross with Waller VFD stating that
6c according to her calculations the mileage to Richmond, TX where the training took
6d place was only 40 miles and not 60 miles as listed on the request. Gene Schmidt was asked
6e to look into the actual training mileage before issuing payment on the request. Also, Mrs.
6f Robinson wanted to make sure that Gulf Coast Air was invoicing in accordance with the
6g quotes provided previously. Gary Ferguson asked The Smith Group to verify that the
6h providers were not being invoiced over and above the quoted amounts. If any discrepancies
6i arose, to let him know. Tommy Albert moved to pay the district bills as presented,
6j excluding the mileage reimbursement to Sean Ross. Darwin Hargrave seconded the motion
6h which carried 5-0. (*April District Bills Below*).

Check #	Date	Payee	Cash Account	Amount
10751	4/5/13	Language USA, Inc.	10100	305.00
10752	4/5/13	Weisser Engineering Company	10100	1,500.00
10753	4/5/13	Weisser Engineering Company	10100	5,300.00
10748	4/5/13	Municipal Emergency Services	10100	843.51
10743	4/5/13	Gulf Coast Breathing Air	10100	362.08
10746	4/5/13	Gulf Coast Breathing Air	10100	463.00
10755	4/5/13	Sean Ross	10100	135.60
10745	4/5/13	Gulf Coast Breathing Air	10100	405.00
10747	4/5/13	Gulf Coast Breathing Air	10100	541.00
10742	4/5/13	Burchfield's Septic & Backhoe Service	10100	70.00
10749	4/5/13	Gary Ferguson	10100	435.85
10754	4/8/13	The Smith Group, Inc.	10100	2,589.57
10724	4/9/13	Waller-Harris ESD 200	10100	153,577.00
10728	4/9/13	BFF Investments	10100	1,600.00
Total				168,127.61

7 To review and take action on granting exemptions for 2013

7a Gary Ferguson moved to keep the exemptions the same as last year regarding disabled
7b individuals, individuals over 65, and the averaged home cost in Waller County. Anything
7c over the average cost is considered taxable. Tommy Albert seconded the motion which
7d carried 5-0.

8 To review and take action on revisions to District 2013 budget. - No action taken

9 To review and take action on service provider 2013 budgets. - No action taken

10 To review and take action on contractual compliance by service providers regarding audits, semi-annual reallocations, etc. - No action taken

11 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

11a Tommy Albert moved to pay the providers. Gary Ferguson seconded the motion which
11b carried 5-0.

12 To review and take action on approval of District/Department capital acquisitions and appropriate funding thereof. - No action taken.

13 To review and take action on development of a District-wide ISO plan. - No action taken.

14 To receive activity reports from District fire and EMS providers.

14a Reports were given by Waller EMS, PVVFD, Mt. Zion, Monaville, Rolling Hills,

14b Katy Fire Department, Pattison, Tri-County, and Waller VFD.

15 To review and take action on revisions to District and/or Department operating and

15a **capital budgets pursuant to re-allocations and/or other matters** - Discussion followed

15b suggesting that PVVFD and Waller EMS reset alarm code at PVVFD to provide mutual

15c access. Further discussion will take place regarding capital budgets/reallocation at the

15d next meeting. No action taken.

16 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.

16a Bo Hashaw for Waller EMS reported that some repairs have been done the ambulance

16b they are working on. However, no new quote has been received. Mr. Ferguson stated

16c that ESD would like more information detailing all work that still needs to be done and an

16d updated quote reflecting those items. - No action was taken.

17 To receive a training report from service providers.

17a Mr. Albert discussed the changes in the pension program regarding buy-backs and stated

17b that further discussions would be held as soon as the FFPC cost study is complete

17c detailing cost for 5-10 year buy backs. Mr. Albert also reminded providers that training

17d report due dates had changed based on the FFPC quarterly schedule and training reports

17e were submitted by the providers. Any providers that did have reports ready should submit

17f them upon completion. Further discussion was held regarding the Safe-D Construction

17g Management course to be held on May 4th in College Station for 2.0 training credit hours.

17h Mrs. Robinson, Mr. Ferguson, and Mr. Davis indicated that they would like to attend

17i and requested that The Smith Group register them for the event. - No action taken.

18 To review and take action on construction of future Rolling Hills Fire Station, including transfer of real property to the District, including slab and pad for generator and other equipment.

- 18a Commissioners discussed the progress on the facility. Currently, they are waiting for the
- 18b slab to be poured for the water tank. Phase I inspection and survey is done on both
- 18c parcels. The deed was scheduled to be recorded April 9th, upon which work could begin. -
- 18d
- 18e No action taken

19 To review and take action on execution of office lease space agreement.

- 19a Mr. Ferguson moved to lease the office space from Hardy Investments 21. Mr. Albert
- 19b seconded the motion which carried 5-0.

20 Executive Session, pursuant to Section 551.072 Government Code, to discuss real estate matters with attorney - No action taken.

21 Discuss and take action on ESD website. - No action taken.

Discussion not outlined in meeting notice:

- a Prior to adjournment, Bo Hashaw with Waller EMS, brought up the matter of the March
- b minutes in order to clarify the motion on item #8 and the following in order to clarify
- c the motion on item #8 and the following vote reducing the remaining contract amount due
- d to EMS. Revised minutes will reflect that the motion for item #8 was made by Mr.
- e Ferguson and seconded by Mr. Albert, carrying with a 3-0 vote (Mr. Davis did not vote on
- f this item). It was then suggested that each item in the minutes be accompanied by line number
- g to easily identify items for discussion. Future meeting minutes shall reflect the new format
- h as indicated. Additionally, it was decided that the May meeting would be held at the
- i Hempstead Fire Station.

22 Adjournment. - Mr. Albert moved to adjourn the meeting. Mr. Hargrave seconded the motion which carrying 5-0 at 7:59 PM.

Respectfully submitted,

Tommy Albert, Secretary