

**MEETING OF THE WALLER-HARRIS EMERGENCY
SERVICES DISTRICT NO. 200**

Board of Commissioners of the **WALLER-HARRIS EMERGENCY SERVICES DISTRICT NO. 200**, was held on **Monday, June 10, 2013 at 7:00 p.m. at the Hempstead Volunteer Fire Department, 1046 11th St., Hempstead, Texas 77445.**

In attendance were: Commissioners: Gary Ferguson, Darwin Hargrave, Brook Robinson, & Tommy Albert, Legal Counsel: Mr. Katz, Departments: Waller VFD, Pattison VFD, Mt. Zion, Gerald, Hempstead Fire Department, Waller EMS, Rolling Hills, Prairie View VFD, & Tri-County VFD, and Leanna Lehman & Sandy Mach, The Smith Group Bookkeepers.

The meeting was called to order at: 7:04 by Mr. Tommy Davis.

The District will consider and act upon the following matters:

1. *1a* **To receive public comment, including vendors and service providers.** – Chief Williams of Tri-County
1b VFD announced an upcoming presentation being held at Fire Station #2 for their chili cook-off fundraiser.
1c Also, Chief Lacemu announced Hempstead VFD will be having a steak dinner fundraiser at on Saturday at
1d 6 PM, the cost will be \$16 a plate.

2. *2a* **To receive a report from the Waller County Fire Chief's Association and develop an emergency service**
2b **call public education program.** - No meeting/nothing to report. There was some brief discussion about the
3b role of the chiefs meetings as well as dispatching problems/options within the District, although no action
was taken.
4b
5b Item was reopened during item #3: Rolling Hills presented their Ready, Set, Go Program which outlined
some information about their program to improve community and public education.

3. *3a* **To receive an update on Waller County Fire Marshall position and review of District's participation**
3b **in funding thereof and to take appropriate action as required.**
3c Mr. Davis opened the discussion stating the individual that was interested in the Fire Marshal position
3d could accept a starting salary of no less than \$60K. Mr. Katz stated that the County is trying to get approval
3e from the state to hire someone outside the county. The County asked ESD to wait one more month before
3f requesting the funds to be returned that were been paid in hopes to fill to Fire Marshal position. No action
3g was taken on this item.
3h Mr. Hargrave moved to reopen item #2 so that Rolling Hills could complete their presentation. There was
3i no second, but a vote followed of 5-0 and the Board returned to item #2.

4. *4a* **To review and take action on approval of minutes of prior meetings.** – Mr. Hargrave moved to accept
4b the May 13th, 2013 Meeting Minutes and the May 23rd Canvass Meeting Minutes, Mr. Albert seconded the
4c motion which carried 4-0, with Mr. Davis not voting.

5. *5a* **To receive a financial report from the District Treasurer and District Bookkeeper.** – Report was read
5b by Leanna Lehman for the period ending May 31, 2013. There was some discussion regarding the FEMA
5c money that was returned to Tri-County for the Dire Mill Fire connected to their request for a capital
5d acquisition of a boat for their department. Mr. Albert moved to accept the financial report as given, Gary
5e Ferguson seconded, the motion carried 5-0.

Prosperity - 68-61881	\$9,982.85
Prosperity-Public Funds	\$1,631,339.23
1st National Bank-Public Funds	\$1,504,353.99
Accounts Receivable	<u>\$160,634.36</u>
Unrestricted Net Assets	\$3,306,310.43
Total Revenues for May	\$71,865.43
Total Provider Payments	\$125,766.67
Total District Expenses	\$54,442.39
<i>(District expenses included depreciation expense of \$22,196.73)</i>	

6. 6a **To pay District bills-** Leanna Lehman read the district bills. Mr. Ferguson moved to pay the district bills,
6b Mr. Albert seconded the motion. Discussion followed regarding The Smith Group invoice being higher
6c than normal. Ms. Lehman explained the labor that went into preparing the documents for the auditor
6d increased the invoice amount, along with the copies and supplies that were required. She also explained
6e that the only files that auditor would accept in electronic format were the meeting minutes. Mr. Davis
6f informed Ms. Lehman that The Smith Group was asked previously to purchase a scanner and scan every
6g ESD document as it came in. Mrs. Robison made a suggestion for an electronic filing system that would
6h store PDF files for ESD, as well as creating monthly files for next year's audit to help reduce the extra
6i hours needed for the audit.

6j At this time, Mr. Ferguson made a motion for the calling of the question and Mr. Albert objected. Mr.
6k Ferguson then withdrew calling of the question. Mr. Albert stated that they do not pay per diem for training
6l reimbursements, rather they pay by receipt, regarding Tri-County's reimbursement request. Mr. Albert
6m moved to amend the motion to pay bills, excluding the Tri-County meals/hotel expense, but to pay the
6n mileage reimbursement. Mr. Hargrave seconded the motion which carried 5-0. Mr. Ferguson then moved to
6o pass pay the district bills as amended. Mr. Albert seconded the motion, which carried 5-0

Customer/Vendor ID	Check No.	Description	Date	Amount
BFF Investments	10778	Office Space Rent	6/6/2013	\$800.00
Firefighters Pension	ACH	Pension Payment	6/6/2013	\$8,856.00
GCBA	10783	PVVFD/Service	6/6/2013	\$308.50
GCBA	10784	Waller VFD/Service	6/6/2013	\$312.50
GCBA	10785	Tri-County/Service	6/6/2013	\$291.00
GCBA	10786	Monaville/Service	6/6/2013	\$308.50
Harris Co	10779	Quarterly Assessment	6/6/2013	\$1,232.00
Safe-D	10781	Annual Membership	6/6/2013	\$1,000.00
The Smith Group, Inc	10788	Audit Prep/Bookkeeping	6/6/2013	\$5,482.05
Waller News	10782	Notices/Filings	6/6/2013	\$702.00
Tri County		Mileage for Training	6/10/2013	232.95
Tri County		Training	6/10/2013	2000.00
				\$21,252.50

7. 7a **To review and take action on service provider 2013 budgets.** – A meeting was scheduled with Mr.
7b Ferguson and Katy Fire Department to discuss their 2013 budget to be held at 9AM, June 13th. No action
7c was taken.

8. 8a To review and discuss the proposed District 2014 budget. - No action
9. 9a **To review and take action on District 2012 Audit.** - Audit's due by next month. Mr. Katz filed an extension for ESD, No action taken.
9b
10. 10a **To review and discuss appraisal values of the District and authorize counsel to prepare and publish Effective Tax Rate Notice.** – Mr. Ferguson moved to authorize the commencement the effective tax rate process in Waller and Harris Counties. Mr. Albert seconded the motion, which carried 5-0.
10b
10c
11. 11a **To review and take action on 2012 appraisal valuations and commencement of adoption of 2013 tax rate, including review of 2013 effective tax rate calculations, and scheduling any necessary public hearings to adopt District 2013 tax rate.** - No action taken.
11b
11c
12. 12a **To review and take action on contractual compliance by service providers regarding audits, semi-annual reallocations, etc.** – No action
12b
13. 13a **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.** – Bo Hashaw with Waller EMS indicated that EMS still does not have a contract to sign and the Board asked Mr. Katz to get the contract to Mr. Hashaw. Mr. Albert moved to pay the providers, Ms. Robinson second, with the motion carrying 5-0.
14. 14a **To review and take action on approval of District/Department capital acquisitions and appropriate funding thereof.** - Discussion was held regarding the boat that Tri-County would like to purchase with the FEMA funds that they received for the Dire Mill Fire. Tri-County stated that they were prepared to contribute approximately \$4000 toward the purchase of the boat and/or necessary equipment to outfit the boat. Mr. Ferguson moved to create a two member committee of Board members to meet with Mr. Williams and Tri-County to discuss the details of the purchase of a swift water rescue boat. Mr. Hargrave seconded the motion, which carried 4-1. Further, Mr. Ferguson moved to purchase the boat upon the committee's recommendation, provided the ESD expense does not exceed \$30,000. Mr. Hargrave seconded the motion, which carried 4-1, with Mrs. Robinson in descent. It was then decided that Mr. Albert and Mrs. Robinson would act as the committee members.
14b
14c
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15. 15a To review and take action on development of a District-wide ISO plan. - No action
15b
16. 16a To receive activity reports from District fire and EMS providers. - Providers read reports: Hempstead, Rolling Hills, Waller VFD, Tri-County VFD, Katy Fire Department, Waller EMS, Pattison Area VFD, Prairie View VFD, and Mt. Zion VFD.
16b
16c

16d Mrs. Robinson had to leave the meeting at 8:16 PM
17. 17a **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
17b
18. 18a **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.** – Bo Hashaw with Waller County EMS gave an update stating that he thinks the work on the ambulance will be done this week. No action was taken.
18b
18c
18d
19. 19a **To receive a training report from service providers.** - Not due this month, no action.

- 20.** *20a* **To review and take action on construction of future Rolling Hills Fire Station and solicitation of**
20b **architect RFQ, design-build or manager-at-risk proposals.-**
- 20c* Mr. Katz stated that he had prepared a notice of solicitation and asked the commissioners if they were
20d considering changing the requirements from architect to a civil engineer. Mr. Katz stated he will run the
20e notice to received proposals upon board's motion. Jay Laycock from _____, gave a presentation
20f on the design build process and stated that his firm can do either design build or construction manager at
20g risk. The quickest method is design build. He gave an estimated cost of \$600,000 for 6500K sq. ft, (100 per
20h sq. ft.). Mr. Ferguson moved to put for the RFQ for the civil engineer/or architect for the Rolling Hills Fire
20i Station. Mr. Hargrave seconded, which carried the motion 3-0. (TD didn't vote?)
- 21.** *21a* **To review and take action on execution of office lease space agreement.** -No action
- 22.** *22a* **Executive Session, pursuant to Section 551.072 Government Code, to discuss real estate matters with**
22b **attorney.** - No action
- 23.** *23* **Discuss and take action on ESD website.** - No action
- 24.** *24* **Adjournment.** Next meeting at PV city hall. Mr. Albert so moved, Mr. Hargrave seconded, motion carried
 4-0 at 8:56 PM.

Tommy Albert, Secretary/Treasurer