

**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, July 8, 2013 at 7:00 p.m. at the Prairie View City Hall, 44500 US Business 290, Prairie View, TX 77446.

In attendance were: **Commissioners:** Tommy Davis, Gary Ferguson, Darwin Hargrave, & Tommy Albert. **Departments:** Waller VFD, Pattison VFD, Mt. Zion, Gerald, Hempstead Fire Department, Monaville VFD, Waller EMS, Rolling Hills, Prairie View VFD, & Tri-County VFD. The meeting was called to order at 7:08 PM by Tommy Davis. **Bookkeepers:** Sandy Mace & Jacqui Babb.

The District will consider and act upon the following matters:

- 1a* 1. **To receive public comment, including vendors and service providers.** – Frank Jackson, PVVFD
- 1b* Chief, welcomed everyone to the meeting. Additionally, he informed the commissioners that the department was in need of booster truck and asked the commissioners to consider this request. Mr. Davis thanked Mr. Jackson, as well as the City of Prairie View, for the use of the facility for the ESD meeting.
- 2a* 2. **To receive a report from the Waller County Fire Chief’s Association and develop an emergency**
- 2b* **service call public education program.** – Rolling Hills Chief, Jimmy Orsak, reported the following:
- 2c* No action was taken on a public education program other than what Rolling Hills currently has in place.
- 2d* Chiefs discussed and agreed that a burn ban which is needed at this time, which is on the agenda’s for
- 2e* Wednesday’s Commissioner’s Court.
- 2f* Rolling Hills still has not received the plat for the slab for the new fire station.
- 2g* Service provider budgets are due in August. Chief’s would like to know if there be a specific format that
- 2h* they will all be using to complete their budget.
- 2i* Chiefs requested information regarding the status of the pension buy backs. Mr. Albert stated that ESD is
- 2j* currently waiting on the information from the state (the information was requested over two months ago).
- 2k* Also, that an extension was granted because the state is taking so long to provide the cost study
- 2l* information. Mr. Ferguson asked for written confirmation from the state that ESD is receiving this
- 2m* extension in should issues arise with the two year period in which buy backs needed to take place.
- 2n* Rolling Hills VFD pumper is in need of repairs, as it failed the recent pump test. Even with cooling
- 2o* systems repairs, it will probably only last another two years. The estimate to rebuild is approximately
- 2p* \$20,000 to rebuild the pumper on the 1983 model truck. They are getting a radiator/cooling system flush.
- 2q* They are hoping that will get them a couple of years, although there have been and still are some valve
- 2r* issues as well.
- 3a* 3. **To review and take action on Waller County Fire Marshall position and termination of**
- 3b* **District’s participation in funding thereof and to take appropriate action as required, including**
- 3c* **return of prior District funding to Waller County.** –

3d Mr. Davis reported that he met with the judge this afternoon. Legal issues need to be resolved regarding
 3e county residency requirements for the Fire Marshall. Also, a new committee has been put in place to see
 3f this through. The county still wants to have a Fire Marshall. The judge also asked if Mr. Katz could
 3g provide a legal opinion on the matter and Mr. Ferguson stated he would be emailing Mr. Katz within the
 3h next few days and would include this topic and see if he can assist. Mr. Albert suggested giving the
 3i County on more month, they requesting the money be returned to ESD that was paid to them. No action
 3j was taken on this item.

4a **4. To review and take action on approval of minutes of prior meetings.**

4b Mr. Albert moved to accept the June 2013 minutes. Hollis Jr. with Pattison PVFD pointed out a typo on
 4c line 20G regarding the square footage Rolling Hills Fire Station noting there should not be a “K” in front
 4d of the 6500 square feet. Mr. Albert moved to accept the minutes reflecting the corrected estimated square
 footage of the Rolling Hills fire station at 6,500 square feet. Mr. Hargrave seconded the motion, which
 carried 4-0.

5a **5. To receive a financial report from the District Treasurer and District Bookkeeper.**

5b Sandy Mace read the financial reports as presented for month ending June 30, 2013:

Balance Sheet Detail:

ASSETS

Unrestricted Assets	
Prosperity - 68-61881	\$10,924.39
Prosperity-Public Funds	\$1,517,070.03
1st National Bank-Public Funds	\$1,505,528.70
Accounts Receivable	<u>\$159,895.74</u>
Unrestricted Net Assets	\$3,193,418.86

Income Statement Detail

Total Revenues \$68,029.77

Total Provider Payments

Total Cost of Sales \$152,374.61

ESD District Expenses (Including depreciation expense)

Total Expenses \$50,743.46

5c Mr. Davis asked about an outstanding check for \$151.20 dated Oct 5, 2012 on the account reconciliation
 5d report. Sandy said she would look into it and find out what it was for. Also, clarification was given
 5e regarding the ACH pension payment. Sandy explained it was entered into the system on June 6, but wasn't
 5f debited from the bank until June 30. Mr. Albert moved to accept the financial report as presented; Mr.
 5g Hargrave seconded the motion which carried 4-0.

6a 6. To pay District bills.

Customer/Vendor ID	Detail	Date	Amount
Waller Elections	Election 2010	7/8/2013	\$19,139.45
Siddons-Martin	Repair/Top mount pump Waller VFD	7/8/2013	\$609.88
Frazer	Remount	7/8/2013	\$55,375.00
BFF Investments	Office Lease	7/8/2013	\$800.00
Waller Elections	Election 2013	7/8/2013	\$31,274.45
The Smith Group, Inc.	Bookkeeping	7/8/2013	\$1,671.80
Ferguson	Reimbursement	7/8/2013	\$926.98
Rolling Hills	Reimbursement	7/8/2013	\$617.94
Rolling/Rodney Crosby	Training	7/8/2013	\$375.00

6b Gary Ferguson questioned the 2010 invoice from Waller County Elections. Mr. Davis asked if we had
6c checked to see why we were getting a 2010 bill, if we had been previously billed, etc. Sandy Mace stated
6d that The Smith Group had checked all records and could find no evidence that ESD had been billed in
6e 2010. Mr. Ferguson asked for us to verify the election expenses with Harris County in 2010 to help
6f determine what we owe Waller Elections for the 2010 election. Sandy said The Smith Group would
6g research this further and find out if the amount presented for 2013 included the 2010 amount or if that was
6h the 2013 total. Further discussion followed regarding whether or not there was an election 2010. Mr.
6i Ferguson moved to pay the district bills, excluding the 2010 Waller Elections bill until we have
6j verification of the election and that the amount is actually owed. Mr. Hargrave seconded the motion,
6k which carried 4-0.

7a 7. To review and take action on service provider 2013 budgets. –

7b Mr. Davis was not able to meet with Katy regarding their 2013 budget. Mr. Ferguson asked Mr. Davis to
7c try to contact them again and he reported that their City Attorney canceled the original meeting and has
7d not rescheduled. No action taken was taken on this item.

8a 8. To review and discuss the proposed District 2014 budget.

8b Mr. Ferguson stated that it was time to put together the district expenses so the district budget can be
8c created. Mr. Davis said he believed the tax rate has been established, so that part of the process is
8d complete as Mr. Katz has been working on it.. Hollis asked about department workshops so that their
8e budgets could be completed in a timely manner. Mr. Davis reported that Mrs. Robinson was going to do a
8f rough draft of the budget, but she was at the meeting so he did not know if that had been done. Mr.
8g Williams with Tri-County asked if Mrs. Robison was also going to create the format they were going to
8h use, but Mr. Davis was not sure if this had been done either. Mr. Ferguson suggested the departments used
8i the same format as last year and get started on their budgets. Mr. Albert stated that they could not require
8j the departments to have their budgets in next month if ESD did not have their budget complete. No action
8k was taken on this item.

- 9a **9. 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.**
- 9b Mr. Albert moved to pay the District Service Providers. Mr. Ferguson seconded the motion, which carried
9c 4-0.
- 10a **10. To review and take action on approval of District/Department capital acquisitions and**
10b **appropriate funding thereof.**
- 10c No action taken on this item.
- 11a **11. To review and take action on development of a District-wide ISO plan.**
- 11b Mr. Williams with Tri-County asked about the departments that have received ISO
11c ratings/recommendations and if they needed to do anything at this point. Mr. Ferguson stated that they
11d needed to have all the information on the department's ISO ratings before they could move forward. No
11e action taken on this item.
- 12a **12. To review and take action on municipal Interlocal Agreements for fire and EMS services.**
- 12b More information is needed regarding this agenda item. No action taken.
- 13a **13. To receive activity reports from District fire and EMS providers.**
- 13b Providers read their monthly call/run reports (attached): Rolling Hills VFD, Prairie View VFD, Waller
13c EMS, Tri-County VFD, Pattison VFD, Monaville VFD, Mt. Zion VFD, Waller VFD.
- 13d Additional discussion followed regarding the annexation of Brookshire into the ESD. Mr. Davis reported
13e that he had met with Brookshire and they said they were going to keeping their ambulance in service until
13d ESD comes in. Mr. Davis requested that they pay ESD the same amount that they were paying the
13f contracted company due the high cost of the election and the fact that ESD would not start receiving the
13g tax levy for some time. They were receptive to that, but they still needed to have a meeting with the
13h mayor. At this time, there is no date for the termination of the contract with the ambulance services.
- 14a **14. To review and take action on revisions to District and/or Department operating and capital**
budgets pursuant to re-allocations and/or other matters.
- 14c No action was taken.
- 15a **15. To review and take action as applicable on purchase of new fire apparatus, including Engines,**
15b **Booster Trucks, and Pumpers, and new ambulance and/or remount with purchase of new cab**
15c **and chassis and refurbish of box.**
- 15d Bo reported truck was done and in service and ESD stickers are in place. Mr. Jackson with PVVFD
15e reported that the estimate for the ladder truck they need was \$127,000 and Waller VFD has not received
15d an estimate for the rescue truck that they would like to add to their department. No action was taken.
- 16a **16. To receive a training report from service providers.**
16b
13b Reports were submitted as required.

17a **17. To review and take action on construction of future Rolling Hills Fire Station and solicitation**
17b **of architect RFQ, design-build or manager-at-risk proposals.**

17c Mr. Ferguson confirmed that RFQ's went out according to Mr. Katz, but no responses have been received.

17d Finely & Cobb, who has done engineering work for the County and the School District was recommended.

17d Mr. Ferguson would get this information to Mr. Katz so an RFQ could be sent to them as soon as possible.

17e No action was taken.

18a **18. Executive Session, pursuant to Section 551.072 Government Code, to discuss real estate**
18b **matters with attorney.**

18c No action was taken.

19a **19. Discuss and take action on ESD website.**

19b Mr. Albert said that he would look into finding a web designer. No action was taken.

19c Mr. Albert also reported that the rescue boat had been ordered for Tri-County under the allotted amount
19d by \$4800. Tri-County will be doing some of the add-ons instead of going through the manufacturer.

19e Mr. Davis asked Mr. Williams if they had heard of anything from FEMA, who reported that some

19f departments have been paid, but not all the money had been paid out yet. They are still waiting for

19g information.

19h Mr. Ferguson thanked Frank Jackson, PVVFD Chief for the name tags and the use of the City's facility.

19i The extra effort was much appreciated.

20a **20. Adjournment.**

20b Mr. Albert moved to adjourn, Mr. Hargrave seconded the motion which carried 4-0.

Respectfully,

Tommy Albert, Secretary