

**MEETING MINUTES**  
**WALLER-HARRIS EMERGENCY SERVICES DISTRICT NO. 200**

Board of Commissioners of the **WALLER-HARRIS EMERGENCY SERVICES DISTRICT NO. 200**, met on **Monday, September 9, 2013**, at the **Prairie View City Hall, 44500 US Business 290, Prairie View, TX 77446**.

**In attendance were Commissioners:** Tommy Davis, Gary Ferguson, Tommy Albert and Brooke Robinson. **Departments:** Gene Schmidt – Waller VDD, Freddy Williams - Tri County VFD, Frank Jackson - Prairie View VFD, Hollis Albright -Pattison Area VFD, Jr. Lecamu – Hempstead Fire Department, . **Legal:** Howard Katz. **Bookkeepers:** Sandy Mace & Jacqui Babb.

Meeting was called to order at 7:01 PM.

The District will consider and act upon the following matters:

**1. To receive public comment, including vendors and service providers.**

Freddy Williams with Tri-County reported that he had the Rescue Boat on site for everyone to look at. Also, they received a letter from Harris County District Attorney along with a \$300.00 check resulting from a fine assessed for an accidental fire started while doing some brushwork.

**2. To receive a report from the Waller County Fire Chief's Association and develop an emergency service call public education program.**

No action was taken.

**3. To review and take action on Waller County Fire Marshall position and termination of District's participation in funding thereof and to take appropriate action as required, including return of prior District funding to Waller County.**

The letter to the county judge has not been sent yet. Mrs. Robinson asked if we knew when this would happen since it has been about two months since the topic was addressed. No action was taken.

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

Brooke Robinson noted on the August 29<sup>th</sup> meeting minutes, page 2, line 8gg. Sentence should read “back to FNB” instead of bank. Mr. Katz noted a point of clarification on the regarding August 12<sup>th</sup> meeting minutes. The motion was to grant the county another 30 days before asking them to return the funds. If no action had been taken by the county to hire a Fire Marshal at the end of the 30 days, Mr. Katz would *then* write a letter requesting the funds be returned. Mr. Albert moved to accept the August 12<sup>th</sup> and 29<sup>th</sup> minutes with the corrections. Mr. Ferguson seconded. The motion carried 4-0.

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

Sandy Mace read the financials for the month ending August 31, 2013.

Waller-Harris ESD #200 Statement of Financial Position August 31, 2013		
ASSETS		
Unrestricted Assets		
Prosperity- Operations # 1881	\$	2,274.60
Prosperity-Tax/Public # 8700		2,516,025.81
FNB- Public Funds MM #8084		207,781.32
Accounts Receivable		157,684.90
<b>Unrestricted Net Assets</b>		<b>2,883,766.63</b>

	Current Month	Year to Date	Budget
<b>Revenues</b>			
Property Taxes	\$ 65,591.31	\$ 2,763,660.02	2,475,635.00
Penalties & Interest Income	12,509.29	46,510.76	50,000.00
Revenue from Unclaimed Funds	2.56	1,453.73	0.00
Excess Funds from Tax Sale	0.00	4,750.80	0.00
Tax Adjustment	(84.50)	(98.93)	0.00
Repayments from Providers	0.00	905.02	0.00
Interest Income	1,304.60	10,730.18	30,000.00
Other Income	0.00	19,858.82	0.00
Gain/Loss on Sale of Assets	0.00	0.37	0.00
<b>Total Revenues</b>	<b>79,323.26</b>	<b>2,847,770.77</b>	<b>2,555,635.00</b>

<b>Total Service Provider Fees</b>	<b>184,359.66</b>	<b>1,339,093.85</b>	<b>1,626,199.96</b>
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<b>Total Expenses</b>	<b>34,341.46</b>	<b>369,030.73</b>	<b>213,700.00</b>
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Mr. Albert moved to accept the financial reports as presented. Mr. Ferguson seconded. Motion carried 4-0.

6. To pay district bills.

<b>Waller-Harris ESD #200</b> <b>September 9, 2013</b> <b>District Bills &amp; Provider Payments</b>			
Customer/Vendor ID	Description	Date	Amount
BFF Investments	Office Space Rent - October 2013	9/15/2013	\$800.00
Burchfield Septic & Bacoec Svc.	Regular Visit/Added Chlorine to Aerobic System	9/9/2013	\$73.30
Daystar Publishing	Times Tribune - Legal Notice - Tax Rate	9/9/2013	\$258.75
Texas Emergency Services Retirement System	TESRA Pension Contributions	9/15/2013	\$8,856.00
GCBA	Quarterly Service - Monaville	9/9/2013	\$569.62
GCBA	Quarterly Service - Waller Fire Dept	9/9/2013	\$362.08
GCBA	Quarterly Service - Prairie View FD	9/9/2013	\$406.70
GCBA	Quarterly Service - Tri-County Fire Dept	9/9/2013	\$470.00
GCBA	Quarterly Service - Pattison Area VFD	9/9/2013	\$470.00
Harris, Donovan	Training Reimbursement - Meals	9/9/2013	\$124.74
Harris, Donovan	Training Reimbursement - Mileage	9/9/2013	\$115.83
Harris County Appraisal District	Quarterly Assessment - 4th Quarter	9/9/2013	\$1,184.00
Katz	Professional Service - July thru August 2013	9/9/2013	\$7,991.00
Mark III Plant Construction, Ltd.	Rental Equipment - Hydraulic Crane - Pattison VFD	9/9/2013	\$540.00
Mathes, Michael & Christina	Training Reimbursement - Meals	9/9/2013	\$406.05
Mathes, Michael & Christina	Training Reimbursement - Mileage	9/9/2013	\$115.83
Mathes, Michael & Christina	Training Reimbursement - Clothing	9/9/2013	\$82.00
McCall Gibson Swedlund Barefoot PLLC	Audit of Waller - Harris ESD #200 year end 2012	9/9/2013	\$10,000.00
Rescue One Connector Boats	Tri - County Fire Department Rescue Boat	9/9/2013	\$25,217.00
Ross, Robert	Training Reimbursement - Mileage	9/9/2013	\$118.09
Ross, Robert	Training Reimbursement - Meals	9/9/2013	\$255.60
Ross, Sean	Training Reimbursement - Meals	9/9/2013	\$204.32
Ross, Sean	Training Reimbursement - Mileage	9/9/2013	\$115.83
Schmidt, Jacob	Training Reimbursement - Meals	9/9/2013	\$216.05
Schmidt, Jacob	Training Reimbursement - Mileage	9/9/2013	\$115.83
The Smith Group	Bookkeeping - Aug thru Sept / Audit Work / Accounting / Copies / Rent	9/9/2013	\$2,433.42
Waller County Appraisal District	Quarterly Assessment - 4th Quarter	9/9/2013	\$12,366.31
Waller VFD	LaQuinta Inns & Suites for Fire School - 3 rooms - July 21 - 26, 2013	9/9/2013	\$1,267.65
			<b>\$75,136.00</b>
Katy	Provider Payment	9/9/2013	\$4,125.00
Monaville	Provider Payment	9/9/2013	\$7,700.00
Mount Zion	Provider Payment	9/9/2013	\$1,500.00
Pattison	Provider Payment	9/9/2013	\$7,700.00
Prairie View	Provider Payment	9/9/2013	\$6,000.00
Rolling Hills	Provider Payment	9/9/2013	\$3,750.00
Tri-County	Provider Payment	9/9/2013	\$9,583.33
Waller EMS	Provider Payment	9/9/2013	\$102,083.33
Waller VFD	Provider Payment	9/9/2013	\$7,700.00
			<b>\$150,141.66</b>
		<b>TOTAL</b>	<b>\$225,277.66</b>

Mr. Albert moved to pay the bills as presented, excluding the clothing reimbursement for Michael and Michelle's Mathes. Mr. Ferguson seconded. The motion carried 4-0.

7. To review and take action on bookkeeping services, including but not limited to review of current book keeping services and determination of all duties to be supplied by bookkeeper:

At this time, the Board moved to item #18, *Executive Session, pursuant to Government Code Sections 551.071, 551.072 and 551.074 to deliberate regarding real estate, consult with legal counsel and review personnel matters.*

**Board returned to item #7 at 8:26 PM.**

Mr. Albert moved to allow Coveler & Katz to prepare an RFQ for bookkeeping services. Mrs. Robinson seconded the motion. Motion carried 4-0. Mr. Albert stated that The Smith Group was welcome to submit a bid as well.

**8. To review and take action on service provider 2013 budgets.**

No action at this time.

**9. To review and discuss the proposed District 2014 budget.**

Mr. Albert discussed the need to be in contact with the Brookshire Fire Chief regarding their budget request for next year. No action was taken at this time.

**10. 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. Albert moved to pay the service providers. Mr. Ferguson seconded the motion which carried 4-0.

**11. To review and take action on approval of District/Department capital acquisitions and appropriate funding thereof.**

No action needed at this time.

**12. To review and take action on development of a District-wide ISO plan.**

Mrs. Robinson requested an update on this item. Mr. Davis stated that they were still waiting on one additional truck for Waller VFD, then they would start moving stuff around. No action was taken.

**13. To receive activity reports from District fire and EMS providers.**

Providers were asked to submit their reports, but not read them tonight due to the lateness of the hour. No action was taken.

**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. –**

No action was taken.

**15. To review and take action as applicable on purchase of new fire apparatus, including Engines, Booster Trucks, and Pumps, and new ambulance and/or remount with purchase of new cab and chassis and refurbish of box.**

Waller VFD is requesting a Rosenbauer for \$343,081.00 (Smart cab deduction of \$5000) for a total of \$338,081.00. **Mr. Ferguson moved to purchase the Rosenbauer for \$338,081.00, Mr. Albert seconded the motion.**

Discussion followed regarding the Smart Cab and its attributes with Gene Schmidt providing specs and details. Mrs. Robinson asked why ESD was not buying trucks with the same specs as other trucks purchased for other departments. While that was the intent, each department wanted something different.

At that point, Mr. Davis asked for a vote. **Motion carried 4-0.** Mr. Build time is 9-12 months. Mr. Coveler's office will generate the PO for this and review any prepay discounts and finance vs. cash payment difference.

Prairie View VFD's request will be review at the next meeting. Mr. Albert asked if the PO had been stopped on the truck request, Mr. Davis stated that he had. At a future meeting, the motion to by the specific truck for PVVFD would be rescinded.

**16. To receive a training report from service providers.**

Training reports due next month.

**17. To review and take action on construction of future Rolling Hills Fire Station and solicitation of design-build proposals.**

Mr. Ferguson made a motion authorize legal to legal solicit proposals for the design build for a 6000 square foot building with 1500-1800 of build-out within. Mr. Albert seconded the motion. Mrs. Robinson stated she would like to see a copy of the plans for the building. Mr. Coveler stated that there were no plans yet. The design build process would include developing the plans based on the desired specifications which currently are for two drive-throughs and two bays to accommodate 6 pieces of apparatus. Motion carried 4-0.

**18. Executive Session, pursuant to Government Code Sections 551.071, 551.072 and 551.074 to deliberate regarding real estate, consult with legal counsel and review personnel matters.**

*This item was handled prior to discussion or motions on item #7.*

**19. To review and take action on any and all matters regarding the provision of fire and emergency medical services within District territory, including the City of Brookshire and the Brookshire ETJ, including designation of service providers, dispatch issues and interlocal agreement(s) with municipalities.**

Mr. Albert moved to authorize Coveler & Katz to pursue legal action by whatever means necessary regarding the City of Brookshire and/or Medex Ambulance Service in relation to the ambulance service in the City of Brookshire. Mr. Ferguson seconded the motion, which carried 4-0.

**20. Discuss and take action on ESD website.** – No action.

**21. Adjournment.** – Mr. Ferguson moved to adjourn, Mr. Albert seconded the motion which carried 4-0. Mr. It was decided to hold next month's meeting at Prairie View City Hall.

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Respectfully submitted,  
Tommy Albert, Secretary