

MEETING MINUTES
WALLER-HARRIS EMERGENCY SERVICES DISTRICT NO. 200

Board of Commissioners of the **WALLER-HARRIS EMERGENCY SERVICES DISTRICT NO. 200**, met on **Monday, Oct 14, 2013** at the **Prairie View City Hall, 44500 US Business 290, Prairie View, TX 77446**.

In attendance were Commissioners: Tommy Davis, Tommy Albert and Brooke Robinson. **Departments:** Gene Schmidt – Waller VFD, Freddy Williams - Tri County VFD, Hollis Albricht -Pattison Area VFD, Jr. Lecamu – Hempstead Fire Department, Bo Hashaw – Waller County EMS, Jimmy Orsack – Rolling Hills VFD, & Gerald Jones – Mt. Zion, VFD, Warner Preston - Katy FD, George Bennett - Prairie View VFD, Thomas Light - Brookshire VFD. **Legal:** Howard Katz. **Bookkeepers:** Sandy Mace.

Meeting was called to order at 7:16 PM.

The District will consider and act upon the following matters:

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

Representative Troy Aycock from Monaville stated that he would like to go on record regarding their Class A pumper at Monaville and that in the near future they would be moving some trucks around and just wanted to make sure that it was noted on for the record. Additionally, Jimmy Orsack, with Rolling Hills VFD thanked everyone for their support for their fundraiser and reported that it was a huge success.

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

Freddy Williams with Tri-County reported that the chief's did meet and discussed that program and they are looking at some videos and will bring the information to the board when they can make a formal report. The also talked about the tender from Monaville to Rolling Hills. It is actually 1860 instead of the 3000, so they will still be in need of a tender.

Gene Schmidt with Waller VFD ask for clarification regarding calling outside agencies and referred to the recent situation with Rosehill VFD in which they needed assistance for a fire that was right on the county line. He was questioned about this and told that they are to call in-district departments first. Tommy Davis stated that whoever is in charge of the scene may use their own discretion regarding who to call for assistance. Mr. Davis apologized for any miscommunication on his part and that he didn't realize the call was made to a secondary Rosehill VFD that was near the scene. If at all possible, departments should use in-district stations, but it is not required. Gene went on to mention that Rosehill is often closer and their station is manned, so they do need to use them from time to time, in which Mr. Davis concurred.

3. To review and take action on Waller County Fire Marshall position and termination of District's participation in funding thereof.

Mr. Katz stated that he sent a letter to the county judge, as well as the county attorney, advising them that, as per the contracts, that ESD is asking for the \$30,000 to be returned within 45 days. The letter was sent two weeks prior. He had not received any response or notice from the county at this time.

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

Mr. Albert moved to accept the September 9th and September 11th meeting minutes as presented. Mr. Hargrave

seconded the motion, which carried 4-0. The minutes from the September 18th and any subsequent meetings were not available.

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

Sandy Mace read the financials for the month ending September 30, 2013. Mr. Albert asked the district as to why their provider checks were not deposited in a timely manner. Some departments wait to deposit the check until they are in the month the check applies to. He also asked Monaville to look into why their check had not cleared the banks as of the end of September. Mr. Albert then moved to accept the financial report as presented. Mr. Hargrave seconded the motion, which carried 4-0.

September Financial Statement

Balance Sheet

Unrestricted Assets	
Prosperity- Operations # 1881	\$ 9,975.08
Prosperity-Tax/Public # 8700	519,369.21
FNB- Public Funds MM #8084	2,002,082.26
Accounts Receivable	<u>134,000.44</u>
Unrestricted Net Assets	2,665,426.99

Statement of Activities

Revenues	
Property Taxes	\$2,778.71
Penalties & Interest Income	609.00
Revenue from Unclaimed Funds	0.00
Interest Income	1,480.02
Total Revenues	4,884.91

Total Service Provider Fees	\$153,279.48
District Expenses	
Accounting Expenses	2,141.75
Appraisal District Fees	13,618.31
CPA & Audit Fees	10,000.00
Filing Fees & Notices	258.75
Legal Fees	7,991.00
Pension Expense	8,856.00
Office Rental/Expense	1,091.67
Maintenance Expense	613.30
Equipment Service & Repair	2,278.40
Depreciation Expense	22,196.73
Utilities Expense	30.42
Total Expenses	<u>69,076.33</u>
Change in Equity	\$ (217,470.90)

6. To pay District bills. – Sandy Mace read the district bills to be paid. Mr. Albert moved to pay the district bills as presented, Mrs. Robinson seconded the motion, which carried 4-0.

Customer/Vendor ID	Descriptions	Date	Amount
BFF Investments	Office Rent	10/15/2013	\$800.00
Buddy P Plumbing LLC	Plumbing	10/14/2013	\$1,190.00
Chastang Ford	Pending receipt of invoice (Tanker 31)	10/14/2012	\$3,658.36
Daystar	Notices	10/14/2013	\$181.13
GCBA	Contract	10/14/2013	\$170.00
Houston Community	Notices	10/14/2013	\$756.00
Houston Community	Notices	10/14/2013	\$675.00
Houston Community	Notices	10/14/2013	\$675.00
McCall Gibson	Audit	10/14/2013	\$2,000.00
Metro Fire	Truck-Pattison	10/14/2013	\$251,743.50
Mt. Zion	Training Reimbursement	10/14/2013	\$3,058.34
NEEL	Truck-PVFD (Paid)	10/1/2013	\$89,608.26
Smith Group	Accounting/Bookkeeping	10/14/2013	\$2,064.67
Waller News	Notices	10/14/2013	\$135.00
Waller News	Notices	10/14/2013	\$202.50
Waller VFD	Notices	10/14/2013	\$7,700.00
			\$364,617.76
Katy	Provider Payment	10/14/2013	\$4,125.00
Monaville	Provider Payment	10/14/2013	\$7,700.00
Mount	Provider Payment	10/14/2013	\$1,500.00
Pattison	Provider Payment	10/14/2013	\$7,700.00
Prairie View	Provider Payment	10/14/2013	\$6,000.00
Rolling	Provider Payment	10/14/2013	\$3,750.00
Tri-County	Provider Payment	10/14/2013	\$9,583.33
Waller EMS	Provider Payment	10/14/2013	\$102,083.00
			\$142,441.33
		Total	\$507,059.09

7. **To review and take action on RFP for bookkeeping services.**

Mr. Katz stated that he prepared the RFP's as requested and they were due today. He received five responses. It was decided they would return to this item later and the moved on to item #8.

Commissioner returned to this time after item #17. Mr. Katz reported five proposals were submitted from the following:

- **Myrtle Cruz, Inc.** out of Houston that handle a lot of municipal utility districts, their proposal \$1500 per month fixed, plus reimbursable expenses or \$200.00 fix collection of expenses.

- **Kristin Gunderson with Gunderson Bookkeeping** (sole proprietor) proposed \$50.00 per hour with a guaranteed maximum of 80 hours (\$4000). No fixed rate proposed.
- **Amy Williams, with Williams Business Solutions** (sole proprietor): Currently she handles the bookkeeping for two fire departments within the district (Rolling Hills and Monaville), proposing \$45.00 per hour, plus expenses, with no guaranteed maximum.
- **Municipal Accounts (partnership)**, who also handle a lot of municipal utility districts, proposed \$75.00 per hour with a guaranteed maximum of 50 hours (\$3750).
- **McConnell & Jones LLC** from Houston proposed a fixed rate of \$2,300 per month.

Mr. Albert moved to wait until next month (November) to take action on selecting a bookkeeping service. Mr. Hargrave seconded, the motion carried 4-0. Mr. Katz state that an RFP was sent to Cheryl at The Smith Group and they elected not to respond.

8. **To review and take action on service provider 2014 budgets.** No action was taken.
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.**

Mr. Albert moved to pay the service providers. Mr. Hargrave seconded the motion, which carried 4-0.

10. **To review and take action on approval of District/Department capital acquisitions and appropriate funding thereof.** No action at this time.
11. **To review and take action on development of a District-wide ISO plan.**

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. Discussion followed regarding moving vehicles or waiting until delivery of the Pattison and Prairie View. Mrs. Robinson suggesting coming up with a plan in to put in place between now and the 9-12 month estimated delivery. Mrs. Robinson suggested forming a committee to start looking moving trucks to that the district is in line with the ISO plans and suggested having a couple chiefs on the committee. It was decided the Mrs. Robinson would chair the committee. Gene will Waller VFD agreed, along with Mr. Aycock at Monaville, and Mr. Jackson with PPVFD was nominated to participate as well. Mr. Williams with Tri-County offered to forward Mrs. Robinson a complete copy of the ISO plan.

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

The following providers read the reports as follows (please see attached call/run reports). Monaville VFD, Mt. Zion VFD, Pattison Area VFD, Prairie View VFD, Waller VFD, Hempstead FD, Rolling Hills VFD, Tri-County VFD, Katy FD, and Waller County EMS. Brookshire VFD was present, but was not required to report at this time.

13. **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 at this time.

14. 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.

Mr. Hashaw with Waller County EMS reported that one of their trucks (Medic 40) is down and needs a motor. It is currently at LaRoche Chevrolet. He is waiting on some quotes from them as well as other vendors, early estimates are about \$14,000 for a new engine with an estimated time of repair about 6 months. Once he has more information, he can report back to the board. No action taken at this time.

Upon returning to this item, Mr. Albert moved to have a special meeting on Friday to determine what course of action to take regarding the EMS truck purchase, repair, or remount at 5 PM at the Waller ESD offices in Waller. Mr. Hargrave seconded the motion. Motion carried 4-0.

15. To receive a training report from service providers. – Providers were due to submit them tonight. Once the roster adds/drops are confirmed, a pension meeting can be scheduled. The commissioners then returned to item # 14 for further discussion.

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

Mr. Katz stated that he provided the commissioners with engineers' contracts and the notice of the design build is scheduled to run in the paper on Thursday and they would approve at the next meeting. Mr. Albert then moved to approve the contract with Matheson Consulting for the design build for the Rolling Hills fire station, Mr. Hargrave seconded the motion. Discussion followed regarding the rejection of the proposal and the selection of Mr. Matheson at the August meeting. Motion carried 4-0.

17. 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 District personnel and operating matters.

At this time, it was decided address this item at the end of the agenda and to return item #6 regarding the RFP's for bookkeeping services.

18. 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.

After Executive Session, the board returned to this item. Mr. Katz stated that the City of Brookshire has a contract from 2011-2012 with Med Ex to provide emergency services to Brookshire and it's ETJ. A dispute as arisen between the City and Med Ex that questions the legality of the contract and a dispute as to whether the city had the right to terminate the contract with 30 days notice, also the regarding the legality of the documents/contract that was signed. WHESD #200 became responsible for Brookshire and its ETJ in May and based in the uncertainty of the dispute and its EMS provider, the time now appropriate to assert its jurisdiction and recommended making a motion to that fact. Mrs. Robison made a motion to have Mr. Katz and his attorney to effectuate correspondence and authorize the transaction of services from Med Ex to Waller County EMS. Mr. Hargrave seconded the motion. Mr. Katz clarified in this correspondence that ESD would be demanding at the EMS would be left for us to determine and also that we would be notifying the dispatching agencies (Waller County Sheriff's Office, the City of Brookshire, the 911 network and Harris County), and advise them of the switch of EMS services. Motion then carried 4-0.

19. Discuss and take action on ESD website.

Mr. Albert reported that web designer will be going to each of the departments to take photos for the website and the site is currently in progress. The commissioners then retired to Executive Session at 8:07 PM.

- 20. Adjournment.** Mrs. Robinson moved to adjourn. Mr. Hargrave seconded the motion which carried 4-0. The meeting was adjourned at 9:35 P.M.