

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, November 11, 2013** at **7:00 p.m.** at the **Prairie View City Hall, 44500 US Business 290, Prairie View, TX 77446**.

In attendance were: Commissioners: Gary Ferguson, Darwin Hargrave, Tommy Albert, and Tommy Davis; Legal Counsel: Mr. Katz; Departments: Waller VFD, Pattison VFD, Mt. Zion VFD, Hempstead Fire Department, Waller EMS, Rolling Hills, Prairie View VFD, Tri-County VFD, Katy FD, and Monaville VFD; and Sandy Mace, The Smith Group Bookkeeper.

The Meeting was called to order at: 7:10 p.m. by Mr. Tommy Davis.

- 1. To receive public comment, including vendors and service providers.** Ms. Otilia Gonzales introduced herself. She requested to come to the December meeting to give a presentation regarding the collection of delinquent property taxes.
- 2. To receive a report from the Waller County Fire Chief's Association and develop an emergency service call public education program.** Mr. Williams gave a report, discussing Community Awareness is on track, but not ready yet. The ISO committee met and discussed the implementation of ISO.
- 3. To review and take action on Waller Country Fire Marshall position and termination of District's participation in funding thereof.** *Mr. Davis* said that the county was talking about Rent a Fire Marshal, plus probably hiring someone in Waller to train with the Rent a Fire Marshall. It was discussed and decided that the board still wanted to receive back the initial \$30,000 given. Once the district's money is returned, the board would discuss the new Waller County Fire Marshall's proposal.

Mr. Katz arrived at 7:25 pm.

- 4. To review and take action on approval of minutes of prior meetings.** *Mr. Albert* made a motion to approve the October 11th regular meeting and October 18th tax hearing minutes. The October 14th minutes needed one correction on who was in attendance. *Mr. Hargrave* 2nd the motion, which carried with a 4 – 0 vote.
- 5. To receive a financial report from the District Treasurer and District Bookkeeper.** Report was read by Sandy Mace. *Mr. Albert* moved to accept the financial report as given, *Mr. Hargrave* seconded, the motion carried 4-0.

Prosperity – Operations # 1881	\$8,666.96
Prosperity – Tax/Public # 8700	\$23,646.95
FNB – Public Funds # 8084	\$2,002,082.26
Accounts Receivable	<u>\$134,000.44</u>
Unrestricted Net Assets	\$2,168,396.61

Total Revenues for October	\$15,420.29
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Total Provider Payments \$151,671.50
 Total District Expenses **\$50,480.14**
 (District expenses includes Depreciation
 Expense of \$22,196.73)

6. To pay District Bills. Sandy Mace read the district bills. There was discussion about the Tri-County Apple Ford invoice. *Mr. Albert* made a motion to pay district bills with adjusting Tri-County’s provider payment by \$1,732.41 of the repairs bill. *Mr. Hargrave* seconded the motion, which carried 3-0. *Mr. Ferguson* did not vote.

Customer/Vendor ID	Description	Date	Amount
The Smith Group, Inc	Bookkeeping	11/11/2013	\$2,049.76
Houston Community	Notices	11/11/2013	\$184.00
Waller News	Notices	11/11/2013	\$81.00
BFF Investments	Nov Rent	11/11/2013	\$800.00
Rolling	Training Reimbursement	11/6/2013	\$1,550.00
Appel Ford Mercury	Repairs	11/11/2013	<u>\$1,732.41</u>
		ESD Expenses	\$6,397.17
Katy	Provider Payment	11/11/2013	\$4,125.00
Monaville	Provider Payment	11/11/2013	\$7,700.00
Mount	Provider Payment	11/11/2013	\$1,500.00
Pattison	Provider Payment	11/11/2013	\$7,700.00
Prairie View	Provider Payment	11/11/2013	\$6,000.00
Rolling	Provider Payment	11/11/2013	\$3,750.00
Tri-County	Provider Payment	11/11/2013	\$9,583.33
Waller EMS	Provider Payment	11/11/2013	\$102,083.33
Waller VFD	Provider Payment	11/11/2013	\$7,700.00
		Provider Payments	\$150,141.66
		Total	\$156,538.83

7. To review and take action on engagement of auditor to perform District 2013 Audit. Mr. Katz mentioned that McCall Gibson performed the audit for 2012 and did a good job and it was done timely. *Mr. Albert* made a motion to engage McCall Gibson for the 2013 audit. *Mr. Hargrave* seconded, which carried with a 4-0.

8. **To discuss and take action on the ratification of the continuation of a Contract with a private law firm for the collection of delinquent District ad valorem property taxes, and providing for the payment of 20% of the delinquent taxes, penalties, and interest which are collected by the attorney under said Contract.** Mr. Katz recommended holding off a month until Ms. Otilia Gonzales can come give her presentation next month on the services they provide. No Action taken.
9. **To discuss and take action on the imposition of additional penalty on delinquent taxes, penalties, and interest which are collected by the attorney under said Contract.** No Action taken.
10. **To discuss and take action on the imposition of additional penalty on delinquent taxes for 2013 to defray costs of collection by the District's delinquent tax attorney, pursuant to Section 33.08 of the Property Tax Code and adoption of a Resolution regarding same.** No Action taken.
11. **To discuss and take action on the imposition of early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to Section 33.11 of the Property Tax Code and adoption of a Resolution regarding same.** No Action taken.
12. **To review and take action on award of contract for District bookkeeping services following RFP.** *Mr. Albert* made a motion to award the contract to Gundersons Bookkeeping to work with The Smith Group for the next month – month and a half until Gundersons Bookkeeping can get all of the documents from The Smith Group. *Mr. Hargrave* seconded the motion, which carried 4-0.
13. **To review and take action on service provider 2014 budgets.** Mr. Albert said that he would like to hold a special meeting with the providers to go over what will be covered and what will not be covered by the district for that everyone is on the same page. The meeting was decided to take place Wednesday, November 20th, at 7 pm at the Waller Fire Station.
14. **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. Ferguson* made a motion to approve payment of operations funding pursuant to 2013 budget and service agreement with the District fire and EMS service providers. *Mr. Hargrave* 2nd the motion, which passed 4-0.
15. **To review and take action on approval of District/Department capital acquisitions and appropriate funding thereof.** No action taken.
16. **To review and take action on development of a District-wide ISO plan.** *Mr. Ferguson* made a motion to table this item until the next meeting. *Mr. Albert* 2nd the motion, motion carried 4 – 0.
17. **To receive activity reports from District fire and EMS providers.** Katy Fire Department had a total of 67 calls, 10 were inside ESD; Katy EMS had 19 calls in district, 116 calls out of district; Monaville VFD had 5 calls, all inside ESD; Mt. Zion had

0 calls; Pattison Area VFD had 9 calls, all inside ESD; Hempstead VFD had 7 calls, all inside ESD; Rolling Hills had 6 calls, all inside ESD; Waller VFD had 13 calls, 12 were inside ESD; Prairie View VFD had 12 calls.

- 18. 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 taken.
- 19. 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.** No Action Taken.
- 20. To receive a training report from service providers.** Monaville VFD Turned in October Training report.
- 21. To review and take action on construction of future Rolling Hills Fire Station and solicitation of design-build proposals.** This will be discussed at the December Meeting.
- 22. 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 7:56 retired for executive sessions. At 8:35 the meeting reopened.
- 23. 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. Katz sent letters to Brookshire with interlocal agreement. Dispatch will go to Brookshire EMS.
- 24. Discuss and take action on ESD Website.** Mr. Albert mentioned that they need pictures of the individual fire departments. Mr. Albert also asked if the stations would agree to put a link to their websites from ESD's website. None of the providers objected to this.
- 25. Adjournment.** *Mr. Ferguson* made a motion to adjourn at 8:38 pm. *Mr. Hargrave* 2nd the motion, which passed 4-0.