

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, December 9, 2013** at **7:00 p.m.** at the **Prairie View City Hall, 44500 US Business 290, Prairie View, TX 77446**.

In attendance were: Commissioners: Brooke Robinson, 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, Brookshire VFD, and Monaville VFD; and Gundersons Bookkeeping, the District 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.** Marie Herndon, a citizen and city council member got up and thanked all of the providers for their hard work. Ms. Herndon mentioned that Prairie View VFD requested a brush truck with the specs to WHESD. WHESD went ahead and ordered Prairie View a standardized brush truck. This standardized brush truck will not fit into Prairie View's bay. *Mr. Davis* commented that Mr. Jackson originally gave WHESD the specs, but than two weeks later Rodney gave another set of specs for the brush truck. *Mr. Davis* apologized for any miscommunication.

- 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.** It was determined that the standardized brush truck ordered for Prairie View was 30 ft long; however, the specs requested a brush truck 21 ft long so that it can fit in the bay. Mr. Katz is going to see what the status of the current PO is for the brush truck. No action taken.

- 1. To receive public comment, including vendors and service providers.** No other public comment.
- 2. To receive a report from the Waller County Fire Chief's Association and develop an emergency service call public education program.** Mr. Jackson talked about standardization across the district. The Fire Chiefs felt like they needed to start a committed on standardization, which would benefit mutual aid. *Ms. Robinson* suggested the fire chiefs get together and present to the board on what items they need standardized. Gene Schmidt mentioned that after the first of the year, the radios are going to be going to 700. *Ms. Robinson* told the fire chiefs to get with the sheriff's department to find out exactly what is going to be occurring and when.

3. **To review and take action on Waller Country Fire Marshall position and termination of District's participation in funding thereof.** The board is going to wait to receive their \$30,000 back to make any decisions on a new contract.
4. **To review and take action on approval of minutes of prior meetings.** *Mr. Albert* made a motion to approve the November 11th, 19th, and 20th, minutes presented with a correction to Sandy Mace's last name in the November 11th minutes. *Ms. Robinson* seconded the motion, which carried with a 3 – 0 vote.
5. **To receive a financial report from the District Treasurer and District Bookkeeper.** Report was read by Kristin Gunderson. *Mr. Albert* moved to accept the financial report as given, *Ms. Robinson* seconded, and the motion carried 3-0.

Prosperity – Operations # 1881	\$10,459.61
Prosperity – Tax/Public # 8700	\$43,958.07
FNB – Public Funds # 8084	\$1,839,269.27
Accounts Receivable	\$133,346.15
Total Revenues for November	\$21,396.45
Total Provider Payments	\$149,959.25
Total District Expenses	\$14,382.08

6. **To pay District Bills.** There was discussion about the Burchfield's Septic invoice for Tri-County VFD. *Ms. Robinson* made a motion to pay district bills except for the \$100 for Burchfield's Septic. *Mr. Davis* seconded the motion, which carried 2-1.

Customer/Vendor ID	Description	Check No.	Date	Amount
BFF Investments	Jan Rent		12/9/2013	\$800.00
Brooke Robinson	Commissioner Pyment		12/9/2013	\$3,000.00
Burchfield's Septic & Backhoe Service	System was not in alarm upon arrival and all components were operational.		12/9/2013	\$100.00
Gulf Coast Breathing Air	Tri County Air Sample		12/9/2013	\$254.00
Gulf Coast Breathing Air	Monaville Air Sample		12/9/2013	\$269.00
Gulf Coast Breathing Air	WFD Air Sample		12/9/2013	\$254.00
Gulf Coast Breathing Air	PV Air Sample		12/9/2013	\$269.00
Gulf Coast Breathing Air	Pattison Air Sample		12/9/2013	\$269.00
Gundersons Bookkeeping	Bookkeeping		12/9/2013	\$2,340.50
Harris County Appraisal District	1st Qtr Allocation 2014		12/9/2013	\$1,255.00
Hempstead VFD	Training Reimb		12/9/2013	\$800.00
Howard Katz	Legal Fees		12/9/2013	\$12,897.73

Kansas State Bank	December payment due		12/9/2013	\$199,431.87
Michael Twigg	Website Monthly Updates		12/9/2013	\$100.00
Monaville VFD	Training Reimb		12/9/2013	\$400.00
Pension Payment		ACH	1/3/2014	\$8,856.00
Rodney Crosby	Training Reimb		12/9/2013	\$125.00
Rolling Hills	Reimb Request		12/9/2013	\$600.00
Safe-D	D. Hargrave registration		12/9/2013	\$245.00
Safe-D	4 commissioners registered for Jan training		12/9/2013	\$980.00
Tommy Albert	Commissioner Pyment		12/9/2013	\$3,000.00
Tommy Davis	Commissioner Pyment		12/9/2013	\$3,000.00
Waller County Appraisal Dist	1st Qtr Allocation 2014		12/9/2013	\$14,178.75
	Total District Bills			\$239,246.10
Katy	Provider Payment		12/9/2013	\$4,125.00
Monaville	Provider Payment		12/9/2013	\$7,700.00
Mount	Provider Payment		12/9/2013	\$2,458.33
Pattison	Provider Payment		12/9/2013	\$8,368.33
Prairie View	Provider Payment		12/9/2013	\$6,416.67
Rolling	Provider Payment		12/9/2013	\$6,250.00
Tri-County	Provider Payment		12/9/2013	\$9,866.67
Waller EMS	Provider Payment		12/9/2013	\$95,833.33
Waller VFD	Provider Payment		12/9/2013	<u>\$8,138.33</u>
	Total Provider Payments			\$149,156.66
			Total:	\$388,402.76

7. **To discuss and take action on the termination of contract with the Law Office of Henry Gates Steen for the collection of delinquent District ad valorem property taxes.** Mr. Katz suggested terminating Mr. Steen's contract with the district. It has nothing to do with the services provided by Mr. Steen, it just is more practical to use who Waller County is using for their collections. *Mr. Albert* made a motion to terminate the contract with the Law Office of Henry Gates Steen. *Ms. Robinson* seconded, which carried with a 3-0.
8. **To review and take action on service provider 2014 budgets and 2014 service agreements.** Mr. Katz recommened giving out the contracts tonight to the providers and have the providers return them signed at the January 2014 meeting.
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 made a motion to approve payment of operations funding pursuant to 2013 budget and service agreement with the District fire and EMS service providers. *Ms. Robinson* seconded, which carried 3-0.

- 10. To review and take action on approval of District/Department capital acquisitions and appropriate funding thereof.** No action taken.
- 11. To review and take action on development of a District-wide ISO plan.** *Ms. Robinson* mentioned that the committee met; however, Gene Schmidt, a member of the ISO committee, was not notified of the meeting. It was decided that the ISO committee would meet again and report back to the Board in January.
- 12. To receive activity reports from District fire and EMS providers.** Katy Fire Department had a total of 87 calls, 11 were inside ESD; Katy EMS had 25 calls in district, 153 calls out of district; Monaville VFD had 8 calls, all inside ESD; Mt. Zion had 0 calls; Pattison Area VFD had 9 calls, all inside ESD; Hempstead VFD had 10 calls, all inside ESD; Rolling Hills had 4 calls, 4 inside ESD; Waller VFD had 19 calls, all were inside ESD; Prairie View VFD had 6 calls, all inside ESD, and Tri-County VFD had 11 calls, all inside ESD.
- 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.** *Mr. Albert* mentioned that all providers were given a 2014 budget by line item. From now on, each provider will be required to turn in monthly financials by line item. If this does not happen, all receipts will have to be turned in.
- 15. To receive a training report from service providers.** Training reports are to be turned in next month for 4th quarter 2013.
- 16. To review and take action on construction of future Rolling Hills Fire Station and District administration building and solicitation of design-build proposals.** *Mr. Katz* pulled FRP last month and checked the minutes and it was never formalized about having Rolling Hills Fire Station and District Admin building in the same proposal. *Mr. Albert* made a motion to add District Admin building to Rolling Hills Fire Station construction. *Ms. Robinson* seconded, which passed 3-0.
- 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.** Not needed this month.
- 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.** No action taken.
- 19. Discuss and take action on ESD Website.** *Mr. Albert* mentioned that if any providers had new information or changes to add to the website to send them to Kristin Gunderson and she will forward to Mr. Twigg, or send it directly to Mr. Twigg.

20. Adjournment. *Mr. Albert* made a motion to adjourn at 8:10 pm. *Ms. Robinson* seconded the motion, which passed 3-0.

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. The meeting was reopened at 8:34 pm. *Mr. Albert* made a motion to not cancel the original Prairie View VFD Standardized Brush Truck that was ordered, and to order Prairie View VFD a brush truck based on the specs Prairie View VFD submitted. *Ms. Robinson* seconded, which passed 3-0.

20. Adjournment. *Ms. Robinson* made a motion to adjourn at 8:36 pm. *Mr. Albert* seconded the motion, which passed 3-0.
