

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, January 13, 2014 at 7:00 p.m.** at the **Pattison Volunteer Fire Department, 2950 FM 359 North, Pattison, TX 77466**.

In attendance were: Commissioners: Brooke Robinson, Tommy Albert, Gary Ferguson, Darwin Hargrave, 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, City of Katy, and Monaville VFD; and Gundersons Bookkeeping, the District Bookkeeper.

The Meeting was called to order at: 7:11 p.m. by *Mr. Tommy Davis*.

- 1. To receive public comment, including vendors and service providers.** Freddy Williams mentioned that there was going to be a Chili Cook-off on February 15, 2014 for Tri-County VFD.
- 2. To receive a report from the Waller County Fire Chief's Association.** Freddy Williams gave the Fire Chief's report. They discussed radios and concluded that they do not need to purchase any at this time. They will come back at a later date to discuss purchasing. There are two sets of Demo tools that they would like to purchase. The costs of the tools are \$13,700 and Rolling Hills VFD and Waller VFD would be the providers who would need the tools. Red Cross items have been received. 1 Per seat on the Booster / Tanker. Red Cross found extra money donated and wanted to donate for wild land fires.
- 24. To review and take action on authorizing Commissioner Davis to meet with Motorola representative regarding the purchase of 700 radios.** Mr. Loyd Wall, a representative with Motorola, made a presentation on Motorola 700 radios. Mr. Wall mentioned they are replacing infrastructure. In summary, if you are still used to calling dispatch on VHF that will still be available. Truck Radios are still going to work. Motorola will still support the radios that we are currently using for five more years.
- 3. To review and take action on approval of minutes of prior meetings.** *Mr. Albert* made a motion to approve the December 9, 2013 minutes. *Ms. Robinson* seconded the motion. *Mr. Ferguson* abstained, the motion passed 4 – 0.
- 4. To receive a financial report from the District Treasurer and District Bookkeeper.** Report was read by Kristin Gunderson.

Prosperity – Operations # 1881	\$18,738.55
Prosperity – Tax/Public # 8700	\$339,248.85

FNB – Public Funds # 8084	\$1,433,477.71
Accounts Receivable	\$119,627.77
Total Revenues for December	\$18,480.63
Total Provider Payments	\$150,999.66
Total District Expenses	\$116,444.98

- 5. To pay District Bills.** There was discussion on bringing a check to the SAFE-D conference in Galveston next week (Jan 24-26th) to pay for the commissioner’s hotel rooms. A check will be given to Tommy Albert to pay for the hotel rooms. *Mr. Albert* made a motion to pay district bills. *Ms. Robinson* seconded the motion. *Mr. Ferguson* abstained, the motion passed 4 – 0. .

Customer/Vendor ID	Description	Check No.	Date	Amount
BFF Investments	February Rent		1/14/2014	\$800.00
Generator Supercenter LP	WVFD, parts & labor for generator		1/14/2014	\$322.99
Gundersons Bookkeeping	Dec 6 - Jan 10th Bookkeeping		1/14/2014	\$1,975.00
Intuit Quickbooks	500 checks for Quickbooks & 200 Deposit Slips	ACH	12/16/2013	\$247.54
Katz	Professional Fees		1/13/2014	\$2,266.15
Michael Twigg	Monthly Website Updates		1/14/2014	\$100.00
Rolling Hills VFD	Training Reimb		1/14/2014	\$300.00
Spirit of Texas Bank	Loan Payment		1/14/2014	\$65,902.55
The Smith Group	November - January Bookkeeping, minutes, file/data transfer / correspondence		1/14/2014	\$2,237.77
VFIS of Texas	ins. Renewal		1/14/2014	\$400.00

				\$74,552.00
Katy		Provider Payment	1/14/2014	\$4,125.00
Monaville		Provider Payment	1/14/2014	\$7,700.00
Mount		Provider Payment	1/14/2014	\$1,500.00
Pattison		Provider Payment	1/14/2014	\$7,700.00
Prairie View		Provider Payment	1/14/2014	\$6,000.00
Rolling		Provider Payment	1/14/2014	\$3,750.00
Tri-County		Provider Payment	1/14/2014	\$9,583.33
Waller EMS		Provider Payment	1/14/2014	\$102,083.33
Waller VFD		Provider Payment	1/14/2014	<u>\$7,700.00</u>
				\$150,141.66
		Total Expenses:		\$224,693.66

6. **To review and take action on the creation of District general manager position and authorize posting of the position opening.** *Mr. Ferguson* mentioned that he wanted to include monitoring vehicle service, which includes which vehicles ESD is paying insurance on, in the job description. It was decided that a committee will be formed of *Mr. Davis*, and *Mr. Albert*, to review the duties and present at the next meeting. This topic is tabled until the next meeting.
7. **To review and take action on designation of District meeting place(s), times and location of an administrative office.** *Ms. Gunderson* will get the WHESD admin office address to *Mr. Katz*. *Mr. Ferguson* made a motion to change the admin office from The Smith Group to ESD's office. *Mr. Albert* seconded the motion. The motion passed 5-0.
8. **To take action to retain the law firm Coveler & Katz, P.C. to serve as District counsel.** *Mr. Albert* made a motion to approve law firm Coveler & Katz, P.C. to serve as District counsel. *Mr. Hargrave* seconded the motion, which carried with a 5-0 vote.
9. **To review and take action on District 2014 Investment Policy.** *Mr. Katz* brought an investment policy to the meeting. *Mr. Albert* made a motion to approve the Investment

Policy with Attachment C, and to keep *Mr. Albert* as the District Investor because he is the Treasurer. *Mr. Hargrave* seconded the motion, which carried with a 5-0 vote.

- 10. To discuss and take action on the ratification of a continuing 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* terminated *Mr. Steen's* firm, and mentioned once the current contract is completely terminated, ESD can hire *Perdue Brandon Fielder Collins & Mott LLP* (who handles Waller County delinquent taxes) to handle ESD's delinquent taxes. *Mr. Ferguson* made a motion to hire *Perdue Brandon Fielder Collins & Mott LLP* once *Mr. Steen's* contract is completely terminated. *Mr. Albert* seconded, which carried with a 5-0 vote.
- 11. To discuss and take action on the imposition of additional penalty on delinquent taxes for 2013 pursuant to Section 33.07 of the Property Tax Code and adoption of a Resolution regarding same.** *Mr. Albert* made a motion to approve the imposition of additional penalty on delinquent taxes for 2013 pursuant to Section 33.07 of the Property Tax Code. *Mr. Ferguson* seconded, which carried with a 5-0 vote.
- 13. 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.** *Ms. Robinson* made a motion to impose 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 the same. *Mr. Albert* seconded the motion. *Mr. Ferguson* opposed, and the motion passed 4-1.
- 12. 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 the same.** *Mr. Albert* made a motion to 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 the same. *Ms. Robinson* seconded the motion. *Mr. Ferguson* abstained, and the motion passed 4-0.
- 14. To review and take action on the payment of operations funding pursuant to 2014 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 2014 budget

and service agreement with the District fire and EMS service providers. *Mr. Hargrave* seconded, which carried 5-0.

- 15. To review and take action on approval of District/Department capital acquisitions and appropriate funding thereof.** *Ms. Robinson* made a motion to purchase a computer, scanner (preferable one that does printing, scanning, and faxing), and possible purchasing a server. *Ms. Robinson* requested that the computer has Windows 7 on it. There was discussion on why ESD needed to purchase this equipment. *Ms. Robinson* wants to start scanning all ESD documents into a computer, starting with 2013 and moving backwards. *Mr. Katz* mentioned that there is a Destruction Management Records that will need to be properly complied with. Motion failed. *Mr. Ferguson* made a motion to have *Ms. Robinson* get the information and pricing together for the next meeting to vote on. *Mr. Albert* seconded the motion, which passed 5-0.
- 16. To review and take action on development of a District-wide ISO plan.** *Ms. Robinson* mentioned that the ISO board was unable to meet this last month. They will get together this next month.
- 17. To review and take action on municipal Interlocal Agreements for fire and EMS services, including City of Katy.** ESD will know more in two more weeks.
- 18. To receive activity reports from District fire and EMS providers.** Katy Fire Department had a total of 97 calls, 16 were inside ESD; Katy EMS had 24 calls in district, 151 calls out of district; Monaville VFD had 7 calls, all inside ESD; Mt. Zion had 1 call; Pattison Area VFD had 7 calls, all inside ESD; Hempstead VFD had 15 calls, all inside ESD; Rolling Hills had 0 calls; Waller VFD had 14 calls, all were inside ESD; Prairie View VFD had 5 calls, all inside ESD, and Tri-County VFD had 19 calls, 16 calls inside ESD.
- 19. 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.
- 20. 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.** Monaville VFD requested to purchase a Engine, they have never had an Engine. *Mr. Davis* mentioned that all of the vendors and demos will be in Galveston at the SAFE-D meeting January 24 – 26th. He suggested that Monaville talk to the vendors and get the specs made up of what

they want. *Mr. Ferguson* made a motion to table this until the next meeting when Monavile has specs to look at. *Mr. Hargrave* seconded, which carried 5-0.

21. **To receive a training report from service providers.** Providers turned in at the meeting.
22. **To review and take action on construction of future Rolling Hills Fire Station including solicitation of design-build proposals.** *Mr. Katz* said that the Fire Station and Admin building need to be separated. *Mr. Albert* made a motion to separate the two projects and to get started on the Rolling Hills Fire Station. *Ms. Robinson* seconded, which passed 5-0.
23. **To review and take action on construction of future District administration building, including solicitation of design-build proposals.** *Mr. Katz* said that the contractor is not able to take on both projects right now and needs to have the basic design drawings for the admin building. Rolling Hills VFD put on record that they had to put three trucks out of service this last month due to freezing temperatures. *Mr. Ferguson* made a motion to get drawings to the contractor. *Mr. Albert* seconded the motion, which passed 5-0.
25. **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. Ferguson* made a motion to incorporate Brookshire City and Brookshire ETJ into WHESD#200's response territory, including 911 system. *Ms. Robinson* seconded the motion, which passed 5-0.
26. **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.** No Action.
27. **Discuss and take action on ESD Website.** *Mr. Twigg* recommended that ESD hire a professional photographer to take the board members pictures for the website and to have each board member to write up a blurb about him or herself. *Ms. Gundersons* is to find a photographer to have at the next meeting.
28. **Adjournment.** *Mr. Albert* made a motion to adjourn at 8:45 pm. *Mr. Hargrave* seconded the motion, which passed 3-0.