

**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, February 10, 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; 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: 7:09 p.m. by *Mr. Tommy Davis*.

- 1. To receive public comment, including vendors and service providers.** Rex Tickner, a Monaville resident, who is also a retired HFD Capt, felt that Monaville needs an Engine Company, due to safety concerns. He requested that WHESD put the ladder truck where it is most needed, which would be in Prairie View because it has the highest buildings.
- 2. To receive a report from the Waller County Fire Chief's Association.** Hollis Ulbricht mentioned that the Fire Chief's met with Rex Tickner, and had nothing else to report.
- 3. To review and take action on approval of minutes of prior meetings.** *Mr. Albert* made a motion to approve the January 13<sup>th</sup>, and January 15<sup>th</sup> minutes. *Mr. Hargrave* seconded the motion. The motion passed 5 to 0.
- 4. To receive a financial report from the District Treasurer and District Bookkeeper.** Ms. Gunderson mentioned that the CPA who is going to be auditing WHESD came out and explained how WHESD was a government entity and that she expected to see the financials done under Fund Basis Accounting. Ms. Gunderson explained how the financials would differ from previously years. Report was read by Ms. Gunderson.

|                                |                    |
|--------------------------------|--------------------|
| Prosperity – Operations # 1881 | \$152.64           |
| Prosperity – Tax/Public # 8700 | \$925,053.72       |
| FNB – Public Funds # 8084      | \$1,434,585.61     |
| Accounts Receivable            | \$2,633,201.69     |
| <br>                           |                    |
| Total Revenues for January     | \$15,809.75        |
| Total Provider Payments        | \$149,156.66       |
| Total District Expenses        | <b>\$78,731.37</b> |

**5. To review and take action regarding FEMA and other agency reimbursements regarding, Tri-County Fire and Magnolia Fire and other incidents.**

Ms. Gunderson mentioned that Mt. Zion VFD and Rolling Hills VFD where the only departments to turn in the FEMA application that WHESD requested a few weeks ago. *Mr. Davis* requested that if the departments could not find the application that they need to at least give Ms. Gunderson the copy of the check they received from FEMA. Pattison Area VFD turned in a copy of the check before the meeting was over.

**6. To pay District Bills.** *Mr. Ferguson* mentioned that approximately seven years ago a motion was made to never use Houston Chronicle again. If so, Katz’s office would be responsible for paying for the invoice. Mr. Katz agreed to this. *Mr. Ferguson* made a motion to pay the district bills excluding the Houston Chronicle invoices. *Ms. Robinson* seconded the motion, which passed 5 to 0.

| <b>Customer/Vendor ID</b>   | <b>Description</b>                           | <b>Check No.</b> | <b>Date</b> | <b>Amount</b> |
|-----------------------------|--|------------------|-------------|---------------|
| Access Hose & Ladder        | Hose Testing – Hempstead                     | 11040            | 2/10/2014   | \$2,852.80    |
| BFF Investments             | February Rent                                | 11021            | 2/10/2014   | \$800.00      |
| Brooke Robinson             | Reimb for Safe-D conference                  | 11035            | 2/10/2014   | \$220.67      |
| Day Star Publishing         | Publication                                  | 11037            | 2/10/2014   | \$149.20      |
| Day Star Publishing         | Publication                                  | 11037            | 2/10/2014   | \$16.55       |
| Ferguson, Gary              | Reimb for Safe-D conference & other expenses | 11044            | 2/10/2014   | \$900.24      |
| Houston Chronicle           | Publications                                 | 11038            | 2/10/2014   | \$1,774.81    |
| Houston Chronicle           | Publications                                 | 11038            | 2/10/2014   | \$248.18      |
| Houston Community Newspaper | Publications                                 | 11036            | 2/10/2014   | \$2405.25     |
| Houston Community Newspaper | Publications                                 | 11036            | 2/10/2014   | \$53.50       |
| Karie West Photography      | Photo of Commissioners for Website           | 11046            | 2/10/2014   | \$100.00      |

|                            |  |       |           |                    |
|----------------------------|--|-------|-----------|--------------------|
| Matthiesen Consulting      | Discussed notice solicitation with lawyers | 11041 | 2/10/2014 | \$1,150.00         |
| Katz                       |  | 11048 | 2/10/2014 | \$2,619.76         |
| Michael Twigg              | Monthly Website Updates                    | 11022 | 2/10/2014 | \$100.00           |
| Moody Gardens              | Hotel costs for safe-d                     | 11019 | 1/26/2014 | \$1,272.74         |
| Prosperity Bank            | Loan                                       | 11024 | 2/10/2014 | \$65,691.47        |
| Rodney Crosby              | Hempstead Training                         | 11047 | 2/10/2014 | \$125.00           |
| Rodney Crosby              | Hempstead Training                         | 11047 | 2/10/2014 | \$375.00           |
| Tommy Albert               | Reimb for Safe-D conference                | 11043 | 2/10/2014 | \$473.66           |
| Waller County EMS          | e-dispatches 5,000 calls / mo              | 11023 | 2/10/2014 | \$1,518.00         |
| Waller County News Citizen | Publications                               | 11039 | 2/10/2014 | \$16.20            |
|                            |  |       |           | <b>\$82,963.03</b> |
| City of Hempstead          | Provider Payment                           |       | 2/10/2014 | \$24,750.00        |
| Katy                       | Provider Payment                           |       | 2/10/2014 | \$4,125.00         |
| Monaville                  | Provider Payment                           |       | 2/10/2014 | \$7,700.00         |
| Pattison                   | Provider Payment                           |       | 2/10/2014 | \$8,368.33         |
| Mount                      | Provider Payment                           |       | 2/10/2014 | \$2,458.33         |
| Prairie View               | Provider Payment                           |       | 2/10/2014 | \$6,416.67         |
| Rolling Hills              | Provider Payment                           |       | 2/10/2014 | \$6,250.00         |
| Tri-County                 | Provider Payment                           |       | 2/10/2014 | \$9,866.67         |
| Waller EMS                 | Provider Payment                           |       | 2/10/2014 | \$95,833.33        |
| Waller VFD                 | Provider Payment                           |       | 2/10/2014 | \$8,138.33         |

- 7. To review and take action on the payment of a scanner for District records.** *Ms. Robinson* has received a quote from Dell and is waiting on a quote from HP. *Mr. Ferguson* made a motion to use an outside contractor to set up computer and scanner. Also to see about using an outside contractor to scan all of WHESD documents. *Mr. Albert* seconded the motion, which passed 5 to 0.
  
- 8. To review and take action on the payment of operation funding pursuant to 2014 budget and service agreement with the District fire and EMS service providers.** *Mr. Albert* made a motion to pay Fire and EMS service providers pursuant to 2014 budget and service agreement. *Mr. Ferguson* seconded the motion, which passed 5 to 0.
  
- 9. To review and take action on approval of District/Department capital acquisitions and appropriate funding thereof.** *Mr. Davis* mentioned that a 1.7 acre tract of land has been given to WHESD. Hopefully WHESD can get a fire station build on it soon.

Hollis Ulbricht mentioned that the new versions of Air Packs are coming out in 2014. He said that 2013 version of Air Packs are on the shelf for \$6,187.29 right now and they come with an extra air bottle. *Mr. Ulbricht* said that Pattison needed 3 new air packs. *Mr. Davis* asked the fire chiefs to figure out how many new air packs each department needed and get the numbers to *Ms. Gunderson*. *Mr. Ulbricht* also asked about WHESD buying new gloves for fire gear. *Mr. Albert* said to present gear purchases to the board when needed and they would be approved when needed.

- 10. To review and take action on development of a District-wide ISO plan.** *Ms. Robinson* set a meeting for February 27<sup>th</sup> at Prairie View at 7:30 pm. She requested Gene bring the ladder truck and also asked Rex Tickner to be there for input on moving the ladder truck around Prairie View.
  
- 11. To receive activity reports from District fire and EMS providers.** Katy Fire Department had a total of 81 calls, 21 were inside ESD; Katy EMS had 16 calls in district, 135 calls out of district; Monaville VFD had 3 calls, all inside ESD; Mt. Zion had 1 call; Pattison Area VFD had 6 calls, all inside ESD; Hempstead VFD had 16 calls, all inside ESD; Rolling Hills had 13 calls, 9 were inside ESD; Waller VFD had 25 calls, all were inside ESD; Prairie View VFD had 13 calls, all inside ESD, Tri-County VFD had 27 calls, 3 calls inside ESD, and Waller EMS had 317 calls, all inside ESD.
  
- 12. To review and take action on revisions to District and/or Department operating and capital budgets pursuant to re-allocations and/or other matters.** *Ms. Gunderson*

mentioned that WHESD needed to move over money from Prosperity Tax account to the FNB Money Market account to bring it back up to \$2 million. *Mr. Ferguson* mentioned that that needed to be done.

- 13. 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.** *Ms. Robinson* made a motion to purchase Monaville VFD an Engine truck for the amount of \$280,000.00 *Mr. Davis* seconded the motion. There was discussion; *Mr. Ferguson* mentioned that in the last meeting Monaville VFD was supposed to bring the specs of an Engine truck that they wanted and that did not happen. Only two of the board members received a brochure of the truck. *Mr. Ferguson* mentioned that he did not have a problem with getting Monaville VFD a truck, but he did not like the way that Monaville went about and made a deal to purchase the truck already without the board's approval. *Mr. Albert* mentioned that he would like to see the results from the ISO committee before WHESD purchases any more vehicles for departments. One department might have an extra engine that WHESD could move over to Monaville VFD. WHESD only has a \$2 million budget to use for all of the departments. The motion failed, with a 2 to 3 vote.

*Ms. Robinson* got up and removed herself from the board meeting at 8:03 pm.

- 14. To receive a training report from service providers.** Reports are not due at this meeting.
- 15. To review and take action on construction of future Rolling Hills Fire Station, including design-build proposals and schedule special meeting.** *Mr. Ferguson* and *Mr. Hargrave* formed a committee for the construction of the future Rolling Hills Fire Station.
- 16. To review and take action on construction of future District administration building, including solicitation of design-build proposals.** *Mr. Ferguson* and *Mr. Hargrave* formed a committee for the construction of the future District administration building.
- 17. 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.

**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 District personnel and operating matters. No Action.**

**19. Discuss and take action on ESD Website. No Action.**

**20. Adjournment.** It was decided that *Mr. Davis* and *Mr. Albert* would form a committee to hire a new Office Manager. The meeting adjourned at 8:16 pm.

---