

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, March 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 VFD, Prairie View VFD, Tri-County VFD, Brookshire VFD, and Monaville VFD; and Gundersons Bookkeeping, the District Bookkeeper.

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

- 1. To receive public comment, including vendors and service providers.** County Commissioner of Precinct 3, Jeron Barnett, thanked all of the Fire Fighters for their service. Mr. Barnett also mentioned that he was here to help.
- 2. To receive a report from the Waller County Fire Chief's Association.** Hollis Ulbricht mentioned that as of right now they are going to need 30 air packs. They are still waiting on Monaville VFD and Hempstead numbers for air packs. They are also working on apparatus status.
- 3. To review and take action on approval of minutes of prior meetings.** *Mr. Davis* mentioned that on item 13, the two commissioners did not receive specs for the truck that Monaville requested, they only received a brochure. *Mr. Ferguson* made a motion to approve the February 10th minutes with that correction. *Mr. Albert* seconded the motion. The motion passed 5 to 0.
- 4. To receive a financial report from the District Treasurer and District Bookkeeper.** Report was read by Ms. Gunderson.

Prosperity – Operations # 1881	\$15,024.70
Prosperity – Tax/Public # 8700	\$1,792,353.15
FNB – Public Funds # 8084	\$2,001,225.20
Accounts Receivable	\$963,409.05
Total Revenues for February	\$15,327.37
Total Provider Payments	\$176,031.66
Total District Expenses	\$80,767.42

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

Skipped and will come back to once Mr. Williams gets to the meeting.

6. To pay District Bills. *Mr. Albert* made a motion to approve the district bills. *Mr.*

Ferguson seconded the motion, which passed 5 to 0.

Customer/Vendor ID	Description	Check No.	Date	Amount
BFF Investments	Electric	11057	3/10/2014	\$36.20
BFF Investments	April Rent	11058	3/10/2014	\$800.00
Daystar publishing	office manager job posting pub	11059	3/10/2014	\$121.55
Daystar publishing	Design and construction of fire station	11059	3/10/2014	\$294.80
GCBA	waller VFD - inv# 20141559	11060	3/10/2014	\$362.08
GCBA	Prairie View - Inv# 20141557	11060	3/10/2014	\$406.70
GCBA	Monaville - Inv# 20141558	11060	3/10/2014	\$549.56
GCBA	Tri-County - Inv# 20141556	11060	3/10/2014	\$656.00
GCBA	Pattison - Inv# 20141555	11060	3/10/2014	\$506.00
Gundersons Bookkeeping	bookkeeping feb 7 - march 6th	11062	3/10/2014	\$2,267.95
Harris Co Appraisal Dist	2nd Qtrly assessment	11061	3/10/2014	\$1,247.00
Hempstead VFD	Training Reimb - inv#22	11063	3/10/2014	\$375.00
Houston Chronicle	Bid Proposal	11064	3/10/2014	\$3,652.70
Houston Community Newspaper	Fire Station Proposal	11065	3/10/2014	\$810.50
Katz		11066	3/10/2014	\$1,891.95
Matthiesen Consulting	inv#2 - 10 hrs of responding to questions regarding notice of solitation	11067	3/10/2014	\$1,150.00
MES	Air Pack - Request	Request	3/10/2014	\$6,187.29
Michael Twigg	Monthly Website Updates	11068	3/10/2014	\$100.00
Postmaster	PO Box renewal - 1 yr	11069	3/10/2014	\$86.00
rolling hills vfd	reimb training inv#20	11070	3/10/2014	\$375.00

TESRS	Pension	EFT	3/30/2014	\$7,920.00
VFIS	insurance renewal	11071	3/10/2014	\$1,703.00
Waller Co News Citizen	job posting	11072	3/10/2014	\$38.70
Waller Co News Citizen	Design and construction of fire station	11072	3/10/2014	\$329.40
WCAD	2nd Qtr allocation	11073	3/10/2014	\$14,178.44
American Test Center	Test & Inspection on ladder truck		3/10/2014	\$925.00

\$46,970.82

City of Hempstead	Provider Payment			\$0.00
Katy	Provider Payment	11083	3/10/2014	\$6,462.50
Monaville	Provider Payment	11075	3/10/2014	\$7,700.00
Mount	Provider Payment	11076	3/10/2014	\$2,458.33
Pattison	Provider Payment	11077	3/10/2014	\$8,368.33
Prairie View	Provider Payment	11078	3/10/2014	\$6,416.67
Rolling	Provider Payment	11079	3/10/2014	\$6,250.00
Tri-County	Provider Payment	11080	3/10/2014	\$9,866.67
Waller EMS	Provider Payment	11081	3/10/2014	\$95,833.33
Waller VFD	Provider Payment	11082	3/10/2014	\$8,138.33

\$151,494.16

Total Expenses: \$198,464.98

7. **To review and take action on the District's office manager position.** WHESD #200 received two applications for the position. The committee would like another month to make a decision and interview applicants. No action taken.
8. **To review and take action on the payment of a scanner for District records.** No action taken.
9. **To review and take action on hiring a company to scan and store all District documents.** Ms. Gunderson had two different scanning companies give the district quotes. One was from Royal Imaging and the other from ScanWerks. Mr. Katz suggested that everything needs to be properly indexed and the District only needs to go back 5 years on scanning documents, the rest can remain in boxes. He also did not like that the scanned documents would be on another company's server and not the Districts. No action taken.

- 10. To review, discuss and take action on the adoption of a Records Removal Program and related orders.** *Mr. Ferguson* made a motion to table this item until next meeting. *Ms. Robinson* seconded the motion, which passed 5 to 0.
- 11. 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. Hargrave* seconded the motion, which passed 5 to 0.
- 12. To review and take action on approval of District/Department capital acquisitions and appropriate funding thereof.** No action taken.
- 13. To review and take action on development of a District-wide ISO plan.** *Ms. Robinson* mentioned that the committee met and decided that the ladder truck does not need to go to Prairie View VFD. However, Prairie View VFD will need a platform truck. They want to recommend that the ladder truck remain at Waller VFD. They would also like to recommend that the district does a 5 year, 10 year, 15 year plan for apparatus and fire stations. This will show who gets what truck in what year.
- Mr. Gene Schmidt has also started a Pre Fire Plan that has a list of all equipment that is in each Fire Station, shows where the fire hydrants are, the main sizes, etc.
- 14. To receive activity reports from District fire and EMS providers.** Katy Fire Department had a total of 80 calls, 15 were inside ESD; Katy EMS had 17 calls in district, 115 calls out of district; Monaville VFD had 3 calls, all inside ESD; Mt. Zion had no calls; Pattison Area VFD had 4 calls, all inside ESD; Hempstead VFD had 6 calls, all inside ESD; Rolling Hills had 2 calls, all inside ESD; Waller VFD had 8 calls, all were inside ESD; Prairie View VFD had 7 calls, 6 inside ESD, Tri-County VFD had 7 calls, 3 calls inside ESD, and Waller EMS had 282 calls, all inside ESD.
- 15. 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.
- 16. 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.** Mr. Scott Robinson said that Monaville VFD did it wrong the first time they requested the Brush

Truck. He asked the district to purchase Monaville VFD a Brush Truck according to the specs that were sent to the board on Friday. Several members of the board mentioned they would like the next 30 days to review the specs. No action taken.

17. **To receive a training report from service providers.** Reports are not due at this meeting. *Mr. Albert* mentioned that the service providers need to turn in Rosters that include who the Chief, President, Treasurer, etc. are in each department.
18. **To review and take action on construction of future Rolling Hills Fire Station, including design-build proposals and schedule special meeting.** *Mr. Ferguson* mentioned that they met with Adam Matthiesen for the proposal and that they filled out the score sheet. He mentioned that they already have interviewed several contractors and visited stations and conferences they have sponsored. *Mr. Hargrave* made a motion to hire Drymalla as the contractor to build the Rolling Hills Fire Station. They are the company how built the Tri-County Fire Station and there were a few problems, but they fixed them and did a good job. *Mr. Ferguson* seconded the motion. *Ms. Robinson* voted against the motion because she was just given the packet that evening, she did not have enough time to review the proposals to make a decision. The motion passed 4 to 1.
19. **To review and take action on construction of future District administration building, including solicitation of design-build proposals.** *Mr. Ferguson* made a motion to get a notice in the paper for the District Admin building by the next meeting. *Mr. Albert* seconded the motion, which passed 5 to 0. *Mr. Ferguson* made a motion allowing Mr. Katz to use the Houston Chronicle this one time to put the proposal for the District Admin building in it. *Mr. Albert* seconded the motion, which passed 5 to 0.
20. **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.
21. **To review a report regarding lawsuit between Monaville VFD and Waller County EMS.** No Action taken.
22. **Executive Session, pursuant to Government Code Sections 551.071 to conduct a private consultation with the District's legal counsel regarding pending or contemplated litigation.** No Action.
23. **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.

24. Discuss and take action on ESD Website. No Action.

5. To review and take action regarding FEMA and other agency reimbursements regarding, Tri-County Fire and Magnolia Fire and other incidents. It was mentioned that Tri-County VFD gave money back to ESD and ESD gave it back to Tri-County VFD to buy a rescue boat. Mr. Williams mentioned that the board of directors for Tri-County has had 3 new board members in the last few weeks. They have been on the phone with council they hired. Mr. Williams gave his opinion to pay everyone 72% of what was submitted. The will be meeting next week to determine how to pay.

25. Adjournment. *Mr. Ferguson* made a motion to adjourn. *Ms. Robinson* seconded the motion, which passed 5 to 0. The meeting adjourned at 8:29 pm.
