

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, May 12, 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 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: 7:20 p.m. by *Mr. Tommy Davis*.

- 1. To receive public comment, including vendors and service providers.** None.
- 2. To receive a report from the Waller County Fire Chief's Association.** Hollis Ulbricht said the fire chiefs of ESD have come up with a recommendation that they are requesting for the minimum standards for Engine's and Tanker's for Waller County Fire Departments. The minimum standards that they are suggesting are as follows:

	Engines	Tankers
Tank Size:	1000 or greater	2000 or greater
Pump Size:	1250 or greater	1000 or greater
	Light towers	Large Diameter Discharge
	Foam System	
	Minimum of 2 Cross Lays	
	Minimum 1000 ft of 5" Hose	
	Large Diameter Discharge	

All Engine's and Tanker's must meet NFPA Standards.

- 3. To review and take action on participation on the Waller County Fire Marshall program.** *Mr. Katz* spoke briefly about the Fire Marshall contract. The Board mentioned that at the April 17th, 2014 Special Called Meeting, it was discussed that there is no money needed from WHESD and that they are just asking for ESD's support. The Board voted to support the Waller County Fire Marshall. See April 17th, 2014 minutes for more information.
- 4. To review and take action on approval of minutes of prior meetings.** *Mr. Davis* mentioned one correction was needed on fixing the 100,000 miles for the EMS Ambulance to not include a dollar sign. *Mr. Ferguson* made a motion to approve the April 14th, April 17th, and May 6th minutes with that one correction. *Mr. Hargrave* seconded the motion. The motion passed 5 to 0.

- 5. To receive a financial report from the District Treasurer and District Bookkeeper.** Report was read by Ms. Gunderson.

Prosperity – Operations # 1881	\$22,487.15
Prosperity – Tax/Public # 8700	\$1,573,999.02
FNB – Public Funds # 8084	\$2,004,299.91
Accounts Receivable	\$587,998.17
Total Revenues for April	\$15,135.78
Total Provider Payments	\$151,494.16
Total District Expenses	\$ 261,664.63

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

Mr. Williams said that nothing has changed from last month. Last month Tri-County Board of Directors has hired an attorney to make sure they are doing the right thing. The attorney will write a letter of opinion and they will go from there.

- 7. To pay District Bills.** *Mr. Ferguson* made a motion to approve the district bills excluding the Toll Bill and Training for Hempstead and Rolling Hills until the Board is clear on what Mr. Crosby is charging ESD training for. *Mr. Albert* seconded the motion, which passed 5 to 0.

Customer/Vendor ID	Description	Check No.	Date	Amount
BFF Investments	Electric	11110	5/12/2014	\$30.11
BFF Investments	June Rent	11111	5/12/2014	\$800.00
Rolling Hills VFD	Training - Hempstead	11113	5/12/2014	\$500.00
Rodney Crosby	Training - Hempstead	11114	5/12/2014	\$500.00
Twigg	June Website Maintenance	11112	5/12/2014	\$100.00
Matthiesen Consulting	Prepared Proposal scorecard, ect	11115	5/12/2014	\$1,725.00
Gundersons Bookkeeping	bookkeeping	11116	5/12/2014	\$3,063.80
MES	Pattison Invoice	11117	5/12/2014	\$1,020.00
Weinman	Payroll	DD	5/15/2014	\$1,458.56
Weinman	Payroll	DD	5/31/2014	\$1,458.56
Axcess hose & Ladder	Inv#9382, Brookshire Pump Testing	3085	5/12/2014	\$700.00

Access hose & Ladder	Inv#9379, Brookshire Ladder & Hose Testing	3084	5/12/2014	\$978.20
Access hose & Ladder	Inv# 9372, Hempstead Pump Testing	3086	5/12/2014	\$590.00

\$12,924.23

City of Hempstead	Provider Payment			\$0.00
Katy	Provider Payment	11101	5/12/2014	\$6,462.50
Monaville	Provider Payment	11102	5/12/2014	\$7,700.00
Mount	Provider Payment	11103	5/12/2014	\$2,458.33
Pattison	Provider Payment	11104	5/12/2014	\$8,368.33
Prairie View	Provider Payment	11105	5/12/2014	\$6,416.67
Rolling	Provider Payment	11106	5/12/2014	\$6,250.00
Tri-County	Provider Payment	11107	5/12/2014	\$9,866.67
Waller EMS	Provider Payment	11108	5/12/2014	\$95,833.33
Waller VFD	Provider Payment	11109	5/12/2014	\$8,138.33

\$151,494.16

Total Expenses: \$164,418.39

8. **To review and take action on rating exemptions for 2014.** *Mr. Katz* said that the current exemptions for ESD are set at \$0 for Homestead, and the first \$50,000 for 65 + and disabled. *Mr. Ferguson* mentioned that maybe ESD should adjust the exemptions according to the raise in value of home value. *Mr. Albert* made a motion to leave the exemptions set at \$0 for Homestead, and \$50,000 for 65 +, and disabled. *Mr. Ferguson* seconded the motion, which passed 5 to 0.

9. **To review and take action on hiring a part-time ESD Director.** *Mr. Davis* mentioned that *Mr. Barry Weinman* was hired by the board as the new part-time ESD Director.

10. **To review and take action on hiring a company to scan and store all District documents.** *Ms. Gunderson* went over the different pricing for ScanWerks and Royal Imaging and compared having each company come to the ESD office to scan the documents versus having the documents scanned at the scanning company's facility. Both companies would be able to scan all of the ESD documents onto their server, and then give ESD a hard drive to transfer to ESD's

server for storage. Ms. Gunderson also mentioned that 2013's files were not very organized and said she would have to go through each file to make sure everything was filed properly before handing over the files to a scanning company. Ms. Gunderson also mentioned that everything that was needed for the 2013 audit has been scanned and that everything for 2014 has been scanned and she will continue to scan all documents. It was decided to not hire a scanning company and to just to continue to scan all documents going forward.

- 11. To review, discuss and take action on the adoption of a Records Removal Program and related orders.** Ms. Gunderson is to get with Mr. Katz on the Records Removal Program that ESD currently has in place.
- 12. 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. *Ms. Robinson* seconded the motion, which passed 5 to 0.
- 13. To review and take action on approval of District/Department capital acquisitions and appropriate funding thereof.** No action taken.
- 14. To review and take action on development of a District-wide ISO plan.** No Action taken.
- 15. To receive activity reports from District fire and EMS providers.** Katy Fire Department had a total of 108 calls, 14 were inside ESD; Katy EMS had 117 calls in district, 149 calls out of district; Monaville VFD had 1 calls, all inside ESD; Mt. Zion had 0 calls; Pattison Area VFD had 11 calls, 10 inside ESD; Hempstead VFD had 10 calls, all inside ESD; Rolling Hills had 4 calls, all inside ESD; Waller VFD had 19 calls, all were inside ESD; Prairie View VFD had 10 calls, all inside ESD, Tri-County VFD had 22 calls, 2 inside ESD, and Waller EMS had 338 calls, 331 calls inside ESD.
- 16. 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.
- 17. 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.** Mr. Robinson asked about the truck for Monaville. Mr. Davis mentioned that Mr. Weinman was given all specs and he is to review them and get with Mr. Robinson to discuss the Monaville Fire Truck. Mr. Weinman will give the board his recommendation on which truck to purchase for Monaville.

Brookshire also asked for the Booster truck that is at Waller VFD right now. Mr. Davis mentioned that Mr. Weinman will be the “go between” person for the Providers and the Board. Mr. Davis asked for everyone to give them time on the transition going forward with Mr. Weinman.

- 18. To receive a training report from service providers.** Not due this month.
- 19. To review and take action on contractors for the construction contract for the Rolling Hills Fire Station.** The contract with was signed and sent to Drymalla.
- 20. To review and take action on construction of future District administration building.** No Action taken.
- 21. 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.** There was discussion on the radio situation with Brookshire. Brookshire mentioned they are on high band and some areas are hit and miss. Brian Nichols is working on it and he can only work on one project at a time.
- 23. Discuss and take action on ESD Website.** No action taken.
- 24. To review and take action on selection of new meeting location.** *Mr. Ferguson* made a motion to move the ESD meetings to Prairie View. *Mrs. Robinson* seconded the motion. *Mr. Davis* asked Mr. Jackson if he would accept having our meetings at Prairie View and Mr. Jackson said we are welcome there. The motion passed 5 to 0.
- 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.** The board left the meeting at 8:02 for an executive session and returned at 9:08 pm.
- 25. Adjournment.** *Mr. Ferguson* made a motion to adjourn at 9:10 pm. *Mrs. Robinson* seconded the motion, which passed 5 to 0.

Respectful Submitted,

Tommy Albert, Secretary / Treasurer