

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 9, 2015 at 7:00 p.m.** at the **Prairie View City Hall, 44500 US Business 290, Prairie View, TX 77445**.

In attendance were: Commissioners: 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, and Monaville VFD; and Gundersons Bookkeeping, the District Bookkeeper, and Mr. Weinman the ESD Director.

The Meeting was called to order at: 7:08 p.m. by *Mr. Tommy Davis*. The meeting was opened with the Pledge of Allegiance and a prayer.

Items 1 through 3 were skipped because Mr. Katz was running late due to traffic.

- 4. To receive public comment, including vendors and service providers.** Fire Chief of Tri-County mentioned that Tri-County was having their 4th annual chili cook-off at the Masonic's Lodge on February 21st, 2015, everyone is invited to attend.
- 5. To review and take action on approval of minutes of prior meetings.** *Mr. Davis* mentioned that there was one correction to Mrs. Robinson's name. *Mr. Albert* made a motion to approve the January 12th, 2015 and January 28th, 2015 minutes with the one correction. *Mr. Hargrave* seconded the motion, which passed 4 to 0.
- 6. To receive a report from the Waller County Fire Chief's Association.** Fire Chief Orsak mentioned that they met on February 4th. They talked about the ISO and table top meetings. They want to work on ISO training which will help all around. There is an architect class at Prairie View A&M that we could use to build Satellite Stations. They also talked about equipment needs that will help our ISO rating.
- 7. To receive a financial report from the District Treasurer and District Bookkeeper.** Mrs. Gunderson read the financial report. *Mr. Albert* approved the financial report as presented by Gundersons Bookkeeping. *Mr. Hargrave* seconded the motion, which passed 4 to 0.

Prosperity – Operations # 1881	\$10,220.75
Prosperity – Tax/Public # 8700	\$832,612.23
FNB – Public Funds # 8084	\$2,201,670.46
Accounts Receivable	\$3,184,910.52
Total Revenues for January	\$227,835.91
Total Provider Payments	\$139,385.30
Total District Expenses	\$99,067.71

8. To pay District Bills. *Mr. Ferguson* made a motion to approve the district bills. *Mr. Albert* seconded the motion, which passed 4 to 0.

Type	Date	Num	Name	Memo	Credit
Liability Check	01/29/2015		QuickBooks Payroll Service	Created by Payroll Service on 01/09/2015	1,463.27
Bill Pmt - Check	01/27/2015	EFT	AT&T	Account # 138856784	207.60
Check	01/27/2015	BP	AT&T	Internet Bill	100.33
Check	01/26/2015	11364	TxTag	Acct #303692339	51.52
Liability Check	01/14/2015		QuickBooks Payroll Service	Created by Payroll Service on 01/09/2015	1,463.27
Bill Pmt - Check	01/12/2015	11338	Barry Weinman	Reimb for Gas & other expenses	268.26
Bill Pmt - Check	01/12/2015	11339	BFF Investments	Rent & Dec Light Bill	1,422.89
Bill Pmt - Check	01/12/2015	11340	Gulf Coast Breathing Air	Air Reports	1,533.04
Bill Pmt - Check	01/12/2015	11341	Gundersons Bookkeeping LLC	Inv# 436; Dec 4 - Jan 8 bookkeeping	2,164.97
Bill Pmt - Check	01/12/2015	11342	Metro Fire	Bunker Gear	141,016.00
Bill Pmt - Check	01/12/2015	11343	Michael Twigg	Website Maintenance	100.00
Bill Pmt - Check	01/12/2015	11344	Municipal Emergency Services	Inv. # 00579339-SNV - Waller FD	2,650.26
Bill Pmt - Check	01/12/2015	11345	Rodney Crosby	Training	700.00
Bill Pmt - Check	01/12/2015	11346	Rolling Hills VFD	Rolling Hills VFD Reimbursement	1,132.62
Bill Pmt - Check	01/12/2015	11347	Shirts Caps and More	200 Orange Safety Vests	4,716.45
Bill Pmt - Check	01/12/2015	11348	Spirit of Texas Bank, SSB	Acct# 6101084	65,902.55
Bill Pmt - Check	01/12/2015	11349	Tri-County VFD	Training	200.00
Bill Pmt - Check	01/12/2015	11350	U S Postmaster	Roll of Stamps	46.00
Bill Pmt - Check	01/12/2015	11351	VFIS of Texas	Policy # 44BSBFJ7702 Inv. 25737 Bond Renewal	400.00
Bill Pmt - Check	01/12/2015	11352	City of Katy	Provider Payment - Feb 2015	6,250.00
Bill Pmt - Check	01/12/2015	11353	Monaville VFD	Provider Payment - Feb 2015	6,650.00
Bill Pmt - Check	01/12/2015	11354	Mt. Zion Community VF Assoc., Inc.	Provider Payment - Feb 2015	1,593.75
Bill Pmt - Check	01/12/2015	11355	Pattison Area VFD, Inc.	Provider Payment - Feb 2015	7,075.42
Bill Pmt - Check	01/12/2015	11356	Prairie View VF Association, Inc.	Provider Payment - Feb 2015	4,411.42
Bill Pmt - Check	01/12/2015	11357	Rolling Hills VFD	Provider Payment - Feb 2015	4,087.92
Bill Pmt - Check	01/12/2015	11358	Tri-County VFD	Provider Payment - Feb 2015	6,618.50
Bill Pmt - Check	01/12/2015	11359	Waller County EMS, Inc.	Provider Payment - Feb 2015	95,833.33
Bill Pmt - Check	01/12/2015	11360	Waller VFD, Inc.	Provider Payment - Feb 2015	5,648.33
Bill Pmt - Check	01/12/2015	11361	Coveler & Katz, P.C.	December 2014 Invoice	3,999.22
Bill Pmt - Check	01/12/2015	11362	Waller-Harris ESD 200	Transfer to MM Account to bring up to 2 million	221,299.21
Check	01/12/2015	11363	Waller County EMS, Inc.	e-dispatche inv# 33665; 5,000 calls per month/Feb 1 - Jul31, 2015	1,518.00

Check	01/12/2015	3094	H W Garrett Construction	Inv# 2060; Rolling Hills Fire Station, labor for 3 telephone cables in ditch for placement of dr...	375.00
Check	01/12/2015	3095	City of Brookshire	Feb 2015 Provider Payment	1,216.63
Liability Check	01/03/2015	E-pay	United States Treasury	04-3746791 QB Tracking # 162773192	1,119.74
					593,235.50

9. To receive a report from the District Emergency Service Director. Mr. Weinman mentioned that he has been working diligently on trying to get some property in Willow Creek farms so that ESD can build a Satellite Station there. *Mr. Albert* spoke with a few guys in Mallard Crossing. The guys said they were really appreciative of what WHESD 200 was doing for them by building them a station that housed EMS, Fire Department, and Police Department and having it manned 24 hours a day. *Mr. Albert* asked where he heard that from and he said the HOA president of Mallard Crossing. *Mr. Albert* informed him that the HOA president was mistaken, that ESD was working on building them a Fire Station, but they had nothing to do with the Police Department and it would be manned by volunteers.

Mr. Weinman said that Waller VFD's new apparatus will be here in two weeks, it is currently in the Fort Worth / Dallas area being worked on.

Mr. Albert asked how many fire stations have fire trucks sitting outside right now? Tri-County has fire trucks outside and *Mr. Albert* asked where the new fire truck was going. Tri-County fire chief mentioned that they have two fire trucks that they are trying to get rid of, one failed the pump test. Mr. Weinman recommended not putting any more money into that truck because it is from the 1980's and not worth it. *Mr. Albert* said we need to strip it and sell it for whatever we can get for it.

10. To review and take action on the payment of operating funding pursuant to 2015 budgets and service agreements with the District fire and EMS service providers. *Mr. Albert* made a motion to pay the service providers pursuant to the 2015 budgets and service agreements with exception of Brookshire. *Mr. Hargrave* seconded the motion, which passed 4 to 0.

11. To review and take action on approval of District/Department capital acquisitions and appropriate funding thereof. Mr. Weinman said he thinks that Brookshire VFD is squared away. *Mr. Albert* said that they made a lot of progress last month with the city Attorneys. Mr. Weinman mentioned that the Booster Truck ESD sent Brookshire was sent without equipment and he has a very conservative equipment list to get them going. It comes to \$3,782.00. *Mr. Albert* made a motion to approve the equipment purchase for Brookshire Fire Department. *Mr. Ferguson* seconded the motion, which passed 4 to 0.

Mr. Weinman mentioned that the Waller VFD's new truck will be coming in at the end of the month and we need to order them equipment also. He has a conservative list for them, and Waller VFD is going to be pulling some equipment from other trucks to use on this one. The equipment list that Waller VFD needs totals \$23,850.16. *Mr. Ferguson* made a motion to approve Waller VFD's equipment list. *Mr. Albert* seconded the motion, which passed 4 to 0.

12. To review and take action on financing with Government Capital for the District's purchase of apparatus. Mrs. Gunderson mentioned that the financing with Government Capital was for \$1,276,596.00, the interest rate was 2.79%, over a 7 year period, and the first payment is due 9/1/2015 for \$200,677.59, and due annually thereafter. This loan is to be used for the 4 apparatus that are coming in this year for Waller VFD, Monaville VFD, Tri-County VFD, and Rolling Hills VFD. *Mr. Albert* made a motion to proceed with the loan. *Mr. Hargrave* seconded the motion, which passed 4 to 0.

13. To review and take action on approval of District Credit Card Policy. Mrs. Gunderson mentioned that she talked with Royce at Prosperity Bank and WHESD 200 could apply for a credit card through Prosperity Bank. The application would have the ESD's EIN and not use anyone's social security numbers for the application. We can also put a credit limit on each card. If we need to raise the rate for any reason, all we would have to do is fax a request to the credit card company for a temporary increase. Option 2 would be to assign someone to be the credit card administrator that could go online and login and increase the rate. The administrator would also be able to put restrictions on the credit card that it could only be used at the gas pumps and not inside the gas stations. *Mr. Albert* made a motion to approve getting Barry Weinman and Kristin Gunderson a credit card with a \$1,500 credit limit, which could be raised if needed by faxing to the company; making the administrator of the credit card Mr. Tommy Davis. *Mr. Ferguson* seconded the motion, which passed 4 to 0.

14. To review and take action on development of a District-wide ISO plan. Fire Chief Jimmie Orsak mentioned that the ISO committee met on February 2nd. He handed out minutes from the meeting and also detailed a preliminary plan over the next 10 years.

15. To review and take action on Interlocal Agreement with City of Brookshire for services for the City of Brookshire and ETJ area. No Action.

16. To receive activity reports from District fire and ESD providers. Katy Fire Department had a total of 111 calls, 13 were inside ESD; Katy EMS had 16 calls in district, 137 calls out of district; Monaville VFD had 6 calls, all inside ESD; Mt. Zion had 1 call; Pattison Area VFD had 11 calls, 10 inside ESD; Hempstead VFD had 10 calls, all inside ESD; Rolling Hills had 11 calls, all inside ESD; Waller VFD had 14 calls, all were inside ESD; Prairie View VFD had 4 call; Brookshire VFD had 5 calls, all inside ESD; and Tri-County VFD had 28 calls, 26 calls inside ESD; Waller Co EMS had 385 calls inside ESD, and 1 call out of district.

17. 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.

18. 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. Bo Hashaw gave an update on the Ambulance Chassis; the new build will be ready in April. The Remount will be ready in May.

19. To review, discuss and develop strategy for Satellite Stations for the District. Mr. Wienman and Mr. Davis cannot find anyone to talk to in the Willow Creeks Farm subdivision that has any clout, about getting land to build a fire station on. *Mr. Ferguson* said that we can go the Design Build or Architect way. If we go the Architect way, it may cost us \$56,000 in architect fees. Could do the Design build and save \$32,000. However, my way of thinking is we can do a change order on the Satellite Stations because we have to build 5 or 6 of them in the coming years. With the Design Build, we cannot do a change order, we would have to put a bid in the paper and get RFP's for every building we build. With the Architect way, they work as a copy writer, the 2nd build is half the amount, the 3rd build is 1/3 the price, and the 4th one is free. *Mr. Ferguson* wants to see if we can find a cheap architect and go this route. With the amount of fire stations we need to build, it may be cheaper over the long run using an architect. *Mr. Ferguson* made a motion to find an architect. *Mr. Davis* mentioned this was not a take action item. Fire Chief Orsak asked if we could use Prairie View A&M's architect class to design the fire stations? A representative from PVA&M mentioned that it could be presented as a class project with everyone coming up with a design, based off of the price limit ESD sets. Then ESD take multiple plans and incorporate them into one final draft. *Mr. Davis* said this was something that we defiantly need to look into. *Mr. Albert* mentioned that we got to have land to build a fire station on and there is some land at 529 & 362 that is for sale. Fire Chief Schmidt mentioned that he didn't think this was a good location for right now. *Mr. Albert* said maybe not for now, but in the future. *Mr. Davis* mentioned he thinks south of Interstate 10 is where we got to be looking for land to build a fire station. It was mentioned that this needs to be a take action item on next month's agenda.

At 7:55 PM Mr. Katz arrived.

20. To receive a training report from service providers. No Action.

21. To receive a report and authorize approval of Guaranteed Maximum Price related to Rolling Hills Fire Station construction project. No Action.

- 22. To review and take action on construction of future District administration building.** *Mr. Albert* mentioned that it was already approved to build the building. *Mr. Ferguson* said it is in the drawing process now. Some stuff has already been changed in the drawing process. No Action.
- 23. To review and take action on the Pension Board membership.** *Mr. Albert* said we need two citizens to be on the Board. We also have a few fire fighters that need to be added to the pension that came in late after the last meeting. Chief Lacumu was asked if he found any citizens to be on the board yet? He responded no. *Mr. Albert* asked that if anyone had any suggestions to send them to himself, Mr. Weinman, or Mrs. Gunderson.
- 24. To review and discuss new logo for the District.** Mr. Weinman said he had been working with Sherry Rumph at Shirts, Caps & More and has the final design ready to for review. The logo was shown. Mr. Weinman said the estimate for 20, 13” reflective logos would be \$18 a piece. If we went with an 8” design, they would run \$12 a piece. *Mr. Albert* made a motion to purchase 20 – 13” logos for \$360.00. *Mr. Hargrave* seconded the motion, which passed 4 to 0.
- 25. To review and take action on creation of Facebook webpage for the District.** Mrs. Gunderson said that after attending the Safe-D conference last month, and with trying to go for the Sales Tax increase for ESD, it may be beneficial for the district to create a Facebook page to be able to post pictures and posts about what ESD is doing. We could post pictures of the Rolling Hills Fire Station being built, of the new fire trucks when they come in, and start educating the county on what ESD is and what it is doing. *Mr. Ferguson* was okay with creating a Facebook page as long as it was positive PR for the district. *Mr. Albert* challenged everyone to go out and ask the next 20 people they run into if they know what ESD is? He bet that the majority of people would not know. He also wants to go back to day 1 on educating people. *Mr. Ferguson* said he wanted to do PR for the District once a month. *Mr. Albert* made a motion to create a Facebook page and make Mrs. Gunderson the admin. *Mr. Ferguson* seconded the motion, which passed 4 to 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 executive session was needed.
- 27. Adjournment.** Mr. Katz wanted to announce that the employment review regarding Waller County EMS and the terminated employee was complete. *Mr. Hargrave* asked Mr. Weinman where we were on the inventory project. Mr. Weinman said he is talking with

departments, but it is kind of slow getting it done, seeing how they are all volunteers. Mrs. Gunderson announced that the District has agreed to pay the departments insurance this year. However, after attending the Safe-D meeting, it was brought to our attention that the insurance checks need to be cut from the fire departments in order to qualify for the insurance grants. So each department that turned in an insurance invoice will have a check cut to the fire department and they need to cut a check to the insurance department.

Mr. Albert relayed that it was also brought to our attention at the Safe-D conference, concerning line of duty death benefits and the compliance with the state's requirement of the mandatory minimal of two- hour monthly training that has to be logged with the state. If the fire fighter is not in compliance, there will be no death benefits paid from the state.

Mr. Albert made a motion to adjourn at 8:34 pm. *Mr. Hargrave* seconded the motion, which passed 4-0.

Tommy Albert, Secretary/Treasurer