

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, April 13, 2015 at 7:00 p.m.** at the **Prairie View City Hall, 44500 US Business 290, Prairie View, TX 77445**.

In attendance were: Commissioners: Brooke Robinson, Tommy Albert, Gary Ferguson, Darwin Hargrave, and Tommy Davis; Legal Counsel: Mr. Katz; Departments: Hempstead VFD, City of Katy, Monaville VFD, Mt. Zion VFD, Pattison Area VFD, Prairie View VFD, Rolling Hills VFD, Tri-County VFD, Tri-County VFD, Waller County EMS, and Waller VFD; and Gundersons Bookkeeping, the District Bookkeeper, and Mr. Weinman the ESD Director.

The Meeting was called to order at: 7:07 p.m. by *Mr. Tommy Davis*. The meeting was opened with the Pledge of Allegiance by Mr. Albert and a prayer by Fire Chief Jackson.

1. A. Review and take action on the following matters and Orders relating to calling a public election on adopting a one percent (1%) sales and use tax in the District under Health & Safety Code, Section 775.0751 and 775.0752.

A. Review matters relevant to a District sales and use tax of one percent (1%).

B. To Consider and take action on such other Orders, Resolutions and related matters as required or appropriate to call for District sales tax Election on May 9, 2015 on the Proposition of allowing the adoption of a District sales tax of one percent (1%).

At the Election to be held in Waller – Harris ESD 200 on Saturday May 9, 2015, the following people are named as election judges for the consolidated precincts to be used at the election:

- ESD 200 Precinct 1 – Hempstead City Hall, Gloria Thompson – Precinct Presiding Judge
- ESD 200 Precinct 2 – Fieldstore County Building, David Henke – Precinct Presiding Judge
- ESD 200 Precinct 3 – Monaville County Building, Estella Johnson - Precinct Presiding Judge
- ESD 200 Precinct 4 – Pattison Area VFD, Ruby Cratron – Precinct Presiding Judge
- ESD 200 Precinct 5 – Roberts Road Elementary School, Michael Sleeman – Precinct Presiding Judge
- ESD 200 Precinct 6 – Katy Municipal Court Building, Bernadette Payne – Precinct Presiding Judge
- Early Voting Ballot Board will consist of the following Members: Doris Butcher – Presiding Judge and Allan Hicks – Lead Clerk.
- The Central Counting Station will have the following officers: Doris Butcher - Presiding Judge, Allan Hicks – Lead Clerk, Dan Teed – Tabulation Supervisor, Assistant Tabulation Supervisors: Vanessa Lopez, Tamara Benford, and Chris Whitman.

Mr. Ferguson made a motion to approve the election judges for the election. *Mrs. Robinson* seconded the motion, which passed 5 to 0.

2. **To receive public comment, including vendors and service providers.** Fire Chief Jackson mentioned that he has been receiving many inquiries about the sales tax increase and that maybe ESD should put something out there regarding that the sales tax increase will be used to build fire stations and buy apparatus. Mr. Katz said ESD can do a town hall; however, it cannot use tax money to put anything in the newspapers due to the Texas Ethics Commissions. Those who support the sales tax increase can pay to get the word out there for an ad that says “Paid for by Friends of WHESD200.” *Mr. Ferguson* said doing a town hall will not reach a lot of people. *Mr. Davis* said that we need to build 2 or 3 more satellite fire stations, we need to get a paid duty crew, and the money just is not there. The community and need is growing faster than the revenue is coming in.
3. **To review and take action on approval of minutes of prior meetings.** *Mr. Albert* made a motion to approve the March 9th, 2015 minutes. *Mr. Hargrave* seconded the motion, which passed 4 to 0, with *Mr. Ferguson* abstaining due to not having a chance to read the minutes yet.
4. **To receive a report from the Waller County Fire Chief’s Association.** Fire Chief Orsak mentioned that the Fire Chiefs met on March 8th, 2015. They discussed getting the Star of Lights on license plates for 1st responders and EMS. They are also training and making adjustments for the area growth. The hand held radios are getting programmed to work for them and will be shipped soon.
5. **To receive a financial report from the District Treasurer and District Bookkeeper.** *Mrs. Gunderson* read the financial report for March 31, 2015.

Prosperity – Operations # 1881	\$4,113.55
Prosperity – Tax/Public # 8700	\$2,425,304.23
FNB – Public Funds # 8084	\$2,204,840.09
Accounts Receivable	\$688,834.92
Total Revenues for March	\$28,559.48
Total Provider Payments	\$169,385.34
Total District Expenses	\$347,500.78

6. **To pay District Bills.** *Mr. Ferguson* made a motion to approve the district bills. *Mr. Albert* seconded the motion, which passed 4 to 1, with *Mrs. Robinson* opposing due to she did not think that ESD should pay the Abracadabra Septic bill for Tri-County. There was discussion that *Mrs. Robinson* thought that bill should be paid out of Tri-County’s maintenance line item budget. Fire Chief Wooley said that it has always been submitted for ESD to pay. *Mr. Albert* and *Mr. Ferguson* agreed that ESD should pay the invoice because ESD owns that building.

Type	Date	Num	Name	Memo	Credit
Bill Pmt - Check	04/13/2015	11443	Abracadabra Septic Pumping LP	Inv. 18013 - Pump out service - Tri County	502.00
EFT	03/30/2015	EFT	ATT	Internet	100.33
Bill Pmt - Check	04/13/2015	11444	Axcess Hose & Ladder Co.	Inv. 9522 - Annual NFPA Hose Testing - Pattison	2,762.94
Bill Pmt - Check	04/13/2015	11445	Barry Weinman	Reimb for Fuel & Misc Supplies	291.45
Bill Pmt - Check	04/13/2015	11446	BFF Investments	May Rent & Light Bill	1,597.80
Bill Pmt - Check	04/13/2015	11433	City of Brookshire	Provider Payment - May 2015	1,216.67
Bill Pmt - Check	04/13/2015	11434	City of Katy	Provider Payment - May 2015	6,250.00
Bill Pmt - Check	04/13/2015	11465	Coveler & Katz, P.C.	Legal Fees	13,077.12
Bill Pmt - Check	04/13/2015	11447	Drymalla Construction	Application 2 - Rolling Hills Fire Station	152,274.55
Bill Pmt - Check	04/13/2015	11448	Frazer, Ltd.	Waller Co EMS - 12' Generator Powered Module Mount	99,075.00
Bill Pmt - Check	04/13/2015	11449	Gulf Coast Breathing Air	Air Quality Tests.	1,778.07
Bill Pmt - Check	04/13/2015	11450	Gundersons Bookkeeping LLC	March Bookkeeping	3,388.19
Bill Pmt - Check	04/13/2015	11451	Matthiesen Consulting	Admin Building & RH Fire Station	2,300.00
Check	03/11/2015	11430	Metro Fire	Order # 82495-0	16,480.00
Bill Pmt - Check	04/13/2015	11452	Metro Fire	Brookshire Booster Equipment - All received per Barry	3,141.00
Bill Pmt - Check	04/13/2015	11453	Michael Twigg	Website Maintenance	100.00
Bill Pmt - Check	04/13/2015	11435	Monaville VFD	Provider Payment - May 2015	6,650.00
Bill Pmt - Check	04/13/2015	11454	Monaville VFD	Reimb Insurance Exp	4,630.45
Bill Pmt - Check	04/13/2015	11436	Mt. Zion Community VF Assoc., Inc.	Provider Payment - May 2015	1,593.75
Bill Pmt - Check	04/13/2015	11455	Municipal Emergency Services	Equipment for Apparatus - Waller VFD	23,570.87
Bill Pmt - Check	04/13/2015	11437	Pattison Area VFD, Inc.	Provider Payment - May 2015	7,075.42
Bill Pmt - Check	04/13/2015	11438	Prairie View VF Association, Inc.	Provider Payment - May 2015	4,411.42
Bill Pmt - Check	04/13/2015	11456	Prairie View VF Association, Inc.	Reimb Training & Insurance Exp	4,773.00
Check	04/13/2015	11464	Prairie View VF Association, Inc.	Reimb for Training	1,050.00
Liability Check	04/14/2015		QuickBooks Payroll Service	Created by Payroll Service on 04/08/2015	1,463.28
Liability Check	04/29/2015		QuickBooks Payroll Service	Created by Payroll Service on 04/08/2015	1,463.27
Bill Pmt - Check	04/13/2015	11457	Rodney Crosby	Training Expense	1,325.00
Bill Pmt - Check	04/13/2015	11439	Rolling Hills VFD	Provider Payment - May 2015	4,087.92
Check	03/09/2015	11431	T3 Truck N Trailer Ltd Texas Emergency Srvcs Ret System	Bumper for ESD Director Truck	850.00
Check	03/30/2015	eft		Pension Payment thru 2/28/15	6,840.00
Bill Pmt - Check	04/13/2015	11440	Tri-County VFD	Provider Payment - May 2015	6,618.50
Bill Pmt - Check	04/13/2015	11460	Tri-County VFD	Reimb Insurance Exp & Training	7,332.00
Liability Check	04/08/2015	E-pay	United States Treasury	04-3746791 QB Tracking # 253987397	1,113.76
Bill Pmt - Check	04/13/2015	11461	VFIS of Texas	WHESD Insurance Renewal inv. 26755	1,713.00

Bill Pmt - Check	04/13/2015	11462	Waller Cnty Tax Assessor - Col	Waller FD - License Plate # 1041172	7.50
Bill Pmt - Check	04/13/2015	11441	Waller County EMS, Inc.	Provider Payment - May 2015	95,833.33
Bill Pmt - Check	04/13/2015	11442	Waller VFD, Inc.	Provider Payment - May 2015	5,648.33
Bill Pmt - Check	04/13/2015	11463	Waller VFD, Inc.	VFIS - Inv#26995 - Waller VFD	2,686.00
					495,071.92

7. **To review and take action on District 2014 audit.** No Action.

8. **To receive a report from the District Emergency Service Director.** Mr. Weinman said he was not getting anywhere on finding property to build fire stations. He talked to Freddy Williams a few weeks ago and according to Mr. Williams, we are just waiting on a letter from the property owners that we are getting land donated to ESD in Mallard Crossing to build a fire station on. Mr. Weinman has hit a dead end in the south end of the county trying to find land. He talked to a Michael Cox with Johnson Development on March 10th, 2015 and has not been able to get a hold of him since then. Mr. Weinman finally got Mr. Cox's email address today and sent him an email regarding land.

The new Ambulance went into service on March 8th, 2015, and the remount is expected to be arriving in June. This remount is the gasoline chassis and Mr. Weinman will be watching it closely to see how the gasoline chassis compares to the diesel chassis that the district currently uses.

There was supposed to be a meeting tomorrow regarding the 3rd party ambulance company going in at Prairie View A&M, the meeting has been rescheduled to April 23rd. Mr. Weinman is requesting the President and Vice President of ESD and Mr. Bo Hashaw to be at the meeting. *Mr. Ferguson* requested that they have a meeting a day or two before this meeting so they are prepared for the meeting on the 23rd.

Mr. Weinman is halfway done doing an inventory of the District.

9. **To Review and take action on Rolling Hills project matters, including approval of pay applications.** The payment was already approved to be paid with the monthly bills.

10. **To review and discuss Rolling Hills Open House.** Mr. Rupert Sheridan with Rolling Hills said Rolling Hills would like to sell alcohol at the open house. They need permission if they are going to sell it on ESD property and would like the Commissioners blessing. *Mr. Davis* said he is not against alcohol, but is against the issues that involve alcohol, if he had to vote, he would vote no. *Mr. Ferguson* made a motion to not allow alcohol on District Property. *Mr. Albert* seconded the motion, which passed 5 to 0.

- 11. 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. *Mrs. Robinson* 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.** *Mr. Weinman* mentioned that the Booster that ESD sent to Brookshire does not have a radio in it. He just found out two weeks ago. It would cost about \$4,000 to get a radio and have it installed. *Mr. Weinman* said that *Mr. Rupert* got a quote from More Than Signs to do the lettering on Rolling Hills new Tender. The quote is for \$175.00 and they also need to get the new ESD logo to do the lettering. *Mr. Albert* made a motion to approve purchasing a radio for Brookshire from NorthWest and the lettering for Rolling Hills from More Than Signs. *Mr. Ferguson* seconded the motion, which passed 5 to 0. *Mr. Albert* asked about the pagers that we ordered a month ago. *Mr. Weinman* said that Fire Chief Schmidt saved the district \$70 per pager by recommending a company in the Midwest to purchase from. They are all getting programmed right now and we are waiting on them to ship.
- 13. 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.
- 14. 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 and review financing options.** *Mr. Davis* asked about an update on the time frame on the apparatus. *Mr. Weinman* said that at the end of April the Monaville and Tri-County apparatus will be ready for inspection. ESD did not put it in our budget to go inspect the apparatus, but the Vendor is willing to pay for *Mr. Wienman* to do a final inspection on the trucks to catch any problems at the plant instead of after they have shipped. The Rolling Hills Tender will be ready in July.
- 15. To review, discuss and take action on Cities and Political Subdivisions contained within District with third parties for Ambulance/EMS services and or Emergency Services.** No Action – this will be discussed at the meeting on April 23rd, 2015.
- 16. To review and take action on Satellite Stations for the District, including method of design and construction.** *Mr. Ferguson* mentioned that with design build we will have to get bids every time we build a fire station and we need to build 2 or 3 fire stations right now. With the Architect method you can use one design and do a change order to build the other fire stations. *Mr. Katz* said you would have to build all fire stations at the same time to save money; we can't do a change order to do a new project. *Mr. Ferguson* said an Architect's work is copy-righted. The Rolling Hills Architect cost \$58,000 - \$60,000. ESD paid \$38,000 for the Design and then will still have to pay an engineer or architect. *Mr. Ferguson* made a motion to go with the Design Build for the next two fire stations. *Mr. Albert* seconded the motion which passed 5 to 0.

Mr. Ferguson mentioned that the floor plan for the general offices that *Mr. Hargrave*, himself, and *Dramala* have been working on are in for review. He said that they moved the building location back so that they can add on a fire station if needed in the future. *Mr. Ferguson* said he needs approval on floor plans to get this project moving along. *Mr. Hargrave* and himself have spent a lot of time trying to get the square footage and cost down, and this is what they have come up with, with ADA requirements. *Mr. Ferguson* made a motion to approve the floor plans. *Mr. Hargrave* seconded the motion, which passed 5 to 0. *Mr. Davis* said he has no problem with the plans; his personal opinion is that ESD has better use of tax payers' money right now than to build an administration building. *Mr. Ferguson* mentioned that we are currently renting office space and it could be gone tomorrow. Rental property in the Waller and Hempstead area is very limited. ESD needs a place to do business. *Mrs. Robinson* asked *Mr. Katz* how many other ESDs have their bookkeeper in their office. *Mr. Katz* said that the majority of ESDs have an outside bookkeeper; however he has 4 or 5 ESD clients where their bookkeeper is in the ESD office.

17. To review and discuss the purchase of laptops or tablets for District Board members.

Mr. Albert mentioned that all of the commissioners use either their personal or work computers to check ESD emails. They could lose their computer if they ever had a Public Information Request – look at what Hillary Clinton is going through right now. *Mr. Katz* said he is absolutely right; the district needs a dedicated server to get their emails. There was a case in Dallas where phones and emails were subject to a public information request, if private emails are co-mingled with district emails, the private emails will be seen. A lot of his ESDs are getting websites and emails to protect the commissioners. *Mrs. Robinson* asked who would pay for the internet on the devices. *Mr. Katz* said the District would. *Mr. Albert* asked if *Mrs. Gunderson* could get with *Mr. Twigg* and get district email addresses set up for the commissioners seeing how he does the district website already. *Mrs. Robinson* said we definitely need to look at getting the district a secure server. *Mr. Katz* said that it is a very small amount of money to purchase devices for the commissioners and to not worry about the cost. There is no reason that any of the commissioners should have to put up with having their personal or work computers taken away because the District did not have a secure server or devices for them to use, it is to protect them. *Mr. Ferguson* made a motion to approve buying 5 tablet devices for the commissioners, not to exceed \$4,000, and to have *Mrs. Gunderson* look into getting a secure server set up for emails. *Mr. Albert* seconded the motion, which passed 5 to 0.

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. *Mr. Katz* did not think this was needed tonight.

19. **Adjournment.** *Mr. Ferguson* made a motion to adjourn at 8:19 pm. *Mrs. Robinson* seconded the motion, which passed 5-0.

Tommy Albert, Secretary/Treasurer