

**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, June 8, 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, and Tommy Davis; Legal Counsel: Mr. Katz; Departments: Waller VFD, Pattison VFD, Mt. Zion VFD, Katy Fire & EMS, Waller EMS, Rolling Hills, Prairie View VFD, Tri-County VFD, and Brookshire VFD; and Gundersons Bookkeeping, the District Bookkeeper; and Mr. Weinman the ESD Director.

The Meeting was called to order at: 7:106 p.m. by *Mr. Tommy Davis*. The meeting was opened with the Pledge of Allegiance and prayer by Mr. Albert.

- 1. To receive public comment, including vendors and service providers.** Fire Chief Orsak, mentioned that Rolling Hills VFD is having their fundraiser July 11<sup>th</sup>, 2015. They will have tickets for a raffle.
- 2. To review and take action on approval of minutes of prior meetings.** *Mr. Albert* made a motion to approve the May 11<sup>th</sup>, and May 19th 2015 minutes. *Mr. Ferguson* seconded the motion, which passed 3 to 0.
- 3. To receive a report from the Waller County Fire Chief's Association.** Fire Chief Hollis Ulbricht mentioned that the flooding in the county was minimal. Tri-County area had the most flooding. Mt. Zion wants to get an ice machine for their fire station. There is also a critical care / debriefing class that they want the board members to consider. Mr. Bo Hashaw said that they learned about the class out of need. It is a non-profit counseling company that provides debriefing and came come to the scenes if needed. The plan Waller EMS chose for their employees is where the employees can reach out to them individually, and they have already had some employees use it for counseling. The company asks for a \$40 / employee / year donation. They have extended the opportunity for firefighters, and they will take care of them in the mean time. They are located out of Old Town Spring. They can come to the scene and schedule visits for later. Fire Chief Hollis Ulbricht asked the board members to take this service into consideration for the fire fighters.
- 4. To receive a financial report from the District Treasurer and District Bookkeeper.** Mrs. Gunderson read the financial report. Mr. Katz said he thought that the accounts receivable number was high. Mrs. Gunderson said that the A/R number was verified through April 30<sup>th</sup>, she was still waiting on May monthly report from Harris County to verify the A/R through May. Mrs. McCain, the auditor said the number sounded pretty accurate to her with looking at year end A/R from the audit.

Prosperity – Operations # 1881	\$8,806.03
Prosperity – Tax/Public # 8700	\$1,577,641.04
FNB – Public Funds # 8084	\$2,208,121.97
Accounts Receivable	\$513,458.34

Total Revenues for May	\$80,882.92
Total Provider Payments	\$139,385.34
Total District Expenses	<b>\$41,076.90</b>

**5. To pay District Bills.** *Mr. Albert* made a motion to approve the district bills. *Mr. Ferguson* seconded the motion, which passed 3 to 0.

	Type	Date	Num	Source Name	Memo	Open Balance
<b>BFF Investments</b>						
	Bill	06/01/2015		BFF Investments	RENT - July 2015	1,400.00
	Bill	06/01/2015	maylight bill	BFF Investments	May Light Bill - Reimb	136.45
Total BFF Investments						<u>1,536.45</u>
<b>City of Brookshire</b>						
	Bill	06/01/2015		City of Brookshire	Provider Payment - July 2015	1,216.67
Total City of Brookshire						<u>1,216.67</u>
<b>Coveler &amp; Katz, P.C.</b>						
	Bill	06/01/2015	May 2015	Coveler & Katz, P.C	May Legal Fees	2,087.04
	Bill	06/01/2015	MayElection	Coveler & Katz, P.C	May 2015 Election Fees	1,450.00
Total Coveler & Katz, P.C.						<u>3,537.04</u>
<b>City of Katy</b>						
	Bill	06/01/2015		City of Katy	Provider Payment - July 2015	6,250.00
Total City of Katy						<u>6,250.00</u>
<b>D &amp; M Flags &amp; Flag Pole</b>						
	Bill	06/01/2015		D&M Flags & Flag Pole	RH Flag Pole for NewStation	3,60.00
Total D&M Flags & Flag Pole						<u>3,600.00</u>
<b>Gundersons Bookkeeping LLC</b>						
	Bill	06/04/2015	620	Gundersons Bookkeeping LLC	Monthly Bookkeeping May 7 - June 3, 2015	1,634.10
Total Gundersons Bookkeeping LLC						<u>1,634.10</u>
<b>Harris Co Appraisal Dist</b>						
	Bill	06/01/2015	PSI15001280	Harris Co Appraisal Dist	Inv# PSI15001280; Qtr 3 Assessment	1,386.00
Total Harris Co Appraisal Dist						<u>1,386.00</u>
<b>Hart InterCivic, Inc.</b>						
	Bill	06/01/2015	061452	Hart InterCivic, Inc.	Inv# 061452; May Programming Election	3,061.84
Total Hart InterCivic, Inc.						<u>3,061.84</u>
<b>Language USA, Inc.</b>						
	Bill	06/01/2015	878315	Language USA, Inc.	Inv# 878315; Pay half invoice for Translation Services	133.44

Total Language USA, Inc.					133.44
<b>Matthiesen Consulting</b>					
	Bill	06/01/2015 7	Matthiesen Consulting	Inv# 7 - Admin Building - Professional Services for April & May 2015	1,150.00
	Bill	06/01/2015 12	Matthiesen Consulting	Inv# 12 - Rolling Hills - May Professional Services	1,150.00
Total Matthiesen Consulting					<u>2,300.00</u>
<b>MES</b>					
	Bill		MES	Flow Testing RHVFD	631.00
<b>Total MES</b>					<u>631.00</u>
<b>Michael Twigg</b>					
	Bill	06/01/2015	Michael Twigg	Website Maintenance	100.00
Total Michael Twigg					<u>100.00</u>
<b>Monaville VFD</b>					
	Bill	06/01/2015	Monaville VFD	Provider Payment - July 2015	6,650.00
Total Monaville VFD					<u>6,650.00</u>
<b>Mt. Zion Community VF Assoc., Inc.</b>					
	Bill	06/01/2015	Mt. Zion Community VF Assoc., Inc.	Provider Payment - July 2015	1,593.75
Total Mt. Zion Community VF Assoc., Inc.					<u>1,593.75</u>
<b>Northwest Communication Inc.</b>					
	Bill	06/01/2015 1019625	Northwest Communication Inc.	Inv# 1019625; Check Radio and antenna installation	133.90
Total Northwest Communication Inc.					<u>133.90</u>
<b>Pattison Area VFD, Inc.</b>					
	Bill	06/01/2015	Pattison Area VFD, Inc.	Provider Payment - July 2015	7,075.42
Total Pattison Area VFD, Inc.					<u>7,075.42</u>
<b>Prairie View VF Association, Inc.</b>					
	Bill	66/15/2015	Prairie View VF Association, Inc.	Reimb for Insurance	1,278.00
	Bill	06/01/2015	Prairie View VF Association, Inc.	Provider Payment - July 2015	4,411.42
Total Prairie View VF Association, Inc.					<u>5,689.42</u>
<b>Prosperity Bank Credit Card</b>					
	Bill	5/6/2015	Prosperity Bank – CC	May 2015 CC charges	3,182.85
<b>Total Prosperity Bank CC</b>					<u>3,182.85</u>
<b>Reflection Printing</b>					
	Bill	06/01/2015 45004	Reflection Printing	Inv# 45004; Early Voting Election Kits	1,444.00
Total Reflection Printing					<u>1,444.00</u>

**Rodney Crosby**

Bill	06/01/2015	58	Rodney Crosby	Inv# 58; Hempstead May Training	350.00
Bill	06/01/2015	57	Rodney Crosby	Inv# 58; Prairie View May Training	175.00
Bill	06/01/2015	59	Rodney Crosby	Inv# 59; Rolling Hills May Training	275.00

Total Rodney Crosby 800.00

**Rolling Hills VFD**

Bill			Rolling Hills VFD	Insurance Reimb	2,534.94
Bill	06/01/2015		Rolling Hills VFD	Provider Payment - July 2015	4,087.92

Total Rolling Hills VFD 6,622.86

**Safe-D**

Bill	06/01/2015	Safe-D	Safe-D	2015 Membership Renewal Invoice	1,100.00
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Total Safe-D 1,100.00

**Siddons-Martin Emergency Services**

Bill	06/01/2015	12544	Siddons-Martin Emergency Services	Inv3 12544; Light tower-replaced master switch; Waller Ladder truck	528.99
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Total Siddons-Martin Emergency Services 528.99

**TX Emergency Services Retirement Services**

EFT	6/30/2015		TESRS	Pension Contributions	6,660.00
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Total TESRS 6,660.00

**Tri-County VFD**

Bill	06/01/2015	20665300	Tri-County VFD	Inv# 20665300; TC Insurance Reimb - W/C	5,381.00
Bill	06/01/2015	15-1013	Tri-County VFD	Inv#15-1013; Reimb training - 7 students HCCFA Field Days	2,500.00
Bill	06/01/2015		Tri-County VFD	Provider Payment - July 2015	6,618.50

Total Tri-County VFD 14,499.50

**US Treasury**

EFT	06/08/2015		US Treasury	May Payroll Liabilities	1,113.76
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Total US Treasury 1,113.76

**Waller County EMS, Inc.**

Bill	06/01/2015		Waller County EMS, Inc.	Provider Payment - July 2015	95,833.33
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Total Waller County EMS, Inc. 95,833.33

**Waller VFD, Inc.**

Bill	06/01/2015		Waller VFD, Inc.	Provider Payment - July 2015	5,648.33
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Total Waller VFD, Inc. 5,648.33

**Weinman, Barry**

DD	06/15/2015		Weinman, Barry	Direct Deposit	1,461.57
DD	06/30/2015		Weinman, Barry	Direct Deposit	1,461.56

Total Wienman, Barry 2,923.13

Waller County Appraisal Dist

	Bill	06/01/2015	3rd Qtr	Waller County Appraisal Distr	3rd QTr Allocation	14,300.17
Total WCAD						<hr/> 14,300.17
<b>TOTAL</b>						<hr/> <b>201,194.96</b> <hr/>

6. **To review and take action on District 2014 audit.** Mrs. McCain went over the audit with the board. There were a few changes that were mentioned by the board that needed to be corrected. *Mr. Ferguson* made a motion to approve the audit with the changes suggested. Motion failed for a lack of a second. *Mr. Albert* said he needed to read the audit and Mrs. McCain needed to make the necessary adjustment before he would approve the audit. A special called meeting for Monday at 5 pm was scheduled.
7. **To Review and discuss appraisal values of the District and authorize counsel to prepare and publish Effective Tax Rate Notice.** Skipped due to legal counsel had left the room.
8. **To receive a report from the District Emergency Service Director.** Mr. Weinman had a phone call today from the Metro Fire rep on the Rolling Hills pumper. It hasn't come on the line yet. US tenders line is not going as fast as it should be. There is a 10-12 week delay on the Rolling Hills pumper; it is projected to be done at the end of October.
 

Mr. Weinman also gave a report on his trip to SD to do the final check on the 2 pumpers. There were just a few minor items that he found, overall it went really well. The pump capacity on one was 1850 and the other 1954; it was specked at 1500 pump. They will be in the shop in Houston by the end of next week and mounting the brackets. They will deliver to the WVFD and we can get pictures for the paper and website.

Mr. Weinman said he is almost done with inventory; he has 3 fire trucks and 2 stations left to complete.
7. **To Review and discuss appraisal values of the District and authorize counsel to prepare and publish Effective Tax Rate Notice.** Mr. Katz said Waller County preliminary values are in, we are still waiting on Harris County preliminary values to come in for 2015. *Mr. Ferguson* made a motion to authorize counsel to prepare and publish effective tax rate notice. *Mr. Albert* seconded the motion, which passed 3 to 0.
9. **To Review and take action on Rolling Hills project matters, including approval of pay applications.** *Mr. Ferguson* said that there are about 25-30 items that Fire Chief Orsak wanted fixed in the last walk through. *Mr. Ferguson* also said that they have done a lot better job on this station than the last fire station they built us. No invoices are in yet to pay.
10. **To review and take action on new District facilities including administration building.** Mr. Katz said we have to have an engineer, and suggested letting Matthiesen finish the Rolling Hills Station

before starting on the Admin building. He suggested putting efficiencies in the new contract that ESD would like to see. No Action.

- 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. *Mr. Ferguson* seconded the motion, which passed 3 to 0. *Mr. Albert* did ask about Monaville and if they were complying with the contract due to their lack of bookkeeper. *Mrs. Gunderson* said that they have turned in a ledger of the bills that they have been paying with ESD money, which is what *Mr. Katz* suggested at the last meeting. *Mr. Katz* said that he has engaged an auditor to do the forensics audit for Monaville.
- 12. To review and take action on approval of District/Department capital acquisitions and appropriate funding thereof.** *Mr. Weinman* said that Metro Fire estimate the number of brackets to mount equipment to be approximately \$200/\$300 per pumper. He wants to purchase the brackets to put adapters on the fire trucks to mount the equipment. Mt. Zion also would like to get an ice machine for their fire station. *Mr. Weinman* did not get a chance to get quotes for ice machines yet. *Mr. Weinman* asked for approval of up to \$500 per pumper for brackets and he would get the pricing by Monday's meeting for an ice machine. *Mr. Albert* made a motion to approve up to \$500 per pumper on brackets to mount equipment. *Mr. Ferguson* seconded the motion, which passed 3 to 0.
- 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.** *Mrs. Gunderson* said Tri-County was requested to move \$3000 from line item 5920 to line item 6303 to purchase some equipment. *Mr. Albert* made a motion to approve this request. *Mr. Ferguson* seconded the motion, which passed 3 to 0.
- 14. 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 and review financing options.**  
*Mr. Weinman* said that in the very near future, the board needs to get another remount or a new ambulance to keep our EMS fleet in good order.
- 15. To review, discuss and develop strategy for Satellite Stations for the District.** *Mr. Davis* asked *Mr. Weinman* to go to the HOA whenever they have it in the two areas we need to build a fire station. Until someone comes up with some land we can't build a fire station.
- 16. 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 for an executive session at 7:59 PM. The meeting was reopened at 8:34 PM.
- 17. Adjournment.** *Mr. Ferguson* made a motion to adjourn at 8:34 pm. *Mr. Albert* seconded the motion, which passed 3-0.

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Tommy Albert, Secretary/Treasurer