

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 **Tuesday, November 10, 2015 at 7:00 p.m.** at the **Prairie View City Hall located at 44500 US Business Highway 290, Prairie View, TX 77446.**

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

1 and 2. The Meeting was called to order at: 7:01 p.m. by *Mr. Tommy Davis*. The pledge of allegiance was said by Mr. Tommy Albert and an opening prayer was said by Mr. Frank Jackson.

- 3. **To receive public Comment, including vendors and service providers.** None.
- 4. **To review and take action on approval of minutes of prior meetings.** *Mr. Ulbricht* made a motion to approve the October minutes. *Mr. Hargrave* seconded the motion, which passed 5 to 0.
- 5. **To receive a report from the Waller County Fire Chief's Association.** Fire Chief Jimmie Orsack mentioned that they met and discussed the 20,000 gal. water tanks and where they would put them. They are thinking one on the south end and one on the north end of the county.

Mr. Weinman mentioned that he researched buying foam in bulk. If we buy in pallets, we do not have to pay for shipping, and 48 pails come in a pallet – so that is the way he recommends buying foam for the departments.

- 6. **To receive financial report from the District Treasurer and bookkeeper and pay bills.**

Mr. Ferguson made a motion to approve the bills. *Mr. Albert* seconded the motion, except for paying the Siddons -Martin Bills for \$2,912.43, which Monaville is responsible for. The motion passed 5 to 0.

Prosperity – Operations # 1881	\$10,549.46
Prosperity – Tax/Public # 8700	\$580,825.40
FNB – Public Funds # 8084	\$2,015,398.77
Accounts Receivable	\$272,288.05
Total Revenues for October	\$31,200.66
Total Provider Payments	\$139,385.34
Total District Expenses	\$286,298.74

<u>Vendor Name</u>	<u>Memo</u>	<u>Amount Due</u>
Access Hose & Ladder Co.	Inv #9573 - Brookshire VFD - Annual Hose and Pump Testing	2,020.00
BFF Investments	Light bill	212.35
BFF Investments	RENT - December 2015	1,400.00
Butler Business Products	Inv #36464-0, hanging file folders	24.76
City of Brookshire	Provider Payment - December 2015	1,216.67
City of Katy	Provider Payment - December 2015	6,250.00
Coveler & Katz, P.C.	Professional Services Rendered October 2015	3,477.67
Darwin Hargrave	2015 Commissioner Fees	2,000.00
Gary Ferguson	2015 Commissioner Fees	3,000.00
Gundersons Bookkeeping LLC	Invoice #722 - 10/8/15-11/4/15 Bookkeeping	1,359.75
Harris Co Appraisal Dist	Penalty & Interest - 4th Qtr 2015	79.10
KS State Bank	3339967	199,431.87
Michael Twigg	Website Maintenance	100.00
Monaville VFD	Provider Payment - December 2015	6,650.00
Mt. Zion Community VF Assoc., Inc.	Provider Payment - December 2015	1,593.75
Pattison Area VFD, Inc.	Provider Payment - December 2015	7,075.42
Pattison Area VFD, Inc.	VFIS Inv #29719	5,339.00
Prairie View VF Association, Inc.	Provider Payment - December 2015	4,411.42
Rodney Crosby	Inv #72 - Hempstead VFD - October Training	700.00
Rodney Crosby	Inv #73 - Praire View VFD - October Training	525.00
Rodney Crosby	Inv #74 - Rolling Hills VFD - October Training	350.00
Rolling Hills VFD	Provider Payment - December 2015	4,087.92
Siddons-Martin Emergency Services	Inv #0012896 - Monaville Tanker 32	2,912.43
Tommy Davis	Jan - October 2015 Invoice	3,000.00
Tommy Albert	2015 Invoice	3,000.00
Tri-County VFD	Reimbursement for Training Meals - Bobby Bruynell	61.85
Tri-County VFD	Reimbursement for Ramada and Rescue Training International	358.65
Tri-County VFD	Reimbursement for Training Meals - Edward Ferkowski	77.83
Tri-County VFD	Reimbursement for Training Meals and Mileage	254.66
Tri-County VFD	Reimbursement for Training Meals	40.65
Tri-County VFD	Reimbursement for Training - Ramada	975.00
Tri-County VFD	Reimbursement for Training - Sea Sports Scuba	97.43
Tri-County VFD	Provider Payment - December 2015	6,618.50
US Treasury	October Payroll Liabilities	1,113.74
Waller County EMS, Inc.	Provider Payment - December 2015	95,833.33
Waller County News Citizen	Inv #1441	162.00
Waller VFD, Inc.	Provider Payment - December 2015	5,648.33
Waller VFD, Inc.	Reimbursement for VFIS Inv #29868	4,665.00
Weinman, Barry	Payroll	1,461.56
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		<u><u>379,047.20</u></u>

7. **To review and take action to pay operations funding pursuant to 2015 budgets and service agreements with the District contracted emergency services providers (Departments).** *Mr. Ferguson* made a motion to pay the service providers. *Mr. Hargrave* seconded the motion, which passed 5 to 0.
8. **To review and take action on approval of sale of tax foreclosed properties.** No Action.
9. **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.
10. **To review and take action on revisions to District 2016 Budget.** No Action.
11. **To review and take action on 2016 budgets and approve funding for Departments.** *Mr. Albert* approved the 2016 budget and approve funding for departments. *Mr. Ulbricht* seconded the motion, which passed 5 to 0.

Waller-Harris ESD #200

	2016
Property Taxes	4,050,326.00
Penalties & Interest Income	36,500.00
Interest income	21,000.00
Office Rent	7,200.00
Total Revenues:	4,115,026.00

Service Provider Fees

City of Brookshire	16,500.00
City of Hempstead FD	60,000.00
City of Katy	50,000.00
Monaville VFD	64,300.00
Mt. Zion VFD	24,190.00
Pattison Area VFD	92,790.00
Prairie View VFD	49,075.00
Rolling Hills VFD	63,055.00
Tri-County VFD	87,055.00
Waller County EMS	1,200,000.00
Waller VFD	71,780.00

Total Service Provider Fees: 1,778,745.00

District Expenses

Auto/Vehicle Expense	6,000.00
Accounting Expenses	29,500.00
Appraisal District Fees	63,000.00
Bank Charges	50.00
Commissioner Fees	15,000.00
Collection Expenses	7,000.00
CPA & Audit Fees	15,000.00
Dispatch	3,100.00
Election Expenses	50,000.00
Equipment Service & Repairs	1,400.00

Expense Reimbursement	0.00
Filing Fees & Notices	250.00
Gear & Equip (Not Asset)	11,000.00
Insurance	2,300.00
Insurance - Providers	106,000.00
Legal Fees	30,000.00
Legislative Matters	0.00
Office Rental/ Expense	16,800.00
Office Manager & PR Taxes	48,500.00
Office Equipment & Supplies	2,000.00
Maintenance Expense	42,000.00
Misc/Seminars/Conv	6,000.00
Supplies Expense	0.00
Pension Expense	27,000.00
Postage & Shipping Expense	1,000.00
Printing Expense	100.00
Publications	29,000.00
Safe-D	3,000.00
Tax Assessor Fees	43,000.00
Travel Expense	3,000.00
Training	30,000.00
Utilities Expense	4,000.00
Web Development Maint	1,300.00
Paid FF Duty Crew Payroll & Expenses	422,182.84
Capital Outlay	675,000.00
Property Taxes	
Total District Expenses:	1,693,482.84
Loan Pymts & Interest Exp	534,502.46
District Reserve	100,000.00
Remaining:	8,295.70

Paid FF Duty Crew

\$15 x 12 hours x 6 guys x 5 days x 52 weeks:	280,800.00
Payroll Taxes: 6.2% SS, 1.45% Medicare, 2.8% TWC, .08% Fed Unemployment (10.53%):	29,568.24
ADP Payroll Processing (Based on 35 EE's, bi-weekly payroll (\$262.10 per payroll x 26 weeks):	6,814.60
Bunker Gear (\$3,000 x 35 Employees)	105,000.00
Total Estimated Paid FF Duty Crew Costs:	422,182.84

12. To review and take action to contract with Departments for 2016, including approval of contract forms and action on coverage areas. *Mr. Albert* made a motion to table until after executive session with *Mr. Peeler*. *Mr. Ferguson* seconded the motions, which passed 5 to 0.

13. To receive a report from the District Emergency Service Director. *Mr. Weinman* mentioned that the burn ban flags are in. The Guns & Hoses baseball games sign up for Nov 15th deadline is

tomorrow. The Plaques are here for Rolling Hills and Tri-County's fire stations, he will pick them up tomorrow. Mr. Weinman talked to Katy, they asked about the contract and would like to meet with ESD to discuss. The Chassis for EMS should be in next month.

- 14. To review and take action on real estate.** Mr. Peeler recommended making a motion to authorize Mr. Davis to proceed with the closing paperwork pending the completed survey and environmental report, with legal counsel's guidance. *Mr. Ferguson* made a motion to authorize Mr. Davis to proceed with the closing paperwork for the donated property in Mallard Crossing pending the survey and environmental report with legal counsel's guidance. *Mr. Hargrave* seconded the motion, which passed 5 to 0.
- 15. To review and take action on District facilities including administration building and fire stations, including construction payments, selection of architects or engineers and selection of contractors.** No Action.
- 16. To review and take action to approve capital acquisitions and appropriate funding thereof, including action on acquisition financing.** Mr. Weinman mentioned that Gulf Coast Breathing Air went out of business. He received a quote from Allied, which totaled \$8,010.63 for the year, done quarterly for all 5 air compressors. *Mr. Ferguson* approved to go with Allied to service ESD's air compressors. *Mr. Hargrave* seconded the motion, which passed 5 to 0.

Mr. Weinman said ESD needs to order a radio for the Rolling Hill Tender that will be coming in soon. Installed and programmed from NorthWest is \$2,165.19. *Mr. Ferguson* approved the radio purchase from Northwest for \$2,165.19. *Mr. Hargrave* seconded the motion, which passed 5 to 0.

Mr. Weinman mentioned that Monaville's tanker pumper failed all ladder and all but 300 feet of supply line in their last test. To replace everything that failed, would be 3 ladders and 1,000 ft of 5 inch hose totaled \$7,360.00. *Mr. Ferguson* approved the replacement ladders and hose for Monaville's Tanker. *Mr. Albert* seconded the motion, which passed 5 to 0.

- 17. To review and take action on the disposition of surplus and salvage property.** Mr. Peeler got in touch with LoneStar and will do the 10 day auction on the salvage property.
- 18. To meet in Executive Session pursuant to Government Code Sections 551.072, 551.074 and 551.071 to discuss District real estate, personnel matters and to consult with legal counsel.** The board went into executive session at 7:32; they reopened the meeting at 8:02 pm.
- 12. To review and take action to contract with Departments for 2016, including approval of contract forms and action on coverage areas.** *Mr. Ferguson* made a motion have Mr. Peeler forward the contracts to the providers for 2016. *Mr. Albert* seconded to the motion, which passed 5 to 0.
- 19. Adjournment.** *Mr. Ferguson* made a motion to adjourn at 8:03 PM, *Mr. Hargrave* seconded the motion, which passed 5 to 0.

Tommy Albert, Secretary/Treasurer