

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, September 13, 2016 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 with Coveler & Katz; Providers: City of Hempstead VFD, Monaville VFD, Mt. Zion Community VF Association, Pattison Area VFD, Prairie View VFD, Tri-County FD, Rolling Hills VFD, Waller EMS, and Waller VFD; Gundersons Bookkeeping, the District Bookkeeper; and Mr. Weinman, the ESD Director

- 1. Call Meeting to order, pledge of allegiance, and invocation.** The Meeting was called to order at: 7:11 p.m. by *Mr. Tommy Davis*. The pledge of allegiance was said by *Mr. Tommy Albert* and the opening prayer was said by Chief Frank Jackson.
- 2. To receive public comment, including vendors and service providers.** Prairie View VFD Assistant Chief Bordeaux stated that he would like to introduce to the Board several cadets, which were in the audience. Two of them are currently working on the Duty Crew for Waller VFD. He would also like to ask for the continued support from the Board for current and future training of these and other cadets going thru the training program.
- 3. To review and take action on approval of minutes of prior meetings.** *Mr. Ferguson* made a motion to approve the August minutes. *Mr. Hargrave* seconded the motion, which passed 5 to 0.
- 4. To receive a report from the Waller County Fire Chief's Association.** Chief JR Woolley stated there was a meeting held this month. The topic of a 911 paging system, which would better benefit the community than the regular e-dispatch was addressed. The 911 paging system on cellphones is similar to E-Dispatch. It sends information to users via app on phone and the locations of all departments responding. The cost of this app is \$11.00 per phone per year. *Mr. Albert* stated that this app would allow all departments know about the call. *Mr. Davis* requested that Mr. Weinman get more information about the 911 paging system and what the cost would be to switch over from E-Dispatch to Active 911.
Mr. Ferguson stated he was under the impression that fire trucks are not permitted to leave the station till a tone has sounded off. Mr. Weinman stated he stopped by Edmonds Insurance to inquire about the requirements of fire trucks responding to calls and Edmonds Insurance called the Insurance Company providing insurance coverage and they stated that the fire trucks are covered 24 hours a day.
- 5. To review and take action to cancel election.** Mr. Peeler stated that there will be no need to have an election since there were only two applicants that filled out an application for the two open Board positions. Mr. Peeler will notify both Harris and Waller Counties of the election cancelation. *Mr. Albert* made a motion to approve the election cancelation. *Mr. Ferguson* seconded the motion, which passed 5 to 0.

6. To address financial matters including report from the District Treasurer and bookkeeper, pay bills, investment policy and depository pledge agreements. Mrs. Gunderson read the financial report. *Mr. Albert* made a motion to approve the District Bookkeepers financial report and for the District bills to be paid. *Mr. Ferguson* seconded the motion, which passed 5 to 0.

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| Prosperity – Operations # 1881 | \$9,230.96 |
| Prosperity – Tax/Public # 8700 | \$224,857.98 |
| FNB – Public Funds # 8084 | \$3,789,026.91 |
| Accounts Receivable | \$339,870.30 |
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| Total Revenues for August | \$37,252.05 |
| Total Provider Payments | \$200,362.87 |
| Total District Expenses | \$247,491.65 |

| Vendor | Date | Memo | Open Balance |
|------------------------------------|------------|---|--------------|
| ADP | 08/12/2016 | Payroll Fees for August | 182.28 |
| Allied Breathing Air | 08/15/2016 | Inv #20160470 - Tri-County | 281.61 |
| Allied Breathing Air | 08/15/2016 | Inv #20160471 - Prairie View VFD | 460.72 |
| Allied Breathing Air | 08/15/2016 | Inv #20160472 - Pattison Area FD | 343.00 |
| Allied Breathing Air | 08/15/2016 | Inv #20160473 - Waller VFD | 394.60 |
| Allied Breathing Air | 08/15/2016 | Inv #20160474 - Monaville VFD | 588.00 |
| BFF Investments, LLC | 08/29/2016 | August Light Bill | 253.13 |
| BFF Investments, LLC | 09/01/2016 | RENT - October 2016 | 1,400.00 |
| City of Brookshire | 09/01/2016 | Provider Payment - October 2016 | 1,375.00 |
| City of Katy | 09/01/2016 | Provider Payment - October 2016 | 4,166.67 |
| Coveler & Katz, P.C. | 09/09/2016 | Professional Services for August | 6,191.65 |
| Daystar Publishing, Inc | 09/08/2016 | Inv #13281 - Notice of Public Hearing on Tax Increase | 191.13 |
| Daystar Publishing, Inc | 09/08/2016 | Inv #13288 0 Notice of Effective Tax Rate | 366.50 |
| Gundersons Bookkeeping | 09/08/2016 | Inv #998 - Bookkeeping 8/5/16 - 9/8/16 | 3,589.64 |
| Harris Co Appraisal Dist | 08/15/2016 | 4th Qtr Assessment | 1,538.00 |
| Metro Fire, Inc. | 08/09/2016 | Inv #98214-1 - Carbon Cylinders (6) for Pattison | 7,224.00 |
| Michael Twigg | 09/01/2016 | Website Maintenance - Inv #180 | 100.00 |
| Monaville VFD | 09/01/2016 | Provider Payment - October 2016 | 5,358.33 |
| Monaville VFD | 09/06/2016 | Reimbursement for IFSTA Invoice - Training | 411.27 |
| Mt. Zion Community VF Assoc., Inc. | 09/01/2016 | Provider Payment - October 2016 | 2,015.83 |

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|-----------------------------------|------------|--|-------------------|
| Pattison Area VFD, Inc. | 08/15/2016 | Reimb for VFIS Inv #33646 - GL Ins Amendment | 593.00 |
| Pattison Area VFD, Inc. | 08/15/2016 | Reimb for VFIS Inv #33647 - Auto Ins | 489.00 |
| Pattison Area VFD, Inc. | 09/01/2016 | Provider Payment - October 2016 | 7,732.50 |
| Pattison Area VFD, Inc. | 09/01/2016 | September 2016 Payroll | 9,044.71 |
| Prairie View VF Association, Inc. | 09/01/2016 | Provider Payment - October 2016 | 4,089.58 |
| Prosperity Bank - CC | 09/06/2016 | Aug 2016 CC Charges; Acct ending 9927 | 289.84 |
| Rodney Crosby | 09/02/2016 | Inv #102 - Prairie View VFD | 2,400.00 |
| Rodney Crosby | 09/02/2016 | Inv #103 - Hempstead VFD | 1,200.00 |
| Rodney Crosby | 09/02/2016 | Inv #104 - Rolling Hills VFD | 850.00 |
| Rolling Hills VFD | 09/01/2016 | Provider Payment - October 2016 | 5,254.58 |
| Tx Emer Services Retirement Sys | 09/30/2016 | Pension Contribution | 5,940.00 |
| Tri-County VFD | 09/01/2016 | Provider Payment - October 2016 | 7,254.58 |
| Tri-County VFD | 09/01/2016 | September 2016 Payroll | 9,044.71 |
| Tri-County VFD | 09/06/2016 | Reimb for Firefighters Bookstore - Pride & Ownership DVD | 42.04 |
| Tri-County VFD | 09/06/2016 | Reimb for Kevin Alford - Training Expense | 1,530.00 |
| Tri-County VFD | 09/06/2016 | Reimb for Waller County EMS Inv #1527 - CPR Training | 42.00 |
| Tri-County VFD | 09/06/2016 | Reimb for Edmonds Ins inv #2249 - Workers Comp Renewal | 10,985.00 |
| Waller County EMS, Inc. | 09/01/2016 | Provider Payment - October 2016 | 100,000.00 |
| Waller County News Citizen | 09/06/2016 | Public Hearing - Tax Rate Notice | 108.00 |
| Waller VFD, Inc. | 09/01/2016 | September 2016 Payroll | 9,044.71 |
| Waller VFD, Inc. | 09/01/2016 | Provider Payment - October 2016 | 5,981.67 |
| Waller VFD, Inc. | 09/06/2016 | Reimb for Barbara Benoit Training Expenses | 388.20 |
| Waller VFD, Inc. | 09/06/2016 | Reimb for Kyle Friedel - Training Expenses | 218.38 |
| Waller VFD, Inc. | 09/06/2016 | Reimb for Mathes - Training Expenses | 609.49 |
| Waller VFD, Inc. | 09/06/2016 | Reimb for Tyler Willis - Training Expenses | 228.92 |
| Waller VFD, Inc. | 09/06/2016 | Reimb for La Quinta Inn - Training Expenses | 1,475.85 |
| Weinman, Barry | 09/15/2016 | Payroll and Taxes - 9/15/16 | 2,018.44 |
| Weinman, Barry | 09/30/2016 | Payroll and Taxes - 9/30/16 | 2,018.44 |
| | | | 225,305.00 |

7. **To review and take action to pay operations funding pursuant to budgets and service agreements with the District contracted emergency service providers (Departments).** *Mr. Albert* made a motion to pay the providers with the exception of The City of Katy. *Mr. Ulbricht* seconded the motion which passed 5 to 0.
8. **To review and take action on revisions to District and/or Department budgets pursuant to re-allocations and/or other matters.** No Action.
9. **To review and take action on the District 2017 Budget.** No Action.
10. **To review and amend 2016 Budget.** No Action.

11. **To review and take action regarding interlocal agreements with municipalities for the provision of emergency services.** No Action.
12. **To receive a report from the District Emergency Service Director.** Mr. Weinman stated that the two boosters ordered should be finished by the end of the month and the ambulance should be finished by the end of November.

Mr. Weinman stated that there is a good prospect for the Katy Station.

Mr. Weinman asked that if any of the Chiefs will be needing pagers to please get with him on how many will be needed by each department.

Mrs. Gunderson stated that if any of the Fire Chiefs would like to add any of their volunteer Fire Fighters to the Pension to please see her about getting a TESRS Form 502. This form will need to be completed by the individual and a physical done and turned in to TESRS.

13. **To review and take action on real estate, including purchase, sale encumbrances.** No Action.
14. **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.** Table to end of meeting.
15. **To review and take action to approve capital acquisitions and appropriate funding thereof, including action on acquisition financing.** No Action.
16. **To review and take action on the disposition of surplus and salvage property.** Mr. Peeler stated that Mr. Weinman now has all the documents needed to take to the county for title changes.
17. **To review and take action regarding audits and/or financial matters of service providers.** No Action.
18. **To review and take action on any and all matters related to District funding for paid fire suppression and rescue personnel.** *Mr. Davis* stated that there are 30 Fire Fighters working and 6 sets of gear still sitting in the office. He received calls from 2 Fire Fighters saying that they were considering quitting because they are not able to get on the schedule. When *Mr. Davis* contacted the Chiefs he was told that it was none of his business but as signors on those checks given to the departments with paid Fire Fighters it is the boards business. Mr. Weinman is an employee of the board so if asks for anything give him more respect because those requests are probably coming from the board. *Mr. Ferguson* asked what is next. Do we shut it down? Maybe starting a workshop so that we can all get on the same page. The 3 Fire Chiefs need to work with the board because it cannot continue as it is. *Mr. Davis* stated that he would hate to shut it down. *Mr. Albert* suggested meeting with the Fire Chiefs after their monthly Chiefs meeting. He also stated that pulling the plug would not be what is best for the citizens and volunteers. It took us 2 years to get EMS ironed out when it first started in the 1980's, but now it's working well. Chief Gene Schmidt stated that up until a few weeks ago we didn't have a lot of employees to choose

from. He does the schedules a week in advance but he will need to start to schedule a month out. It is a learning curve but we will get it down soon. Chief JR Woolley stated that he would hate for the program to get the plug pulled over growing pains.

19. **To review and take action regarding emergency services provider contract for 2017.** No Action.
20. **To review and take action to update and amend the District's records management procedures, including (1) appointment for records officer, (2) adoption of retention schedules and (3) requesting authorization from State Library and Archives Commission to allow for electronic storage of documents.** This was voted on last month.
21. **To meet in Closed Session under Government Code Sections 551.072, 551.074 and 551.071 to discuss District real estate, personnel matters and to consult with legal counsel.** Board left for closed session at 7:40 pm, and returned from closed session at 8:13 pm. *Mr. Albert* made a motion to move forward with what was discussed in the closed session. *Mr. Hargrave* seconded the motion, which passed 5 to 0.
22. **Adjournment.** *Mr. Ferguson* made a motion to adjourn at 8:14 PM, *Mr. Hargrave* seconded the motion, which passed 5 to 0.

Tommy Albert, Secretary/Treasurer