

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, December 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: Tommy Davis, Darwin Hargrave, Hollis Ulbricht, Tommy Albert and Gary Ferguson; Legal Counsel: Mr. Peeler with Coveler & Katz; Providers: Hempstead VFD, Monaville VFD, Mt. Zion VFD, Pattison Area VFD, Prairie View VFD, Rolling Hills VFD, Tri-County VFD, Waller County EMS and Waller VFD; and Gundersons Bookkeeping, the District Bookkeeper.

- 1. Call Meeting to order, pledge of allegiance, and invocation.** The Meeting was called to order at: 7:04 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.** Chief JR Woolley stated this is his last meeting as Chief of Tri-County FD. Chief Woolley stated he appreciated everything done to assist him as acting Chief.
Kim Branch with the City Council of Brookshire is pleased with the ESD Board. She stated she was here not representing the City of Brookshire but knows about a lease agreement that has only been handled by the Mayor. The Council is not aware of such agreement so please do not write the City off. Please communicate with everyone before agreeing to any contract. Mrs. Branch reiterated that the lease agreement did not come before the Council so please contact her to bridge the gap with the Council.
- 3. To review and take action on approval of minutes of prior meetings.** *Mr. Albert* made a motion to approve the November meeting minutes. *Mr. Hargrave* seconded the motion, which passed 5 to 0.
- 4. To receive a report from the Waller County Fire Chief's Association.** Rolling Hills Chief Jimmy Orsak stated the meeting held this month was on the radios. They have all come to the agreement on no self-dispatching with the exception of Tri-County Chief JR Woolley. Chief Woolley stated that on a recent call to Oak Hollow where Medic 20 was sent out by Chief Woolley self-dispatching due to a disagreement with another Department. Mr. Davis stated he would have a meeting with Brian Cantrel and talk with him to get everything straightened out.
- 5. To address financial matters including report from the District Treasurer and bookkeeper, pay bills, investment policy and depository pledge agreements.** Mrs. Guel 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. Ulbricht* seconded the motion, which passed 5 to 0.

Prosperity – Operations # 1881	\$10,968.82
Prosperity – Tax/Public # 8700	\$210,416.64
FNB – Public Funds # 8084	\$2,968,034.49
Accounts Receivable	\$288,615.21

Total Revenues for November	\$22,527.37
Total Provider Payments	\$174,529.53
Total District Expenses	\$96,201.53

Vendor	Date	Memo	Open Balance
ADP	10/14/16	Payroll Fees	182.28
BFF Investments, LLC	10/10/2016	October Pro-Rated Final Bill	91.65
Butler Business Products	11/02/2016	Office Supplies	16.68
Caldwell Country Ford	10/14/2016	inv #GEC85715 - 2016 Ford F-350	77,763.00
Caldwell Country Ford	10/17/2016	Inv #GED00511 - 2016 Ford F-350	77,763.00
City of Brookshire	11/01/2016	Provider Payment - December 2016	1,375.00
City of Katy	11/01/2016	Provider Payment - December 2016	8,333.30
Coveler & Katz, P.C.	11/07/2016	Nov Inv for Oct Services	2,104.70
Darwin Hargrave	11/07/2016	Comm Fees - Nov 2015 - Oct 2016	1,550.00
Drymalla Construction Co. Inc.	10/20/2016	Inv #10747 - Mallard Crossing	10,000.00
Drymalla Construction Co. Inc.	10/20/2016	Inv #10748 - Admin #4167	20,000.00
Gary Ferguson	11/07/2016	Comm Fees - Nov 2015 - Oct 2016	3,000.00
Gundersons Bookkeeping	11/07/2016	Inv #1062 - 10/6/16 thru 11/6/16	2,754.90
Kansas State Bank	10/06/2016	Acct #3339967 - Final Payment	199,431.87
Metro Fire, Inc.	10/25/2016	Inv #98349-1 - Volunteer Bunker Gear	48,641.20
Michael Twigg	11/01/2016	Website Maintenance	100.00
Monaville VFD	10/20/2016	Reimb for VFIS Inv #34213 - Renewal	3,517.00
Monaville VFD	11/01/2016	Provider Payment - December 2016	5,358.33
More than Signs	08/10/2016	Inv #19821 - New Decals	1,560.00
Mt. Zion Community VF Assoc., Inc.	11/01/2016	Provider Payment - December 2016	2,015.83
Northwest Communication Inc.	07/15/2016	Inv #1023363 - Pattison Area VFD Radio	998.79
Pattison Area VFD, Inc.	10/16/2016	Reimb - VFIS Inv #34504 - Auto & Comm	6,275.00
Pattison Area VFD, Inc.	11/01/2016	Reimb - Action Training - Inv #17069	7,844.57
Pattison Area VFD, Inc.	09/15/2016	Reimb - MES Inv #IN1064421	410.00
Pattison Area VFD, Inc.	09/20/2016	Reimb - MES Inv #IN1065314	5.00
Pattison Area VFD, Inc.	11/01/2016	November 2016 Payroll	9,044.71
Pattison Area VFD, Inc.	11/01/2016	Provider Payment - December 2016	7,732.50
Prairie View VF Association, Inc.	11/01/2016	Provider Payment - December 2016	4,089.58
Prairie View VF Association, Inc.	11/07/2001	Reimb - TX Fire Chief Academy	1,946.92
Prosperity CC	11/07/2016	October Charges	360.82
Rodney Crosby	11/01/2016	Inv #108 - Rolling Hills	625.00
Rodney Crosby	11/01/2016	Inv #109 - Prairie View VFD	1,987.50
Rolling Hills VFD	11/01/2016	Provider Payment - December 2016	5,254.58

Rolling Hills VFD	11/03/2016	Inv #1121 - Reimb for TX Mutual & VFIS Ins	7,443.00
Tommy Albert	11/01/2016	January - September 2016 Invoice	3,000.00
Tommy Davis	11/03/2016	November 2015 - Oct 2016 Comm Fees	3,000.00
Tri-County VFD	10/20/2016	Reimb - Kevin Alford - Swift Water Training	186.15
Tri-County VFD	10/20/2016	Reimb - Thomas Bunting Jr - Training	94.95
Tri-County VFD	11/01/2016	Reimb - VFIS Inv #34637 - Auto Ins	330.77
Tri-County VFD	11/01/2016	November 2016 Payroll	9,044.71
Tri-County VFD	11/01/2016	Provider Payment - December 2016	7,254.58
Waller County Appraisal District	09/30/2016	4th Qtr 2016 Allocations	14,550.23
Waller County EMS, Inc.	11/01/2016	Provider Payment - December 2016	100,000.00
Waller County EMS, Inc.	11/03/2016	Unit #4993 - Repairs	24,479.83
Waller VFD, Inc.	11/01/2016	Provider Payment - December 2016	5,981.67
Waller VFD, Inc.	11/01/2016	November 2016 Payroll	9,044.71
Waller VFD, Inc.	11/03/2016	Reimb for VFIS Inv #34749	6,390.00
Weinman, Barry	11/15/2016	Payroll and Taxes	2,018.44
Weinman, Barry	11/30/2016	Payroll and Taxes	2,018.44
Wendy D. Langford	10/28/2016	Oct Light Bill	95.22
Wendy D. Langford	11/01/2016	RENT - December 2016	1,400.00
			700,133.11

- 6. To review and take action to pay operations funding pursuant to budgets and service agreements with the District contracted emergency service providers (Departments).** *Mr. Ulbricht* made a motion to pay the providers. *Mr. Albert* seconded the motion which passed 5 to 0.
- 7. To review and take action on engagement of auditor to perform District 2016 Audit.** Auditor stated the old Form of Engagement Letter is for a 1 year engagement. Now they have an evergreen agreement there is no need to come every year to present a Letter of Engagement this letter is good indefinitely but can also be terminated with a 30 day written notice. The Auditor stated she would get with the District Bookkeeper with the extra work and Discloser. She also stated that there are some employees in the pension so that would increase the fee but only for the cost to do it. She would then get the form to the attorney to file it and the cost would be the filing fee. She submitted to the board 2 copies of the Engagement Letter and the form for the Banks to get the bank balances at the end of the year. *Mr. Albert* stated there is no one currently employed by Waller Harris ESD that is on the pension so there should be no changes to the disclosure. *Mr. Albert* made a motion to sign the agreement. *Mr. Ulbricht* seconded the motion, which passed 5 to 0.
- 8. To discuss and take action on the ratification of a continuing Contract with private law firm for the collection of delinquent District ad valorem property taxes, and providing for the payment of up to 20% of the delinquent taxes, penalties and interest which are collected by the attorney under said Contract.** *Mr. Peeler* stated he has the contract on file, but the board will need to take action each year.

9. **To discuss and take action on the imposition of additional penalty on delinquent taxes for 2016 pursuant to Section 33.07 of the Property Tax Code and adoption of a Resolution regarding same.**
10. **To discuss and take action on the imposition of additional penalty on delinquent taxes for 2016 pursuant to defray costs of collection by the District's delinquent tax attorney, pursuant to Section 33.08 of the Property Tax Code and adoption of a Resolution regarding same.**
11. **To discuss and take action on the imposition of early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to Section 33.11 of the Property Tax Code and adoption of a Resolution regarding same.** Mr. Peeler stated that the items 9 – 11 are in regards to the delinquent taxes and that 20% of all penalties collected will go to the collection firm. *Mr. Ulbricht* made a motion to approve the additional penalties imposed to defray the collecting firm's costs. *Mr. Hargrave* seconded the motion, which passed 5 to 0.
12. **To review and take action on revisions to District and/or Department budgets.** *Mr. Albert* made a motion to approve the budgets. *Mr. Ulbricht* seconded the motion, which passed 5 to 0.
13. **To review and take action to regarding interlocal agreements with municipalities for the provision of emergency services.** No Action
14. **To receive a report from the District Emergency Services Director.** Mr. Weinman stated that The City of Katy has approved the contract for 2016.
Mr. Weinman gave an update on the station – Hodde & Hodde is doing the survey once City of Houston approves it we will need to get the variance and then the platting completed then it will go back to the county for approval then it will come back to us.
Mr. Weinman stated that Bo Henshaw with Waller County EMS will be picking up the new ambulance tomorrow.
15. **To review and take action on emergency services provider agreements for 2017.** No Action.
16. **To review and take any action necessary on real estate, including but not limited to purchase, sale, encumbrances and platting.** Will table for discussion in executive session.
17. **To review and take action on District facilities including administration building and fire stations, including but not limited to construction, payments, selection of architects or engineers and selection of contractors.** Will table for discussion in executive session.
18. **To review and take action to approve capital acquisitions and appropriate funding thereof, including action on acquisition financing.** Mr. Weinman stated that Prairie View VFD wants to open a training academy and would like to request the District to sponsor it. Assistant Chief Bordeaux stated he would like to thank the board for the opportunity to speak. Mr. Bordeaux stated that he met with Barry Weinman, Freddy Williams, and Rodney Crosby and spoke about the members being trained and the idea of opening up the training to all of Waller County. One of the questions that arose was how to fund this academy and how to get it all started. Different options were discussed and the best route to take would be to go thru SFFMA. *Mr. Ferguson* inquired about how often the classes would take place. Chief Bordeaux responses was that

classes would take place on Wednesdays, Fridays and every 2nd and 4th Saturday. Chief Bordeaux also mentioned that there are approximately 35 – 36 open seats available at this time. Rolling Hills Chief Jimmie Orsak mentioned that someone in their department took the course in Brenham and will be taking the test soon, so the program does work. *Mr. Davis* inquired on how will they fill these open seats and get those interested to stay in the academy. *Mr. Ferguson* inquired on what about the program would be exciting enough for them to stay in the program. Chief JR Woolley proposed upfront fees so those enrolled won't drop out. *Mr. Albert* mentioned that currently there is no charge for the class or the facility, but what about the cost of instructors, uniforms or fuel for the trucks. Chief Bordeaux stated that it will run like an academy and there will be uniforms. The uniforms will consist of the shirt with name plate, pants, tie, and belt. The socks and boots will be the responsibility of the student/cadet. Chief Bordeaux stated that this is a Golden Opportunity that he would like to extend to all those in Waller County and that there should be no member that should not have the training needed to do this service. *Mr. Weinman* stated that after the meeting he attended with Chief Bordeaux, Freddy Williams and Rodney Crosby that it took a while to digest all the information, but after thinking about it and processing the information he has come to the conclusion that this program can work. *Mr. Davis* stated that he is still unsure if people will stick to it. *Mr. Albert* suggested that each student pay for the class upfront and once they complete the course and take the test they could be reimbursed. Chief Gene Schmidt stated he has concerns that people will start and not finish. *Mr. Ferguson* stated that the program really needs to be looked at closely because we don't want to hold anyone up. Chief Frank Jackson stated that maybe after completing the program they can be hired on as paid Firefighters as an incentive to stay. *Mr. Peeler* suggested drawing up a contract if needed. It can include things like volunteer work in place of payments to the academy. *Mr. Albert* inquired about insurance are the students/cadets covered. The insurance will not cover but if they are already volunteers they are covered under the insurance. *Mr. Davis* inquired if this will do away with the monthly training costs. It was stated that it will do away with some, but not all of the monthly training costs. *Mr. Ferguson* made a motion for the District to approve up to \$45,000.00 to cover the expenses of the classes with the minimum of 24 people needed to commit. *Mr. Hargrave* seconded the motion, which passed 5 to 0.

Mr. Weinman stated that after trying the Mini 6 pager the Chiefs agreed to go with the Unification G1. So far 100 are needed at \$320.75 each for a total of \$32,075.00. Kevin with Command Communications informed *Mr. Weinman* that all departments are trading in the Mini 6 for the G1. Chief Bordeaux stated he has personally purchased the G1 and has fallen in love with it. It is basically indestructible. You have the option to select what you want to hear even though it comes programmed with all the departments you can delete the ones you do not want and it also has the option for voice record notes. *Mr. Ferguson* made a motion to approve the purchase of the G1 pagers. *Mr. Albert* seconded the motion, which passed 5 to 0.

Mr. Weinman stated that Tri-County FD and Waller VFD need to replace their compressor and bottles. ASME bottles never have to be inspected but they are more costly. The cost for each department to replace their systems is as follows for a 6,000 lb system: Bower System - \$27,178.00 and the ASME - \$36,478.00. *Mr. Albert* made a motion for the ASME System to be purchased for both departments. *Mr. Ferguson* seconded the motion, which passed 5 to 0.

- 19. To review and take action on any and all matters related to paid personnel employed by District service providers.** No Action.
- 20. 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.** Board left for executive session at 8:09 pm, and returned from executive session at 9:04 pm.
- 16. To review and take any action necessary on real estate, including but not limited to purchase, sale, encumbrances and platting.** *Mr. Albert* made a motion to authorize the president, *Tommy Davis* to acquire property in Katy. *Mr. Ulbricht* seconded the motion, which passed 5 to 0.
- 21. Adjournment.** *Mr. Albert* made a motion to adjourn at 9:05 PM, *Mr. Ulbricht* seconded the motion, which passed 5 to 0.

Tommy Albert, Secretary/Treasurer