

## **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, June 13, 2017 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, Gary Ferguson, Tommy Albert, Darwin Hargrave, and Hollis Ulbricht; Legal Counsel: Mr. John Peeler with Coveler & Peeler, P.C.; Providers: City of Hempstead, Monaville VFD, Pattison Area VFD, Rolling Hills VFD, Waller County EMS and Waller VFD; Gundersons Bookkeeping, the District Bookkeeper; and Mr. Weinman, ESD Director.

- 1. Call Meeting to order, pledge of allegiance, and invocation.** The meeting was called to order at: 7:02 p.m. by *Mr. Tommy Davis*. *Mr. Tommy Albert* led the pledge of allegiance and the Reverend led the prayer.
- 2. To receive public comment, including vendors and service providers.** Chief Gene Schmidt stated there was a fire at the Daikin Plant, an oxidizer burned up and started the roof on fire and there were a few complications. The fire was in the middle of the building, so they had to cut a hole in the roof and also drive a truck into the building to get to it. Chief Schmidt stated that they are in need of a high rise kit. It contains different nozzles, hoses and other tools to assist in getting inside easier. Chief Schmidt stated he did some pricing on acquiring a high rise kit and they run approximately \$1,200.00 a kit. We need at least two kits, one for each truck. Daikin has their own fire brigade, but they are not prepared. Tri-County and Prairie View were also assisting with putting the fire out.

Mr. Bordeaux would like to say Thank You to the board for their support. Mr. Bordeaux stated that he met with Mr. Weinman and as of last night twelve students had completed and passed the course. Graduation will be set up and he will bring the information back to the Board. Out of sixteen students twelve completed. Mr. Bordeaux would like to give a shout out to Mr. Weinman as well for all his help.

- 3. To review and take action on approval of minutes of prior meetings.** *Mr. Albert* made a motion to approve the May meeting minutes. *Mr. Ferguson* requested that the inventory list be added to Item #15. *Mr. Hargrave* seconded the motion, which passed 5 to 0.
- 4. To receive a report from the Waller County Fire Chief's Association.** Chief Ulbricht stated that he had a meeting with Brian Cantrell with the Waller County Fire Marshalls Office and Marty with TXDOT. The meeting with Brian Cantrell was about having county wide nox boxes so any department with a key to the nox box can have access to any of the other department's nox box. The meeting with TXDOT was about hurricane preparedness and the highways that will have contraflow and 290 is not on the list to have contraflow. Chief Ulbricht stated they are to receive a digital copy sent to them on the contraflow list.

Chief Ulbricht mentioned that not only are they having issues with the generators, Monaville is having issues as well. Chief Ulbricht mentioned that their issue is that their batteries are dead and have been for about three months now, they have since replaced them, but they are not sure that the generators are even being checked. Chief Ulbricht would like to know if checking the batteries is included in the maintenance. Monaville has batteries in their generator from 2013. Not sure what the policy is, but we will not use batteries if they are older than two years. *Mr. Ferguson* stated that maybe it sounds like we need to find someone else. Chief Ulbricht stated that the last time Monaville fired up their generator it blew several gallons of water out of the exhaust system. *Mr. Ferguson* asked when that happened. Robert with Movaville Volunteer Fire Department stated that happened on May 18 when he fired it up. *Mr. Ferguson* asked if the generators are being fired up on a monthly basis like they are supposed to and are they not set up on automatic programming. Chief Ulbricht stated they are set up they are just not programed. *Mr. Davis* stated that the generators are supposed to be cranked up by the fire department once a month. Chief Ulbricht stated they have automatic timers for a reason. *Mr. Ferguson* stated the generators should have been programed when they were installed. *Mr. Ferguson* asked who installed Monaville's generator. Chief Ulbricht stated that Waller County Electric did the installation. *Mr. Ferguson* stated they may say that that is something they don't do. Chief Gene Schmidt stated they installed his and it was programed to go off every Tuesday at noon. Robert stated the tech came out on May 24<sup>th</sup> and changed the air filter and the oil and when asked about the battery the tech put his meter on it and said it was good enough. *Mr. Davis* asked if the tech started the generator while he was there servicing it. Robert stated that the tech did not start it while he was there. *Mr. Davis* asked if the tech changed the oil and filter and did not crank it up to see if it had a leak. Robert stated that he had to leave and did not stay till the tech was done. *Mr. Ferguson* asked Mr. Weinman if he gets a report after the generators are serviced. Mr. Weinman stated he just receives the invoice. *Mr. Ferguson* stated that the tech is supposed to fill out a form checking off everything that has been done during the service visit. Mr. Weinman stated he was asked to get someone to service the generators and he chose someone that the board recommended. *Mr. Ferguson* stated he would talk to Joe Adams and if need be we will look for someone else to service the generators. Robert stated that he cleaned out the generator prior to the techs visit because it was full of cobwebs. While the tech was out he mentioned that the last time he had been there was a year ago. Mr. Weinman stated the tech is scheduled to come out quarterly to service the generators. *Mr. Davis* asked Mrs. Gunderson to search the prior minutes to see what was agreed on.

5. **To review and take action on properties designated for tax sales by Waller County, including action on deeds for same.** Mr. Peeler stated that he was informed by Perdue Brandon Fielder Collins & Mott, which is the delinquent tax collection council that there is a property that has been sold for delinquent taxes. One of the signatures is the District. *Mr. Ferguson* asked where does that money go? Mr. Peeler stated that the money goes to pay the delinquent taxes. Mr. Ferguson stated he understands that but how do we know how much the tax office owes the District. Who keeps track of that? Mr. Peeler stated he would call the county and see if they can

tell him what is owed to the District. *Mr. Albert* made a motion to sign the tax sale documents. *Mr. Hargrave* seconded the motion, which passed 5 to 0.

6. **To review and take action on District 2016 Audit.** Mrs. Debbie Gibson with McCall Gibson Swedlund Barefoot PPLC presented the board with the District’s 2016 Audit report. Mrs. Gibson stated that the District had a clean report. *Mr. Ulbricht* made a motion to accept the auditor’s report. *Mr. Ferguson* seconded the motion, which passed 5 to 0.
7. **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. Ulbricht* questioned about the old PPE Care invoices. Mrs. Guel stated the vendor did not have the correct email and was unable to send those invoices until now. *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	\$10,723.31
Prosperity – Tax/Public # 8700	\$70,570.97
FNB – Public Funds # 8084	\$4,605,702.40
Accounts Receivable	\$435,563.09
Total Revenues for May	\$34,46.68
Total Provider Payments	\$169,693.97
Total District Expenses	<b>\$103,689.90</b>

Vendor	Date	Memo	Open Balance
Allied Breathing Air, LLC	05/22/2017	Inv #20170493 - Monaville	302.33
Allied Breathing Air, LLC	05/22/2017	Inv #20170494 - Pattison	513.00
Allied Breathing Air, LLC	05/22/2017	Inv #20170497 - Prairie View	301.75
City of Katy	06/01/2017	Provider Payment - July 2017	8,333.33
Coveler & Peeler, P.C.	06/08/2017	Professional Services - May 2017	1,214.74
Gundersons Bookkeeping LLC	05/11/2017	Inv #1357 - Feb thru April Copies	85.44
Gundersons Bookkeeping LLC	06/01/2017	Inv #1383 - Monthly Bookkeeping - June 2017	3,000.00
Gundersons Bookkeeping LLC	06/06/2017	Inv #1386 - May copies	27.36
Gundersons Bookkeeping LLC	06/12/2017	Inv #1392 - Reimb for Elect Dep - Katy	250.99
Harris Co Appraisal Dist	05/17/2017	Inv #PS117001487	2,093.00
Michael Twigg	06/01/2017	Website Maintenance - Inv #222	125.00
Monaville VFD	06/01/2017	Provider Payment - July 2017	5,085.61
Mt. Zion Community VF Assoc., Inc.	06/01/2017	Provider Payment - July 2017	1,491.74
Municipal Emergency Services	05/30/2017	Inv #IN1135065 - Foam - Pattison	777.87
Pattison Area VFD, Inc.	06/01/2017	Provider Payment - July 2017	7,685.14
Pattison Area VFD, Inc.	06/01/2017	June 2017 Payroll	8,932.88
PPE Care	12/20/2016	Inv #12202016A - Prairie View	153.00
PPE Care	02/07/2017	Inv #272017G - Prairie View	701.50

PPE Care	02/28/2017	Inv #2282017E - Prairie View	299.00
PPE Care	02/28/2017	Inv #2282017F - Prairie View	1,852.00
PPE Care	02/28/2017	Inv #2282017H - Prairie View	2,182.00
PPE Care	02/28/2017	Inv #2282017I - Prairie View	265.00
PPE Care	03/10/2017	Inv #3102017A - Prairie View	986.50
PPE Care	06/12/2017	Inv #6122017H - Waller VFD	1,130.50
Prairie View VF Association, Inc.	06/01/2017	Provider Payment - July 2017	3,317.31
Prosperity Bank - CC	05/31/2017	May 2017 CC Charges; Acct ending 9927	717.25
Rodney Crosby	06/02/2017	Inv #129 - Hempstead	1,250.00
Rodney Crosby	06/02/2017	Inv #130 - Prairie View	356.25
Rolling Hills VFD	06/01/2017	Provider Payment - July 2017	4,035.04
TESRS	06/30/2017	TESRA Pension Contributions	6,156.00
Tri-County VFD	06/01/2017	Provider Payment - July 2017	6,495.04
Tri-County VFD	06/01/2017	June 2017 Payroll	8,932.88
Tri-County VFD	06/06/2017	Reimb for VFIS Inv #37784 - A&S Renewal	2,239.00
VFIS of Texas	05/30/2017	Inv #37756 - Katy Station Property Coverage	2,287.00
Waller Co Appraisal District	05/15/2017	2017 3rd Qtr Payment	15,039.78
Waller County EMS, Inc.	06/01/2017	Provider Payment - July 2017	100,000.00
Waller VFD, Inc.	06/01/2017	Provider Payment - July 2017	5,077.12
Waller VFD, Inc.	06/06/2017	Reimb for Axxess Inv #9995	2,984.19
Waller VFD, Inc.	06/06/2017	Reimb for PPE Care Inv #5162017A	3,130.50
Waller VFD, Inc.	06/01/2017	June 2017 Payroll	8,932.88
Weinman, Barry	06/15/2017	Payroll & Taxes	2,129.50
Weinman, Barry	06/30/2017	Payroll & Taxes	2,129.50
Wendy D. Langford	06/01/2017	RENT - July 2017	1,400.00
Wendy D. Langford	06/01/2017	May Electric Bil	159.93
			225,933.85

- 8. 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. *Mr. Ulbricht* seconded the motion, which passed 5 to 0.
- 9. To review and take action on revisions to District and/or Department budgets.** No Action.
- 10. To review and take action to regarding interlocal agreements with municipalities for the provision of emergency services.** No Action.
- 11. To receive a presentation from Municipal Information Systems regarding financial analysis of the District.** No Action.
- 12. To review and take action on emergency services provider agreements.** No Action.
- 13. To receive a report from the District Emergency Services Director.** *Mr. Weinman* stated that the District will have possession of the Katy property on June 17, 2017. *Mr. Weinman* also stated that he would be going by to get the gate codes.

Mr. Weinman stated the 800 radios received will be distributed shortly.

Mr. Ferguson asked Mr. Weinman for the inventory list that was promised during last month's meeting. Mr. Weinman stated he emailed the list this morning.

- 14. To review and take any action necessary on real estate, including but not limited to purchase, sale, encumbrances, platting and acquisition financing.** Mr. Weinman stated that the Mallard Crossing property paperwork is being processed at Harris County.

Mr. Weinman stated that Richard with Hodde & Hodde found an issue with the Prairie View property. There is a 30' easement on the property that the Sherriff's Office did not include in the deed; therefore a correction deed will be needed.

- 15. To review and take action on fire stations construction, including but not limited to construction, payments, selection of architects or engineers and selection of contractors.**

*Mr. Davis* asked if Mr. Weinman had received any bids for the electrical work at the Katy station. Mr. Weinman stated that he met with John Meyer and received a quote in the amount of \$48,942.00 for the electrical work needed. *Mr. Davis* requested that Mr. Weinman email the quote from John Meyer to all the commissioners for review and that he would contact Mr. Meyer for a drawing of the work to be completed. *Mr. Davis* also requested that Mr. Weinman text the gate code to all the commissioners for access to the Katy station.

- 16. To review and take action to approve capital acquisitions and appropriate funding thereof, including action on acquisition financing.** Mr. Weinman stated it was that time to order the new ambulance for this year. New regulations began on January 1<sup>st</sup> of this year and the price increased by \$26,000.00. The cost of a new ambulance is \$176,875.00 with an eight month delivery date. It is the same as the one we purchased last year, but it has all the new regulation stuff on it. *Mr. Albert* made a motion to release the Purchase Order to place the order for the new ambulance. *Mr. Davis* seconded the motion, which passed 3 to 2 with *Mr. Ferguson* and *Mr. Ulbricht* opposing.

*Mr. Albert* requested an update on the wrecked ambulance. Mr. Hashaw stated that the estimated delivery date is the third week in July. Mr. Davis asked how the insurance handling was the costs? Mr. Hashaw stated that he has not heard anything from the insurance company.

- 17. To review and take action to regarding boundaries of service areas for contracted emergency services providers.** No Action.
- 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.** Board left for executive session at 8:11 pm, and returned from executive session at 8:39 pm.
- 19. Adjournment.** *Mr. Hargrave* made a motion to adjourn at 8:40 PM, *Mr. Ulbricht* seconded the motion, which passed 5 to 0.

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Tommy Albert, Secretary/Treasurer