

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, January 09, 2018 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, Tommy Albert, Darwin Hargrave, and Hollis Ulbricht; Legal Counsel: Mr. John Peeler with Coveler & Peeler, P.C.; Providers: City of Brookshire, City of Hempstead, Monaville VFD, Mt. Zion VFD, Pattison Area VFD, Prairie View 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: 7:06 p.m. by *Mr. Tommy Davis*. *Mr. Albert* led the pledge of allegiance and *Prairie View VFD Chief Frank Jackson* led the prayer.
- 2. To receive public comment, including vendors and service providers.** None.
- 3. To review and act to elect Board officers for the 2018 term.** *Mr. Albert* made a motion leave officers the same as previous year. *Mr. Hargrave* seconded the motion, which passed 4 to 0.
- 4. To review and act to retain the law firm Coveler & Peeler, P.C. to serve as District counsel.** *Mr. Albert* made a motion to retain *Coveler & Peeler, P.C.* as District counsel. *Mr. Hargrave* seconded the motion, which passed 4 to 0.
- 5. To review and act on approval of minutes of prior meetings.** *Mr. Albert* made a motion to accept the minutes. *Mr. Hargrave* seconded the motion, which passed 4 to 0.
- 6. To receive a report from the Waller County Fire Chief's Association.** *Pattison Chief Hollis Ulbricht Jr.* presented the quote from *Tyler Technologies*. There is a one-time set up fee of \$5,500.00 and a yearly recurring fee of \$1,375.00. Total to set up the first time will be \$6,875.00. *Mike Mathes* with *Waller VFD* stated they would like to use *I am Responding*. At this moment *The City of Brookshire* is using *I am Responding* with no issues and the like it.
- 7. To review and take action on properties designated for tax sales by Waller County, including action on deeds for same.** No Action.
- 8. 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. Ulbricht* seconded the motion, which passed 4 to 0.

Prosperity – Operations # 1881	\$369,291.95
Prosperity – Tax/Public # 8700	\$50,664.77
FNB – Public Funds # 8084	\$2,742,677.97
Accounts Receivable	\$293,546.80
Total Revenues for December	
Total Provider Payments	\$1,404.61

Total District Expenses

\$12,932.88
\$208,175.96

Vendor	Date	Memo	Open Balance
Adam & Bing, PC	12/04/2017	Inv #01-44375 - Attorney Fees for Loan Review	975.00
ADP	01/10/2018	payroll Fees - Katy Station	1,339.33
Barry Weinman	01/02/2018	Reimb for Oil & Oil Filter	240.98
Blue Cross Blue Shield	12/29/2017	Katy Station Health Ins	14,855.51
City of Brookshire	01/01/2018	Provider Payment - February 2018	1,375.00
Colorado County Oil Co.	12/31/2017	Inv #352981	460.22
Command Communications	12/28/2017	Inv #17-3967 - Katy Station 6 - Station Alert System	12,500.00
Consolidated Communications	01/01/2018	Acct #281-574-5606/0	296.73
Coveler & Peeler, P.C.	01/01/2018	Professional services rendered in December 2017	4,824.21
Edward Jones	01/08/2018	December Payroll contributions	3,709.26
Gundersons Bookkeeping LLC	12/21/2017	Inv #1558 - Office Expenses	312.12
Gundersons Bookkeeping LLC	01/01/2018	Inv #1570 - January Bookkeeping	3,000.00
McCall Gibson Sedlund Barfoot PLLC	01/09/2018	2016 Audit Final Invoice	5,775.00
Monaville VFD	01/01/2018	Provider Payment - February 2018	5,221.67
Motorola Solutions Inc.	12/07/2017	Inv #13192626	944.42
Mt. Zion Community VF Assoc., Inc.	01/01/2018	Provider Payment - February 2018	2,025.00
Pattison Area VFD, Inc.	01/01/2018	Provider Payment - February 2018	8,037.33
Prairie View VF Association, Inc.	01/01/2018	Provider Payment - February 2018	4,096.67
Prosperity CC	12/31/2017	Nov Charges	3,065.71
Red The Uniform Tailor	12/15/2017	Inv #00H9325B	89.80
Red The Uniform Tailor	12/28/2017	Inv #00H9329C	89.80
Republic Services	12/27/2017	Acct #3-0853-0092650	143.53
Rodney Crosby	01/02/2018	Inv #138 - Hempstead	3,150.00
Rodney Crosby	01/02/2018	Inv #139 - Hempstead	3,150.00
Rolling Hills VFD	01/01/2018	Provider Payment - February 2018	4,742.50
Rolling Hills VFD	01/04/2018	Reimb for TX Mutual Inv #Q003616817	3,021.00
Safe-D	12/26/2017	2 FireFighters to attend	530.17
Spirit of Texas Bank, SSB	12/21/2017	Acct #6101084	65,902.55
Tri D. Lu (Cerebros)	01/09/2018	Inv #051-010118	175.00
Tri-County VFD	12/15/2017	Reimb for Appel Inv #s 37622 & 38164	5,814.67
Tri-County VFD	01/01/2018	Provider Payment - February 2018	6,466.67
VFIS of Texas	12/15/2017	Inv # 40539 - Bond Renewal for Tommy Albert	400.00
Waller County EMS, Inc.	01/01/2018	Provider Payment - February 2018	135,000.00
Waller VFD, Inc.	01/01/2018	Provider Payment - February 2018	5,325.00
Wasp Barcode Technologies	09/07/2017	Inv #521714150	89.17
Wendy D. Langford	01/01/2018	RENT - February 2018	1,400.00
Wendy D. Langford	01/09/2018	Electric Bill for Dec	143.02

Katy Station Expenses from Budget List

Vendor	Date	Description	Amount
Opening Balance		Opening Balance	\$120,000.00
		Waller/Harris ESD 200 Future Fire Station	
Fast Signs	5/10/2017	Sign	\$336.00
Hometown Hardware	6/29/2017	Lock box for Katy property	\$129.99
Katy Hardware	7/7/2017	Flags and air filters	\$80.97
Hometown Hardware	7/7/2017	Exchange wrong filters	-\$5.41
Newcomb Furniture	7/13/2017	Furniture	\$9,518.05
Waller County Tractor	7/13/2017	Mower	\$5,200.00
Hometown Hardware	7/17/2017	Blowers, Weed Eaters and trash cans	\$1,251.39
S&N Appliance	7/19/2017	Appliances	\$1,947.00
Lane Equipment	7/20/2017	Ice Machine	\$5,118.00
Tri Luu	7/20/2017	Computers and Printer	\$1,244.84
Barry Weinman	7/20/2017	Reimb for Katy Hardware - Cleaning Supplies	\$216.85
Hometown Hardware	7/24/2017	Mobile Home Entry	\$11.99
Sam's Club	8/10/2017	Katy Station Supplies	\$1,022.72
Costco Wholesale	8/11/2017	Supplies	\$108.24
Emergency Reporting	8/15/2017	Inv #2017_5097 Fire Package for Sept	\$2,189.00
Tractor Supply	8/17/2017	Air Compressor, couplers, plugs & hoses	\$1,144.81
Lowe's	8/17/2017	Washer, Hose, Accessories	\$759.09
SC Products	8/21/2017	Gear Cleaner	\$148.99
Webstaurant Store	8/21/2017	Coffe Brewer	\$229.99
Delta Tank Co.	8/22/2017	Fuel Tank	\$1,705.00
Wasp Barcode Technologies	8/24/2017	Asset Tracking	\$40,450.49
Key Map Company	8/25/2017	Purchase 7 Key Maps	\$279.65
Fast Signs	9/1/2017		\$1,343.20
Barry Weinman	9/1/2017	Reimb for Fastsigns	\$43.33
O'Reilly Auto Parts	9/4/2017	Air Plug, Tape, Air Chuck and Infltr Gauge	\$66.46
Katy Hardware	9/4/2017	Trash bags, primer spray, truckwash, screws, coupler plug, blowgun, squeege & hose	\$106.69

Katy Hardware	9/4/2017	Vise, Orange Cord, Fasteners, Blue Tape, Plug, Cord Connector, Drill Bits & Connector	\$206.25
Sam's Club	9/5/2017	Batteries	\$49.15
Harbor Freight Tools	9/5/2017	Shop Fan	\$82.24
Hometown Hardware	9/6/2017	Blower Fan	\$179.97
Hometown Hardware	9/7/2017	Katy Supplies - Trash can, Creeper and 4 Keys	\$91.93
AMI Fire Equipment	9/7/2017	Install Radio Plate & Labor	\$280.00
Wasp Barcode Technologies	9/1/2017	WaspProtect Service Plan - 2Yr	\$89.00
A-Line Auto Parts	9/12/2017	Fuel Pump & Knozzle	\$1,158.10
Hometown Hardware	9/12/2017	Station Supplies	\$33.91
Katy Hardware	9/13/2017	Padlocks, Grease Guns & Misc Items	\$92.21
Katy Hardware	9/13/2017	Liquid Wrench, Pipe Compound, Ext Cord	\$141.41
Geargrid Corporation	9/18/2017	Lockers and Hose Racks	\$11,598.00
Katy Hardware	9/28/2017	NEED RECEIPT	\$27.22
Bolinger Supply Company	10/4/2017	Inv #081759	\$1,408.00
Office Makers	10/4/2017	Lateral File Cabinets	\$275.00
Texas Commision on Fire Pr.	10/14/2017	Lic/Cert for FF	\$767.13
PostNet	10/24/2017	Business Cards for Captains	\$159.13
Staples	11/1/2017	Personnel Supplies	\$168.26
Fred Williams	11/1/2017	Reimb for Atlas Inv #543506 - 9 Lite Door Window	\$31.96
Hometown Hardware	11/4/2017	Sledge Hammer, Water, Mop Head and Handle	\$238.44
Rainbow Rider	11/10/2017	Gravel for Katy Station	\$500.00
Sam's Club	11/14/2017	Station Supplies	\$77.10
Delta Tank Inc.	11/21/2017	Inv #418 - 515 Gal. Skid Tank	\$1,705.00
Lowe's	11/27/2017	Kobalt 230 Pc. General Purpose	\$161.29
A-Line Auto Parts	12/14/2017	Pump w/ Meter & Auto Nozzle & Hoses	\$997.17
Remaining Balance			\$24,834.80

9. To review and act on District 2018 Investment Policy. Mr. Peeler recommended no changes to the Investment Policy. *Mr. Albert* made a motion to approve the Investment Policy. *Mr. Ulbricht* seconded the motion, which passed 4 to 0.

10. To review and act to engage bookkeeping services for 2018. *Mr. Albert* made a motion to retain Gundersons Bookkeeping as the District Bookkeeper. *Mr. Hargrave* seconded the motion, which passed 4 to 0.

11. To review and at to engage Auditor to prepare District 2017 Audit. *Mr. Ulbricht* made a motion to retain McCall Gibson as the District Auditor. *Mr. Hargrave* seconded the motion, which passed 4 to 0.

- 12. 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 that have turned in their signed contracts. *Mr. Ulbricht* seconded the motion, which passed 4 to 0.
- 13. To review and act to revise District budget or provider funding amounts.** No Action.
- 14. To review and act on emergency services provider agreements, including interlocal agreements with municipalities.** No Action.
- 15. To receive a report from the District Emergency Services Director.** *Mr. Weinman* stated that the new tender is now in Houston 6 weeks ahead of schedule.

Mr. Weinman stated he would like to remind all the fire chiefs about cleaning gear after every fire. We now have in house cleaning & inspections. If there are repairs to be made we will send them out as we do not currently do repairs in house.

Mr. Weinman stated that he notified the plumber that everything is ready for him. Centerpoint is now waiting on the plumber to complete their part so that they can complete their work as well.

Mr. Weinman stated that the issue about the Occupancy Permit is being handled and is in the works to get it issued.

- 16. To review and take any action necessary on real estate, including but not limited to purchase, sale, encumbrances, platting and acquisition financing.** *Mr. Weinman* spoke to *Mr. Edwards* the attorney for the taxing entity. I sent them the paperwork about the property in Prairie View. *Mr. Peeler* will get with *Mr. Weinman* to keep this moving along.
- 17. To review and act on fire stations construction, modification or repairs, including but not limited to construction, payments, selection of architects or engineers and selection of contractors.** *Mr. Weinman* stated he spoke with *Jay* and everything is done they are just waiting to have the paperwork in hand to move forward.
- 18. To review and act to approve capital acquisitions and appropriate funding thereof, including action on acquisition financing.** *Mr. Weinman* stated that he was at EMS Headquarters. He spoke with some of the techs and they are in need of new Video Scopes. They need around 6 with a total of \$14,469.00 that is one for each of the ambulances. *Mr. Hashaw* stated that they are required to have one in working order for each ambulance.

Mr. Weinman stated that they have picked up all the extra gear and have reissued 9 sets to some of the part time employees and even a volunteer, but we are still short on some for the volunteers. *Mr. Weinman* stated he spoke with *JC Marshall* with Metro Fire in great length and we can get some off the shelf gear for about \$2,100.00 a complete set including boots. It is not custom fit it is off the shelf and we can get them in 10 days rather than 10 weeks like custom fit gear. Right now we are in need of 12 to 15 sets. If we add our logo to the coats that is an additional \$55.00 per set.

Mr. Davis stated that we can't keep purchasing items that we already have. We need to get everything into inventory before anything else is purchased.

Mr. Albert made a motion to order the new booster for Waller VFD, bunker gear for the part timers, and the scopes for EMS. *Mr. Albert* would like to amend the motion to purchase up to 12 sets of bunker gear as needed. *Mr. Ulbricht* seconded the motion, which passed 4 to 0.

- 19. To review and act on any and all matters related to paid personnel employed by District or contracted service providers, including hiring, termination, pay, scheduling employment policies, and benefits.** No Action.
- 20. To review and act on the disposition of surplus or salvage property.** *Mr. Weinman* stated there are surplus item on auction and it ends on Friday. Last checked it is at \$3,550.00.
- 21. To review and take action on provider pension issues, including appointing board members and scheduling pension board meetings.** *Mr. Albert* stated the pension board was reappointed and just monitor the requirements and meet once a year. The new board now consists of Kristin Gunderson, Stephanie Dalton, Tommy Albert, Frank Jackson, Hollis Ulbricht Jr., and Gary LeCamu. *Mr. Albert* made a motion to accept this new board. *Mr. Ulbricht* seconded the motion, which passed 4 to 0.
- 22. 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.** No Action.
- 23. Adjournment.** *Mr. Albert* made a motion to adjourn at 8:09 PM. *Mr. Hargrave* seconded the motion, which passed 4 to 0.

Tommy Albert, Secretary/Treasurer