

## MEETING OF THE WALLER-HARRIS EMERGENCY SERVICES DISTRICT NO. 200

Board of Commissioners of **The WALLER-HARRIS EMERGENCY SERVICES DISTRICT NO 200** meeting was held on **Tuesday, January 8, 2019 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, Rick Dalton, 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, Tri-County FD, Waller VFD, and Waller County EMS; 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 7:04 p.m. by *Mr. Tommy Davis*. *Mr. Tommy Albert* led the pledge of allegiance and Reverend led the invocation.
- 2. Oath of office of re-elected or newly elected Commissioners.** Mr. John Peeler swore-into oath for the Board of Commissioners *Mr. Tommy Albert*, *Mr. Rick Dalton*, and *Mr. Gary Ferguson*.
- 3. To review and act to elect Board officers for the 2019 term.** *Mr. Tommy Albert* made a motion to elect the following Commissioners for the following positions: *Mr. Tommy Davis* as President, *Mr. Gary Ferguson* as Vice President, *Mr. Tommy Albert* as Secretary/Treasurer and *Mr. Hollis Ulbricht* as Assistant Treasurer. *Mr. Rick Dalton* seconded the motion, which passed 5 to 0.
- 4. To receive public comment, including vendors and service providers.** Verdon Bourdeaux stated that he has a Flood Water Boat Rescue Operator to be held January 26-27, 2019. The cost will be \$250 per person. *Mr. Tommy Albert* stated that Mr. Bourdeaux has scheduled a course that hasn't been approved by the Board. Mr. Bourdeaux stated that it will be paid by the individual. The course is considered House Bill 2604, which means the department will be reimbursed by the Texas Forestry Service once the individual completes the course successfully and has their certificate. A suggestion was made for the individuals that don't pass the course successfully to have them sign a document that they will reimburse the department or ESD for the cost of the course. *Mr. Tommy Davis* asked how many people they are allowing to sign up, which Mr. Bourdeaux stated 24. Mr. Bourdeaux also mentioned there will be a SFFMA Fire Fighter course I & II for 2019 starting January 20 – June 20, 2019. It is an online course the academic course is free, but the books are \$150 and the physical (NFPA 1582) is \$75 and will be up to the individual. There are certain requirements that you must be 18 yrs. old, have own gear, books, complete NIMS (100, 200, 700, 800) complete "Courage to be Safe", and complete "Traffic Incident Management". The skills component will be done by the Training Coordinator at the individual departments on the day chosen by the coordinator. Mr. Bourdeaux requested permission to call the course "Waller-Harris ESD#200 Fire Fighting Course 2019. *Mr. Tommy Albert* made a motion to use the name. *Mr. Hollis Ulbricht* second the motion, which passed 5-0. The state exam will be administered by SFFMA and will be on the Prairie View A&M campus.

Chief Frank Jackson thanked WHESD#200 for the addition of the duty crew to PVFFA. David Allen (Mayor of Prairie View) also wanted to thank WHESD#200 for the First Responder work and sharing the program with the city. *Mr. Tommy Davis* also thanked Mr. Allen for the use of

their building for the board meetings. Mr. Allen asked if the easement has been resolved for the property beside the PVFFA station. Mr. John Peeler stated they are currently working on it.

5. **To review and act on approval of minutes of prior meetings.** *Mr. Gary Ferguson* made a motion to approve the minutes. *Mr. Tommy Albert* second the motion, which passed 5-0.
6. **To receive a report from the Waller County Fire Chiefs' Association.** Question was asked where does the dispatch for Brookshire stand? Barry Weinman advised against working with the city. There was also talk about moving the equipment to Pattison. Monaville is too far North. Barry Weinman advised to move to the tower in Pattison and get a repeater and a patch and use it at the Pattison station. Barry Weinman don't know of equipment or cost for this. Blake Bowers said that they can get the license in 2 weeks. *Mr. Gary Ferguson* asked if the repeater would solve the problem and Mr. Weinman said yes. If it can be set up in Pattison, then they can continue to use the VHF pagers they currently have. *Mr. Gary Ferguson* asked if there has been a check on cost to do it and Mr. Weinman stated a ballpark figure of \$40-\$50K. *Mr. Gary Ferguson* asked Mr. Weinman to get together a cost of everything for a permanent fix and present it to the Board. Mr. Weinman has requested that a vendor get involved with the quote to let them know exactly what will be needed and will have the figures at the next Board Meeting. The Chiefs' also discussed the pagers, but it looks like that is still getting ironed out. The next discussion was about the job description of Jimmie Orsak. *Mr. Tommy Davis* stated he is charge of all the duty crews. Pattison Fire Chief asked to explain. *Mr. Tommy Davis* explained that his first priority is getting the duty crews working and being fully utilized. *Mr. Tommy Albert* stated his responsibilities are scheduling the duty crews, assist EMS, make sure they are handling station duties, and responsible for safety. *Mr. Tommy Albert* stated that it is a work in progress and it takes time to get everything in place.

|                                |                     |
|--------------------------------|---------------------|
| Prosperity – Operations # 1881 | \$61,546.31         |
| Prosperity – Tax/Public # 8700 | \$41,405.84         |
| FNB – Public Funds # 8084      | \$3,537,438.68      |
| Accounts Receivable            | \$287,121.83        |
| Total Revenue for December     | \$2,782.86          |
| Total Provider Payments        | \$187,915.25        |
| Total District Expenses        | <b>\$640,327.24</b> |

## Waller-Harris ESD #200 Unpaid Bills

**All Dates**

|  | <u>Date</u> | <u>Amount</u>       | <u>Memo/Description</u>  |
|--|-------------|---------------------|--|
| <b>AFLAC</b>   |             |                     |  |
|  | 12/25/2018  | 593.52              | ACCT#LKG30 - Katy  |
| <b>Total for AFLAC</b>                               |             | <b>\$ 593.52</b>    |  |
| <b>Blue Cross Blue Shield</b>                        |             |                     |  |
|  | 01/07/2019  | 12,698.46           | Profile#241890   |
| <b>Total for Blue Cross Blue Shield</b>              |             | <b>\$ 12,698.46</b> |  |
| <b>City of Brookshire</b>                            |             |                     |  |
|  | 01/01/2019  | 1,666.67            | Provider Payment - February 2019   |
| <b>Total for City of Brookshire</b>                  |             | <b>\$ 1,666.67</b>  |  |
| <b>Colorado County Oil Co.</b>                       |             |                     |  |
|  | 12/19/2018  | 805.67              | Katy Station Fuel  |
| <b>Total for Colorado County Oil Co.</b>             |             | <b>\$ 805.67</b>    |  |
| <b>Consolidated Communications</b>                   |             |                     |  |
|  | 01/01/2019  | 328.26              | ACCT#281-574-5606/0 - Katy Station   |
| <b>Total for Consolidated Communications</b>         |             | <b>\$ 328.26</b>    |  |
| <b>Coveler &amp; Peeler, P.C.</b>                    |             |                     |  |
|  | 12/31/2018  | 3,625.36            | Professional services rendered in December 2018                                      |
| <b>Total for Coveler &amp; Peeler, P.C.</b>          |             | <b>\$ 3,625.36</b>  |  |
| <b>Delta Industrial Service and Supply</b>           |             |                     |  |
|  | 11/02/2018  | 707.26              | Helmet, Shield, Decal - Katy   |
|  | 12/21/2018  | 476.85              | Gear Cleaning - Katy Station   |
|  | 01/02/2019  | 2,790.00            | Alpha X Glove, Ben 2 Low, Thorogood 807-6003, Instructor Hood                        |
|  | 12/28/2018  | 331.50              | Ben Low Rider Helmet - Katy  |
|  | 01/02/2019  | 1,440.00            | Alpha X Glove  |
|  | 01/02/2019  | 510.00              | Alpha X Gloves, Ben 2 Low, Thorogood 807-6003, Instructor Hood                       |
| <b>Total for Delta Industrial Service and Supply</b> |             | <b>\$ 6,255.61</b>  |  |
| <b>Edward Jones<br/>979-421-9765</b>                 |             |                     |  |
|  | 12/18/2018  | 2,257.50            | 457(b) Match December Payroll  |
| <b>Total for Edward Jones</b>                        |             | <b>\$ 2,257.50</b>  |  |
| <b>Gundersons Bookkeeping LLC</b>                    |             |                     |  |
|  | 01/01/2019  | 3,000.00            | Monthly Bookkeeping  |
|  | 12/31/2018  | 753.37              | Extra time on WC Audit and sending out contracts for Peeler's office. Copies for Dec |
| <b>Total for Gundersons Bookkeeping LLC</b>          |             | <b>\$ 3,753.37</b>  |  |

**Hodde & Hodde Land Surveying, Inc.**12/06/2018 4,112.50 Survey for WHESD#200 - Justo Liendo Prairie View**Total for Hodde & Hodde Land Surveying, Inc.****\$ 4,112.50****Metro Fire, Inc.**

12/07/2018 10,562.00 Gloves, Hood, Helmet w/faceshield - Katy

12/12/2018 2,347.00 Gloves &amp; Hood - Hempstead

12/12/2018 2,992.00 Gloves &amp; Hood - Brookshire

12/12/2018 284.00 Gate Valve - Engine 6

12/18/2018 1,605.00 Gear - Katy Station - New Employees  
TITAN STRUCTURAL FIREFIGHTING BOOT SIZE  
12/26/2018 315.00 13.0D**Total for Metro Fire, Inc.****\$ 18,105.00****Monaville VFD**01/01/2019 4,575.84 Provider Payment - February 2019**Total for Monaville VFD****\$ 4,575.84****Mt. Zion Community VF Assoc., Inc.**

12/01/2018 2,025.00 Provider Payment - January 2019

01/01/2019 2,025.00 Provider Payment - February 2019**Total for Mt. Zion Community VF Assoc., Inc.****\$ 4,050.00****Municipal Emergency Services**12/07/2018 213.00 4-Gas Calibration Mix - Katy**Total for Municipal Emergency Services****\$ 213.00****Pattison Area VFD, Inc.**01/01/2019 8,037.33 Provider Payment - February 2019**Total for Pattison Area VFD, Inc.****\$ 8,037.33****PPE Care**12/12/2018 615.00 Gear Cleaning & Repair - Katy Station**Total for PPE Care****\$ 615.00****Prairie View VF Association, Inc.**01/01/2019 4,458.33 Provider Payment - February 2019**Total for Prairie View VF Association, Inc.****\$ 4,458.33****Prosperity Bank - CC**12/31/2018 3,617.27 Acct 9346**Total for Prosperity Bank - CC****\$ 3,617.27****Red The Uniform Tailor**12/03/2018 239.00 9IN Power EMS/Wildland Boot - Kyle Kondoff  
12/03/2018 99.96 Long Sleeve Shirt & TX Dept Health Patch - Joe  
Nguyen

12/03/2018 6.99 3IN Clip-On Poly/Wool Tie - Travis Scott

12/11/2018 104.93 Name Tags &amp; Serving Since Bar - Katy Station

12/11/2018 14.99 Nametag - Joe Nguyen**Total for Red The Uniform Tailor****\$ 465.87****Republic Services**

12/26/2018 179.35 Acct#3-0853-0092650 - Katy Station Trash

|   |                              |   |
|---|------------------------------|---|
| <b>Total for Republic Services</b>          | <u>\$ 179.35</u>             |   |
| <b>Rolling Hills VFD</b>                    |                              |   |
|   | 01/01/2019 <u>4,742.50</u>   | Provider Payment - February 2019                                      |
| <b>Total for Rolling Hills VFD</b>          | <b>\$ 4,742.50</b>           |   |
| <b>Spirit of Texas Bank, SSB</b>            |                              |   |
|   | 12/21/2018 <u>65,902.55</u>  | Acct #6101084   |
| <b>Total for Spirit of Texas Bank, SSB</b>  | <b>\$ 65,902.55</b>          |   |
| <b>Terracon Consultants, Inc</b>            |                              |   |
|   | 12/18/2018 <u>1,750.00</u>   | TB45522 - Waller Harris ESD Mobile Hom                                |
| <b>Total for Terracon Consultants, Inc</b>  | <b>\$ 1,750.00</b>           |   |
| <b>Texas Mutual Insurance Co.</b>           |                              |   |
|   | 12/20/2018 <u>31,817.00</u>  | WC Insurance - Katy   |
| <b>Total for Texas Mutual Insurance Co.</b> | <b>\$ 31,817.00</b>          |   |
| <b>The Hotline Press</b>                    |                              |   |
|   | 01/09/2019 <u>14.00</u>      | Legal Notice (District - Notice of Location of Administrative Office) |
| <b>Total for The Hotline Press</b>          | <b>\$ 14.00</b>              |   |
| <b>Tri-County VFD</b>                       |                              |   |
|   | 01/01/2019 <u>7,859.58</u>   | Provider Payment - February 2019                                      |
| <b>Total for Tri-County VFD</b>             | <b>\$ 7,859.58</b>           |   |
| <b>VFIS of Texas</b>                        |                              |   |
|   | 12/20/2018 400.00            | Public Official Bond - Tommy Albert                                   |
|   | 12/20/2018 <u>549.44</u>     | 2018 Chevy FR#04939 - Jimmy Orsak                                     |
| <b>Total for VFIS of Texas</b>              | <b>\$ 949.44</b>             |   |
| <b>Waller County</b>                        |                              |   |
|   | 1/1/2019 <u>60,000.00</u>    | Dispatch Fee  |
| <b>Total Waller County</b>                  | <b>\$ 60,000.00</b>          |   |
| <b>Waller County EMS, Inc.</b>              |                              |   |
|   | 01/01/2019 <u>148,500.00</u> | Provider Payment - February 2019                                      |
| <b>Total for Waller County EMS, Inc.</b>    | <b>\$ 148,500.00</b>         |   |
| <b>Waller VFD, Inc.</b>                     |                              |   |
|   | 01/01/2019 <u>6,050.00</u>   | Provider Payment - February 2019                                      |
| <b>Total for Waller VFD, Inc.</b>           | <b>\$ 6,050.00</b>           |   |
| <b>Wendy Langford</b>                       |                              |   |
|   | 2/1/2019 \$ 181.82           | Electric Bill   |
|   | 2/1/2019 \$ 1,300.00         | Rent  |
| <b>TOTAL</b>                                | <b>\$ 409,480.80</b>         |   |

Monday, Jan 07, 2019 01:39:01 PM GMT-8

**7. To review and act on properties designated for tax sales by Waller County or Harris County, including action on deeds for same. *No Action***

- 8. To address financial matters including monthly report from the District Treasurer and bookkeeper, pay bills, investment policy, investment actions, designation of depository institutions, annual audits and depository pledge agreements.** Kristin Gunderson read the financials. *Mr. Tommy Albert* made a motion to pay bills. *Mr. Rick Dalton* second the motion. *Mr. Gary Ferguson* had a question regarding the purchase of gloves from Delta Industrial and *Mr. Weinman* stated they are not safety gloves that they are leather gloves for the new duty crews and other departments that needed them replaced. *Mr. Weinman* also stated that they discussed the safety gloves at the Fire Chiefs' meeting and the Chiefs' agreed they would just continue to pay for their gloves on their own. Motion passed 5-0.
- 9. To review and act to pay operations funding pursuant to emergency services provider agreements.** *Mr. Gary Ferguson* made a motion to pay providers. *Mr. Hollis Ulbricht* second the motion. *Mr. Tommy Albert* asked if all contracts have been turned in. Kristin Gunderson stated that we are missing Hempstead, Brookshire, and Pattison. Motion passed 5-0.
- 10. To review and act to revise District budget(s) or provider funding amounts.** *No Action.*
- 11. To receive a report from the District Emergency Service Director on matters affecting the provision of emergency services within the District.** Barry Weinman thanked Tri-County for allowing Pattison to use their pumper while Pattison's was in the shop. *Mr. Weinman* also reported that he is still waiting on a couple of serial numbers for a couple of AEDs' and then they will have the service contract ready. *Mr. Jimmie Orsak* reported that the duty crews have started manning Hempstead, Brookshire, and Prairie View on January 2, 2019 and has heard nothing but good news from the departments. Delta gear has all come in and he plans on rolling out Rolling Hills and Monaville in the next week or so. *Mr. Orsak* has requested to meet with Rolling Hills and Monaville next week prior to their roll out. *Mr. Orsak* also stated that they are running into problems with 800 radios being in the apparatus and available to the duty crews. *Mr. Tommy Davis* is asking who doesn't have the radios available and *Mr. Orsak* stated Waller. *Mr. Tommy Davis* told Gene Schmidt to get it handled.
- 12. To review and take any action necessary on real estate, including but not limited to purchase, sale, encumbrances, platting and acquisition financing.** *Mr. Tommy Albert* asked about status on Hodde & Hodde. Barry Weinman stated that the last time he talked to them they were working on it. *Mr. Tommy Albert* asked what the check is for that he just signed. Kristin Gunderson stated it was for the Prairie View property. *Mr. Tommy Davis* asked Barry Weinman to check on progress of the survey.
- 13. To review and act on fire station construction, modification or repairs, including but not limited to payments, selection of architects or engineers and selection of contractors.**  
*Executive Session*
- 14. To review and act to approve capital acquisitions and appropriate funding thereof, including action on acquisition financing.** Barry Weinman submitted quotes for the rescue tools for Rolling Hills and the concrete slab for Katy Station #6. Barry Weinman suggested getting a contract with TNT to service the rescue tools and Rolling Hills stated that they already have a contract with them. *Mr. Tommy Albert* made a motion to approve the purchase of the rescue tools. *Mr. Hollis Ulbricht* second the motion, which passed 5-0. The concrete slab quote is to replace 66 sq. ft of concrete. *Mr. Tommy Davis* asked what he decided to do with the drain and *Mr.*

Weinman stated to remove it and let it drain out. Mr. Weinman stated that the steel plate is working great and it hasn't gotten worse. Mr. Gary Ferguson stated to wait until it dries up more and see if there is any more damage. Mr. Rick Dalton asked if there is a time limit on the quote. Mr. Tommy Davis said no.

15. **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.** *Executive Session*
16. **To review, discuss and take action on the sale or disposal of surplus and/or salvage property.** Gene Schmidt – Waller VFD wants to get rid of the 2000 Booster (Dodge). Mr. Gary Ferguson stated to get rid of it as they wish since it is their asset.
17. **To review and take action on mutual aid agreements with other jurisdictions and service providers.** Barry Weinman asked Mr. John Peeler about the Fulshear agreement and Mr. Peeler stated that he is still working on it. Mr. Peeler stated that he has spoken to their attorney in regards to the language that needs to be added about reimbursements and their attorney trusts Mr. Peeler to make those changes. Mr. Peeler stated that he will be getting back with him in the next couple of weeks to finish it.
18. **To review and take action on communications matters, including contracting with vendors, and purchasing equipment/licenses/software.** *No Action*
19. **To review and take action on emergency services contracts for 2019, including approving new contracts with volunteer fire departments, municipalities and emergency medical services agencies or extending current contracts for a period of up to 3 months.** *No Action*
20. **To review any and all issues related to coverage of the District by emergency services providers, including, but not limited to funding emergency services, coverage areas, organization/consolidation of providers, or provision of services directly by the District, including hiring personnel, and placement of emergency services facilities, vehicles and equipment.** *Tabled for Executive Session.*
21. **To review and act on any and all matters related to insurance coverage of District operations, property and assets.** Mr. Hollis Ulbricht stated that the fuel tanks at Katy Station #6 are supposed to be barricaded and certain feet away from the building. Barry Weinman cleared the air by stating that it doesn't affect the insurance of the property it only affects the insurance on the tanks themselves. They meet all the requirements of the Harris County Fire Marshall. If you would like to insure the tanks and pumps then it also gives you an Environmental Policy for leaks and then we would have to barricade them and the rest of the things. They could incorporate that into the slab work and put the ballards in while they are pouring the slab. Mr. Tommy Davis told Mr. Weinman to handle everything needed to insure the tanks.
22. **To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers of on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas.**
23. **To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.**

**24. To meet in closed Session pursuant to Government Code §551.074 to discuss personnel matters.** Board left for executive session at 8:10 p.m. and returned from executive session at 8:55 p.m.

**Safe-D Conference Attendees:** Kristin Gunderson read the list of the following people going to Safe-D: *Mr. Tommy Davis, Mr. Tommy Albert, Mr. Gary Ferguson, Mr. Hollis Ulbricht, Mr. Rick Dalton*, Chief Ed Faterkowski, Miki Ellis, Asst. Chief Justin Vollmering, Jimmie Orsak, Barry Weinman and Karl Powitzky. It will be held in Frisco, Texas on Feb. 7-9, 2019. The hotel confirmations will be emailed to all attendees.

*Mr. Tommy Davis* stated to Bo Hashaw that they decided to move forward on the deal and get the paperwork done.

**25. Adjournment.** *Mr. Tommy Albert* made a motion to adjourn at 8:58 PM. *Mr. Rick Dalton* seconded the motion, which passed 5 to 0.

---

Tommy Albert, Secretary/Treasurer