

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, February 12, 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 7:05 p.m. by *Mr. Tommy Davis*. *Mr. Tommy Albert* led the pledge of allegiance and the invocation.
- 2. To receive public comment, including vendors and service providers.** A citizen in the Mallard Crossing subdivision asked to hold off on building the Mallard Crossing station due to the fact that Johnson Development is going to be building more homes and the station would need to be bigger than the original plans. *Mr. Tommy Davis* stated that the commissioners have the blueprints from Johnson Development in hand.
- 3. To review and act on approval of minutes of prior meetings.** *Mr. Tommy Albert* made a motion to approve the minutes. *Mr. Hollis Ulbricht* second the motion, which passed 5-0.
- 4. To receive a report from the Waller County Fire Chiefs' Association.** There wasn't much to report and the questions they do have will be answered by Northwest Communications.

Prosperity – Operations # 1881	\$105,336.68
Prosperity – Tax/Public # 8700	\$41,30.12
FNB – Public Funds # 8084	\$4,880,017.63
Accounts Receivable	\$3,506,393.12
Total Revenue for January	\$2,862,727.96
Total Provider Payments	\$187,915.25
Total District Expenses	\$262,464.02

**Waller-Harris ESD #200
Unpaid Bills
All Dates**

	Date	Amount	Memo/Description
Advanced Rescue Systems	01/25/2019	25,671.00	Rescue Tools - Rolling Hills

Total for Advanced Rescue Systems		<u>\$ 25,671.00</u>	
AFLAC			
	01/26/2019	<u>593.52</u>	Acct#LKG30 - Medical - Katy
Total for AFLAC		\$ 593.52	
AGILITY			
	2/10/2019	<u>\$ 139.52</u>	Vision - Katy
Total for Agility		\$ 139.52	
Allied Breathing Air, LLC			
	02/05/2019	313.78	Air Quality Sample - Tri-County
	02/05/2019	513.00	Air Quality Sample - Waller
	02/05/2019	597.00	Air Quality Sample - Monaville
	2/5/2019	446.00	Air Quality Sample - Prairie View
	02/06/2019	<u>596.96</u>	Air Quality Sample - Pattison
Total for Allied Breathing Air, LLC		\$ 2,366.74	
Access Hose & Ladder Co., Inc.			
	01/28/2019	<u>2,987.70</u>	Annual Ladder & Hose Testing - Tri-County
Total for Access Hose & Ladder Co., Inc.		\$ 2,987.70	
Blue Cross Blue Shield			
	2/1/2019	<u>\$ 12,399.79</u>	Insurance - Katy
Total for Blue Cross Blue Shield		\$ 12,399.79	
Bugs Inc			
	2/4/2019	<u>\$ 135.31</u>	Pest Control - Katy
Total for Bugs Inc		\$ 135.31	
CenterPoint Energy			
	2/27/2019	<u>\$ 217.60</u>	Gas - Katy
Total for Centerpoint Energy		\$ 217.60	
City of Brookshire			
	02/01/2019	<u>1,666.67</u>	Provider Payment - March 2019
Total for City of Brookshire		\$ 1,666.67	
Colorado County Oil Co.			
	01/16/2019	<u>655.36</u>	Katy Station Fuel
Total for Colorado County Oil Co.		\$ 655.36	
Consolidated Communications 800-500-9000			
	02/01/2019	<u>313.25</u>	Internet/Phone - Katy
Total for Consolidated Communications		\$ 313.25	
Coveler & Peeler, P.C.			
	02/05/2019	<u>1,440.98</u>	Professional services rendered in January 2019
Total for Coveler & Peeler, P.C.		\$ 1,440.98	
Delta Industrial Service and Supply			
	01/02/2019	138.95	Suspenders, Dyna-fit, 8 point - Katy
	01/17/2019	55.25	6" Shield - Decal - Katy
	01/18/2019	360.00	Alpha X glove w/ long cuff - Katy
	01/07/2019	1,755.00	Thorogood Boots - Katy
	01/17/2019	5,755.46	Ben 2 LR w/4" Faceshield - Katy
	01/17/2019	806.69	Ben 2 LR Black w/4" Faceshield - Katy
	01/18/2019	135.00	Thorogood Boot 12M - Katy

	01/22/2019	1,320.00	Alpha X Gloves w/ long cuff M,L,XL - Katy
	01/22/2019	120.00	Alpha X Glove XL - katy
	02/04/2019	288.40	Coat Tape Repair - Entire Moisture Barrier - Replace Jacket Velcro - ARWINE
	2/4/2019	105.00	Black Ops Suspenders - Katy
	2/4/2019	1,200.00	Alpha Gloves & Thorogood Boots - Katy
	2/4/2019	<u>1,395.00</u>	Alpha Gloves & Thorogood Boots - Katy
Total for Delta Industrial Service and Supply		\$ 13,434.75	
Edward Jones			
	01/15/2019	<u>2,496.84</u>	457(b) Match January Payroll
Total for Edward Jones		\$ 2,496.84	
Gundersons Bookkeeping LLC			
	02/01/2019	3,000.00	Monthly Bookkeeping
	01/30/2019	151.30	Year End Base - 1099 Mailing
	2/11/2019	<u>137.80</u>	Copy Charges
Total for Gundersons Bookkeeping LLC		\$ 3,289.10	
Metro Fire, Inc.			
	01/16/2019	131.00	Cosmas Java Rubber Boot SZ 5 - Katy
	01/25/2019	<u>586.00</u>	Cosmas Java Rubber Boot - Katy Forestry Hose 1" x 100' - Prairie View
Total for Metro Fire, Inc.		\$ 717.00	
Monaville VFD			
	01/29/2019	3,697.00	Reimbursement Insurance
	02/01/2019	<u>4,575.84</u>	Provider Payment - March 2019
Total for Monaville VFD		\$ 8,272.84	
Mt. Zion Community VF Assoc., Inc.			
	02/01/2019	<u>2,025.00</u>	Provider Payment - March 2019
Total for Mt. Zion Community VF Assoc., Inc.		\$ 2,025.00	
Northwest Communication Inc.			
	01/14/2019	3,447.46	Radios - MIL Trucks
	01/14/2019	<u>718.69</u>	Radio - 2018 Chevrolet (Jimmie Orsak)
Total for Northwest Communication Inc.		\$ 4,166.15	
Pattison Area VFD, Inc.			
	01/13/2019	7,166.00	Reimbursement Ins - Pattison
	02/01/2019	<u>8,037.33</u>	Provider Payment -March 2019
Total for Pattison Area VFD, Inc.		\$ 15,203.33	
PPE Care			
	01/25/2019	913.00	Gear Cleaning, Inspection, Repairs - Rolling Hills
	2/6/2019	<u>462.00</u>	Gear Cleaning, Inspection, Repairs - Rolling Hills
Total for PPE Care		\$ 1,375.00	
Prairie View VF Association, Inc.			
	02/01/2019	<u>4,458.33</u>	Provider Payment - March 2019
Total for Prairie View VF Association, Inc.		\$ 4,458.33	
Prosperity CC			
	1/31/2019	<u>\$ 5,714.30</u>	Barry/Kristin CC

Total for Prosperity CC		\$ 5,714.30	
Red The Uniform Tailor			
	01/11/2019	11.98	Collar pin 1/2 FD - Katy
	01/11/2019	5.99	Collar pin 1/2 FD - Katy
	01/23/2019	134.50	Badge - Katy
	1/30/2019	234.95	TruSpec 24/7 Teflon Coated - Katy
	1/30/2019	<u>137.50</u>	Badge & Fire Truck Seal - Katy
Total for Red The Uniform Tailor		\$ 524.92	
Republic Services			
	01/26/2019	<u>177.70</u>	Trash - Katy
Total for Republic Services		\$ 177.70	
Rick Dalton			
	2/11/2019	<u>\$ 63.16</u>	Reimbursement Meal & Fuel - Safe-D
Total for Rick Dalton		\$ 63.16	
Rolling Hills VFD			
	02/01/2019	4,742.50	Provider Payment - March 2019
	02/06/2019	<u>1,328.45</u>	Reimbursement Light Bar - Tender 51
Total for Rolling Hills VFD		\$ 6,070.95	
Tri-County VFD			
	02/01/2019	7,859.58	Provider Payment - March 2019
	01/15/2019	<u>980.00</u>	Annual Pump Testing - Tri-County
Total for Tri-County VFD		\$ 8,839.58	
Waller County EMS, Inc.			
	02/01/2019	148,500.00	Provider Payment - March 2019
	01/07/2019	<u>1,638.00</u>	Penguin Mgmt - e-Dispatches
Total for Waller County EMS, Inc.		\$150,138.00	
Waller Times			
	1/2/2019	<u>\$ 19.65</u>	Ad - Location of District Admin Office
Total for Waller Times		\$ 19.65	
Waller VFD, Inc.			
	02/01/2019	6,050.00	Provider Payment - March 2019
	02/05/2019	<u>386.59</u>	Insurance Reimbursement WVFD New Truck
Total for Waller VFD, Inc.		\$ 6,436.59	
Wendy Langford			
	3/1/2019	\$ 1,300.00	March Rent
	3/1/2019	<u>\$ 200.17</u>	Electric Bill ESD Admin Office - Jan 2019
Total for Wendy Langford		\$ 1,500.17	
TOTAL		\$284,162.58	

Wednesday, Feb 06, 2019 02:28:03 PM GMT-8

5. **To review and act on properties designated for tax sales by Waller County or Harris County, including action on deeds for same.** *No Action*
6. **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.** Miki Ellis read the financials. *Mr. Tommy Albert* made a motion to accept the financials. *Mr. Hollis Ulbricht* second the motion, which passed 5-0. *Mr. Tommy Albert* made a motion to pay the bills. *Mr. Hollis Ulbricht* second the motion. *Mr. Tommy Davis* asked to check into the vision insurance to make sure that it is accepted in the area. *Mr. Tommy Albert* stated that there have been several people that have used it. Motion to pay bills passed 5-0.
7. **To review and act to pay operations funding pursuant to emergency services provider agreements.** *Mr. Hollis Ulbricht* asked if all contracts have been turned in, specifically Brookshire and Hempstead. Miki Ellis stated that all have been turned in except Brookshire and Hempstead, and she was told to give them another month. *Mr. Tommy Albert* made a motion to pay providers. *Mr. Rick Dalton* second the motion which passed 5-0.
8. **To review and act to revise District budget(s) or provider funding amounts.** *Mr. Tommy Albert* stated that we need to adjust the monthly budget for EMS to add \$6,411.45 for the new part-time paid staff salary and insurance. *Mr. Tommy Davis* asked what her qualifications were and Bo Hashaw stated that she was already on his staff and just moved to that position. *Mr. Tommy Albert* made a motion. *Mr. Rick Dalton* second the motion. *Mr. Hollis Ulbricht* stated that he thought there was only a discussion about it and that it never got voted on. *Mr. Tommy Albert* stated that it was approved in the last meeting, which is in the minutes in the packet that was approved on number 3 above. The motion passed 5-0.
9. **To receive a report from the District Emergency Service Director on matters affecting the provision of emergency services within the District.** Barry Weinman stated that the day crew is going a lot smoother thanks to Jimmie Orsak keeping an eye on things. Prairie View property survey has been completed. The survey has been sent over to the City of Prairie View Council to vote on the plat. The council stated that it didn't make the agenda for this coming Thursday, but it will be added for the next month meeting. Just for informational purposes, the Waller VFD ladder truck will have to go to Ft. Worth for repair to the torq box and a few other minor repairs. It is currently not out of service, but it does need to get repaired. Barry Weinman stated that Waller VFD wants to send 7 firefighters to a training that will be paid by grants.
10. **To review and take any action necessary on real estate, including but not limited to purchase, sale, encumbrances, platting and acquisition financing.** *Move to Executive Session*
11. **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.** *Moved to Executive Session*

12. To review and act to approve capital acquisitions and appropriate funding thereof, including action on acquisition financing. Barry Weinman gave some handouts from Northwest Communications and he asked Kevin from Northwest to address any questions. The quote includes everything except the lift to be used to get to the top of the tower. The items in the quote will allow the pagers to work on the south end of the county about 85-95%. *Mr. Gary Ferguson* asked if this will completely fix the problem. Kevin stated that they will not know exactly how much until they run the test on it. *Mr. Gary Ferguson* asked if the repeater in Hempstead will interfere with the repeater in Pattison and Kevin stated “no” that Pattison will be on a different frequency. The lift will cost around \$120 per day and Kevin stated that it will only be needed for 1 day. *Mr. Gary Ferguson* stated that he don’t see a problem with it, that it just needs to get done. *Mr. Hollis Ulbricht* asked if it will be going on different frequency and Kevin stated “yes” different frequency, but same band. *Mr. Hollis Ulbricht* also asked if the departments will have to have pagers with 2 frequencies on them and Kevin stated “yes”. Bo Hashaw asked if that is going to help EMS and Mr. Weinman stated yes that you will have to take your pagers and get them reprogrammed. Kevin stated that this is the most cost effective way to get the communications up and running. *Mr. Gary Ferguson* asked Kevin if this is his recommendation to fix the paging system, which is the problem we have? Kevin stated “yes”. *Mr. Gary Ferguson* stated that it will not help the radio, just the paging. Kevin stated is all your voice traffic is over the 700 or 800 pagers, then no it will not affect it. *Mr. Gary Ferguson* asked if the testing phase is included in the quote and Kevin stated that is a separate charge. *Mr. Gary Ferguson* asked how much more is going to be added to the current quote? *Mr. Hollis Ulbricht* stated about \$460. Kevin stated that the test would be approximately \$425. *Mr. Gary Ferguson* asked when this could get done? Kevin stated that they can climb the tower at any time, but to save money they requested the lift. To have someone climb the tower will cost more money. Kevin stated that we can provide our own person to climb the tower since they contract that out. *Mr. Gary Ferguson* stated that he don’t care if they use the lift or get someone to climb the tower it just needs to get done. *Mr. Gary Ferguson* made a motion to approve Northwest Communications to complete the work up to \$20,000 and will not have to come for approvals for small monies. *Mr. Hollis Ulbricht* second the motion. *Mr. Tommy Albert* asked what the base station is for? Kevin stated it is the terminal to reach back thru RF to the dispatch. *Mr. Tommy Albert* also asked about the Licensing Fee? Kevin stated that it is for the new frequency. *Mr. Gary Ferguson* asked if this will interfere with the Sheriff’s office dispatch. Barry Weinman said it will not interfere at all and that it will help us. Motion passed 5-0.

Barry Weinman asked about a storage container for Katy station for all of the boxes and tubs that are stacked all around the station. *Mr. Gary Ferguson* said to hold off because he has a container in Stafford that he could possibly donate.

Barry Weinman asked to add 500 gal. skid units to the military trucks for a cost of \$22,000 each so that they can turn into a booster truck. *Mr. Gary Ferguson* stated that the trucks were bought for a specific reason and he would like to see them used for that reason. *Mr. Tommy Davis* stated to let them think about that.

- 13. 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*
- 14. To review, discuss and take action on the sale or disposal of surplus and/or salvage property.** *No Action*
- 15. To review and take action on mutual aid agreements with other jurisdictions and service providers.** *Mr. Tommy Davis* asked if we have all the correct agreements and contracts that we are supposed to have. *Mr. John Peeler* stated that contract and agreement is the same thing. Mutual Aid Agreements between 2 governmental agencies has to fall within the Interlocal Government Cooperation Act. Since this agreement is between Ft. Bend ESD#4 and WHESD#200, it qualifies for the interlocal agreement. *Mr. Peeler* stated now as to having all the contracts you need, I don't know who all you deal with. *Mr. Tommy Davis* stated that he is referring to the big fire a couple of years ago that there couldn't be any reimbursements from FEMA due to the wording in the contracts. *Mr. Peeler* stated that is something that needs to be looked at. The mutual aid agreement presented has the correct wording. The original one that came over from the attorney of Ft. Bend ESD#4 didn't have the FEMA language and *Mr. Peeler* added that in the agreement. *Mr. Peeler* stated that as they review all mutual aid agreements for the correct language, they will look at the contracts as well. *Barry Weinman* stated that Jordan Ranch is what prompted this agreement because Katy is closer. *Mr. Tommy Davis* asked if the district ever received a letter from Katy about the Willow Creek Farms subdivision taxes being taken away from the district. *Mr. Peeler* stated that he will have to check on that. *Mr. Weinman* stated that it was a partial annexation. *Mr. Tommy Davis* stated that they have taken the 911 number and he doesn't recall them notifying us. *Mr. Peeler* stated that if a city is taking over the fire and ems services then it would come out of the district and they would have to notify the district under Chapter 775. *Mr. Weinman* stated that some of the attorneys from the Utility District called him and asked why they weren't responding to calls and Katy was since Katy hasn't met their part of the contract yet. *Mr. Weinman* stated that he hasn't heard back from them since. *Mr. Tommy Albert* made motion to approve the mutual aid between Ft. Bend ESD#4 and WHESD#200. *Mr. Gary Ferguson* second the motion, which passed 5-0.
- 16. To review and take action on communications matters, including contracting with vendors, and purchasing equipment/licenses/software.** *No Action*
- 17. To review and take action on emergency services contracts for 2019, including revisions or amendments.** *Mr. John Peeler* stated that *Mr. Hollis Ulbricht* brought to his attention that Brookshire is no longer a city department. *Mr. Peeler* stated that there are options if the property is owned by the city. The district can either lease the building and equipment from the city and man the fire station or the district can gently knudge the city into getting a contract with their Volunteer Firefighter Association which appears to be a separate entity and may be an illegal entity. *Mr. Peeler* stated to let them know which direction they want to go. He also stated that he got an email from the attorney for the city and was very clear that the station belonged to the city.
- 18. 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. *No Action*

- 19. To review and act on any and all matters related to insurance coverage of District operations, property and assets.** *Mr. Tommy Albert* stated that whenever we receive a reimbursement request, we are only receiving an invoice. He is requesting each department to list each item that is insured with VFIS and turn into Miki within the next month. Then the following month an insurance rep and Barry will travel to each department to make sure everything is insured. *Mr. Tommy Albert* also stated that the boat the district paid for Tri-County was never insured. Mark Schaffer stated that he was told that if the motor is 100hp or less that the boat falls under the general liability insurance. *Mr. Gary Ferguson* stated that the district requires the certificate of insurance for loss/payee.
- 20. 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.** *No Action*
- 21. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.** *No Action*
- 22. To meet in closed Session pursuant to Government Code §551.074 to discuss personnel matters.** Board left for executive session at 8:06 p.m. and returned from executive session at 9:00 p.m.
- 11. To review and act on fire station construction, modification or repairs, including but not limited to purchase, sale, encumbrances, platting and acquisition financing.** *Mr. Tommy Davis* stated that Mr. Weinman has a set of drawings from Johnson Consulting of the new subdivision and is going to try to acquire some more property.
- 23. Adjournment.** *Mr. Rick Dalton* made a motion to adjourn at 9:05 PM. *Mr. Tommy Albert* second the motion, which passed 5 to 0.

Tommy Albert, Secretary/Treasurer