

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 12, 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, 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: 7:03 p.m. by *Mr. Tommy Davis*. *Mr. Albert* led the pledge of allegiance and Prairie View VFD Chief Frank Jackson led the invocation.
- 2. To receive public comment, including vendors and service providers.** The City of Pattison Mayor, Mr. Joe Garcia apologized for missing last month's meeting. Mr. Garcia stated he had a prior engagement and was not able to attend, but today he would like to reiterate that there is a need for a second ambulance on the South end of Waller County. Mr. Garcia stated that on May 14, 2018 he attended a meeting with Royal ISD and presented to the Board a copy of the meeting minutes, where there was a resolution adopted asking for a second ambulance. Mr. Garcia would like to see a workshop put together to further discuss the additional ambulance. Mr. Garcia also stated that he would like to see more information on the Waller-Harris ESD 200 website about the reports from Waller EMS as to better understand the Boards decision in not adding the second ambulance on the South end of Waller County at this time.

The Prairie View VFD Assistant Chief Vedron Bordeaux stated he had three items to share with everyone. 1) On August 25, 2018 at 6 pm Prairie View will be hosting the Red & White Ball and would like for everyone to partake in the event. 2) Graduation for the Prairie View Fire Fighter class will be on July 14, 2018 @ 10 am in the MSC Bldg. on the second floor. Mr. Bordeaux extended an invitation to all the Board Members to join. 3) Mr. Bordeaux stated he had the opportunity to attend the Fire Chief Meeting held at the Waller VFD Station last Thursday. Mr. Bordeaux would like to commend Waller VFD Fire Chief Gene Schmidt for taking the initiative to keep staff going at the station. Mr. Bordeaux would also like to commend Michael & Christina Mathes along with the others that staffed the station. They don't have to be there but they are there for the City's protection. May God Bless you.

Mr. Brian Roland with The City of Prairie View stated he would like to thank the Board for coming and would like to welcome all to come back and visit anytime.

Mr. Zack Hicks, a resident of Waller County stated he would like to commend Waller VFD for the assistance received at their time of need. Mr. Zack's future mother in law had a house that

needed to be torn down and one of his family members had the idea of providing the VFD the opportunity to do some live training. Mr. Hicks stated that the most polite and professional staff and it was a pleasure to be able to get the help they needed while being able to help the Fire Fighters get some needed training.

Brian Cantrell, Waller Co Fire Marshall, stated he was asked to write a letter about Hurricane Harvey. The Texas Division of Emergency Management asked for him to write a letter about one of the Fire Departments that stood out for their work during Harvey. He stated that all thought it was a tough decision to choose one particular department. Pattison Area VFD was chosen and received an award for Waller County.

Mr. Robert Washington, a resident of Prairie View stated he stopped by the Prairie View VFD and was surprised that there was no one there. Mr. Washington stated he did not realize that this was just a Volunteer Fire Station and that there is no one there full time. Mr. Washington asked the Board when or if there will be a full time manned station.

3. **To review and act on approval of minutes of prior meetings.** *Mr. Albert* made a motion to approve the minutes as presented. *Mr. Hargrave* seconded the motion, which passed 4 to 0.
4. **To receive a report from the Waller County Fire Chief's Association.** Pattison Area VFD Fire Chief Hollis Ulbricht stated that between the Chiefs and *Mr. Tommy Albert*, they have come up with a plan about training that everyone can live with. Details are under agenda 11.
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 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 *Mr. Hargrave* seconded the motion, which passed 4 to 0. *Mr. Albert* made a motion for the District bills to be paid and to authorize Mrs. Guel to set up automatic bank draft for the Katy Station Centerpoint Energy bill. *Mr. Ulbricht* seconded the motion, which passed 4 to 0. *Mr. Davis* requested that *Mr. Albert* check in on the interest rates the Board currently has with the banks. It is in his understanding that interest rates have changed and he would like to make sure everything is in order with the bank accounts.

Prosperity – Operations # 1881	\$38,604.55
Prosperity – Tax/Public # 8700	\$41,276.06
FNB – Public Funds # 8084	\$5,869,325.83
Accounts Receivable	\$500,374.08
Total Revenues for May	\$90,220.19
Total Provider Payments	\$172,289.84
Total District Expenses	\$176,510.86

Vendor	Date	Memo	Open Balance
Adp	5/25/2018	Payroll Fees	\$423.60
Advanced Rescue Systems	05/29/2018	Inv #5018	25,421.00
AFLAC	06/01/2018	Inv #750429	662.18
Agility	06/10/2018	Dental for Paid FF	219.60
Allied Breathing Air, LLC	05/18/2018	Inv #20180414 - Pattison	513.00
Allied Breathing Air, LLC	05/18/2018	Inv #20180413 - Monaville	302.78
Allied Breathing Air, LLC	05/18/2018	Inv #2018016 - Prairie View	350.75
Allied Breathing Air, LLC	05/21/2018	Inv #20180420 - Tri-County FD	513.00
Allied Breathing Air, LLC	05/21/2018	Inv #20180421 - Waller VFD	406.75
Blue Cross Blue Shield	06/02/2018	Acct #216830	15,597.86
City of Brookshire	06/01/2018	Provider Payment - July 2018	1,375.00
Colorado County Oil Co.	05/16/2018	Inv #361987	1,013.48
Consolidated Communications	06/01/2018	Acct #281-574-5606/0	296.36
Coveler & Peeler, P.C.	06/06/2018	Professional services rendered in May 2018	1,515.28
Edward Jones	06/01/2018	May Payroll	3,639.43
Gundersons Bookkeeping LLC	06/01/2018	Inv #1820 - June Bookkeeping	3,000.00
Gundersons Bookkeeping LLC	06/11/2018	Inv #1829 - Copies	64.86
Harris-Galveston Subsidence District	05/15/2018	Fee #293859 Well #7671	22.00
Harris Co Appraisal Dist	05/17/2018	Inv #PS118001471 - 3rd Qtr Assessment	2,876.00
Metro Fire, Inc.	05/09/2018	Inv #123958-1 - Foam Pail Wrench & Brush Brooms	200.00
Monaville VFD	06/01/2018	Provider Payment - July 2018	5,221.67
Mt. Zion Community VF Assoc., Inc.	06/01/2018	Provider Payment - July 2018	2,025.00
Municipal Emergency Services	05/05/2018	Inv #IN1224784 - Hydrotesting	1,026.70
Municipal Emergency Services	05/10/2018	Inv #IN1226247 - Cylinder Valve Repair	184.50
Municipal Emergency Services	05/10/2018	Inv #IN1226239 - Gas Detection Maintenance	95.00
Municipal Emergency Services	05/24/2018	Inv #IN1230071 - 64 - Silv-Ex Foam - 5 Gal	5,531.52
Pattison Area VFD, Inc.	06/01/2018	Provider Payment - July 2018	8,037.33
PPE Care	06/06/2018	Inv #662018D - Katy Station Gear Repairs	381.00
Prairie View VF Association, Inc.	05/02/2018	Reimb for Lawn Service on Lots	100.00
Prairie View VF Association, Inc.	06/01/2018	Provider Payment - July 2018	4,096.67
Republic Services	05/26/2018	Acct #3-0853-0092650	149.56
Rodney Crosby	06/01/2018	Inv #147 - Provider Training	2,450.00
Rolling Hills VFD	06/01/2018	Provider Payment - July 2018	4,742.50
Rolling Hills VFD	06/07/2018	Reimb for MES Inv #IN1210097 - Service on Rescue Tools	1,080.00
Rolling Hills VFD	06/07/2018	Reimb for VFIS Inv#s 42447 & 42643	3,644.00
Safe-D	05/16/2018	Membership Renewal	1,100.00
Texas Mutual Insurance Co.	05/23/2018	Inv #1000279923	10.00
Tri-County VFD	05/10/2018	Reimb for VFIS Inv #42465	5,787.00
Tri-County VFD	06/01/2018	Provider Payment - July 2018	6,466.67
Tri-County VFD	06/06/2018	Reimb for VFIS Inv #43078	2,218.00
Tri-County VFD	06/07/2018	Reimb for Waller EMS Inv #1595	550.00

Waller Co Appraisal District	05/14/2018	2018 3rd Qtr Payment	17,454.75
Waller County EMS, Inc.	06/01/2018	Provider Payment - July 2018	135,000.00
Waller County Sheriff's Office	06/11/2018	Assist with Part Time Dispatch Servies	10,000.00
Waller VFD, Inc.	06/01/2018	Provider Payment - July 2018	5,325.00
Waller VFD, Inc.	06/05/2018	Reimb for VFIS Inv #42446	6,749.00
Waller VFD, Inc.	06/05/2018	Reimb for Training Exp. - Tyler Willis - Fire Service Instructor	234.07
Waller VFD, Inc.	06/05/2018	Reimb for Training Exp. - Kyle Friedel - Fire Service Instructor	120.99
Waller VFD, Inc.	06/05/2018	Reimb for Training Exp. - Kyle Friedel - Hazard Material	24.32
Waller VFD, Inc.	06/05/2018	Reimb for Training Exp. - Joshua Hahn - Fire Investigator	746.89
Waller VFD, Inc.	06/05/2018	Reimb for Training Exp. - Joshua Hahn - Fire Instructor	395.91
Waller VFD, Inc.	06/05/2018	Reimb for Training Exp. - Michael Mathes - Arson Investigator	912.09
Wendy D. Langford	06/01/2018	Elect Bill for April 2018	138.81
Wendy D. Langford	06/01/2018	RENT - July 2018	1,400.00
Total Expenses			<u>291,811.88</u>

Katy Station Expenses from Budget List

Vendor	Date	Description	Amount
Opening Balance		Opening Balance	\$120,000.00
Fast Signs	5/10/2017	Waller/Harris ESD 200 Future Fire Station 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 Infiltr Gauge	\$66.46
Katy Hardware	9/4/2017	Trash bags, primer spray, truckwash, screws, coupler plug, blowgun, squeegee & 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 & Nozzle	\$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 Commission 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
O'Reilly Auto Parts	12/14/2017	Nozzle	\$79.99
Northern Tool	12/28/2017	BTU Kerosene Heater	\$289.99
Centerpoint Energy	02/06/2018	Account Registration	\$102.75
Harris County Permit	02/09/2018	Well Permit	\$200.00
A-1 Security Cameras	02/20/2018	Supplies for Cameras	\$391.65
Buddy P Plumbing, LLC	4/10/18	Air Piping, Gas Piping, Hookup generator and install 2 regulators	\$6,000.00
Lowe's	4/25/18	Washing Machine & Hoses	\$784.25
		Remaining Balance	\$16,986.17

7. **To review and discuss appraisal values of the District and authorize counsel to prepare and publish Effective Tax Rate Notice.** Mr. John Peeler stated that the numbers have not yet come in, but would like to get authorization to calculate the numbers as soon as they come in. *Mr. Ulbricht* made a motion to authorize Mr. Peeler to calculate the Tax Rate and post it as soon as all the numbers come in. *Mr. Hargrave* seconded the motion, which passed 4 to 0.
8. **To review and act to pay operations funding pursuant to emergency services provider agreements.** *Mr. Albert* made a motion to pay the service providers if they have turned in their reports. *Mr. Ulbricht* seconded the motion, which passed 4 to 0.
9. **To receive report(s) from property tax review consultant.** No Action.
10. **To review and take action to engage the services of a grant-writing consultant.** Mr. Weinman stated that they are still working on a plan and need to get everything in order before applying for the grant.
11. **To review and take action to approve first responder training programs, including funding for same.** *Mr. Albert* stated that the request received by Monaville VFD and Tri-County FD are what needs to be submitted before any outside training is done if the department will be seeking reimbursements. *Mr. Albert* also stated that at the last chiefs meeting it was discussed that all departments would do in-house training and request grants to help cover the costs. If an outside instructor is required a request would be submitted to the Board for approval prior to the classes being taken. *Mr. Albert* made a motion to approve the training request by Monaville VFD and Tri-County FD. *Mr. Hargrave* seconded the motion, which passed 4 to 0.
12. **To review and act to revise District budget or provider funding amounts.** New Rolling Hills Fire Chief requested to transfer money in the budget from Fire Prevention (\$1000), Accounting & Bookkeeping (\$1500), and Fire Equipment Purchases (\$550) to Apparatus Repairs (\$2500) and Firefighters Repair & Maintenance (\$550). *Mr. Albert* made a motion to approve the budget transfer request by Rolling Hills VFD. *Mr. Ulbricht* seconded the motion, which passed 4 to 0.
13. **To receive a report from the District Emergency Services Director on matters affecting the provision of emergency services within the District.** Mr. Weinman stated that he has received multiple calls from homeowners wanting to know why their insurance is so high. Mr. Weinman stated that he has gotten with Captain Jimmie Orsak and they have spoken with the ISO Department and would like to request an audit to be able to bring the ISO Rating down.

Mr. Weinman stated that he would like to remind all the chiefs hurricane season is upon us and make sure everyone is ready.
14. **To review and take any action necessary on real estate, including but not limited to purchase, sale, encumbrances, platting and acquisition financing.** No Action.
15. **To review and act on fire stations construction, modification or repairs, including but not limited to payments, selection of architects or engineers and selection of contractors.** No Action.
16. **To review and act to approve capital acquisitions and appropriate funding thereof, including action on acquisition financing.** Mr. Weinman stated that the Board requested him to

look into the purchase of laptops for each Board Member. Mr. Weinman stated that he, Fire Fighter Dustin Orsak and Fire Fighter Joseph Nguyen did some research and Mr. Dustin Orsak would like to present to the Board a presentation of their findings. *Mr. Albert* made a motion to approve the purchase of six laptops at \$299.00 each, one for each of the five Commissioners and one for the City of Hempstead FD. *Mr. Ulbricht* seconded the motion, which passed 4 to 0.

Mr. Weinman stated that he got an estimate from Northwest Communications to be able to patch in with the paging system and The City of Brookshire, so that everyone can be able to communicate with each other within the District. The City of Brookshire has already begun to get things taken care of on their end. This estimate from Northwest Communications is for the things needed to be done on our end to get patched in. *Mr. Albert* made a motion to approve the estimate with Northwest Communication. *Mr. Hargrave* seconded the motion. *Mr. Ulbricht* wanted to know what the total cost of this project will be. Motion Failed

Mr. Weinman stated that it has been two years since gear was last ordered for the Volunteer Fire Fighters. Mr. Weinman stated that he got with all the Chiefs and as of today there are 93 sets needed. Mr. Weinman stated that he looked into the cost of the gear and off the shelf gear is about \$1,000.00 cheaper. *Mr. Albert* made a motion to authorize Mr. Weinman along with the discretion of the Fire Chiefs on who will get custom or off the shelf gear. *Mr. Ulbricht* seconded the motion, which passed 4 to 0.

Mr. Weinman stated that there are several items that need to be purchased, but cannot order until there is prior approval from the Board. For example, City of Brookshire needed 10 sets of new gloves due to the existing ones being ruined when they had to remove a swollen deceased body from a home. Mr. Weinman suggested that a \$10,000.00 budget be approved for him to be able to order or purchase items needed in between meetings. *Mr. Albert* made a motion to approve a \$10,000.00 purchasing limit for Mr. Weinman to purchase consumable items needed by the Departments as long as a spending report is turned in each month. *Mr. Ulbricht* seconded the motion, which passed 4 to 0.

Mr. Albert made a motion to purchase some High Water Vehicles not to exceed \$20,000.00. *Mr. Ulbricht* seconded the motion, which passed 4 to 0.

- 17. 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.** Table to Executive Session.
- 18. To review and take action to engage payroll or other human resources services.** No Action.
- 19. To review, discuss and take action for the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code 775.251.** No Action.
- 20. To review and take action on mutual aid agreements with neighboring districts and service providers.** No Action.
- 21. To review, and take action on communications matters, including contracting with vendors and purchasing equipment/licenses/software.** *Mr. Albert* asked Mr. Weinman if the Katy

Station 6 system has been fixed. Mr. Weinman stated that it has been a year and they have had nothing but issues with the system. *Mr. Albert* requested Mr. Weinman to get a quote from Northwest Communications to get the system fixed.

- 22. To meet in Executive Session pursuant to Government Code Sections 551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or 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 8:04 pm and returned from executive session at 8:49 pm.
 - 14. To review and take any action necessary on real estate, including but not limited to purchase, sale, encumbrances, platting and acquisition financing.** *Mr. Ulbricht* made a motion for Mr. Weinman to bring back some preliminary information about the sale of District Property in the City of Waller. *Mr. Hargrave* seconded the motion, which passed 4 to 0.
 - 17. 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.
- 25. Adjournment.** *Mr. Ulbricht* made a motion to adjourn at 8:51 PM. *Mr. Hargrave* seconded the motion, which passed 4 to 0.

Tommy Albert, Secretary/Treasurer