



## Waller-Harris Emergency Service District 200

540 Ellen Powell  
Prairie View, Texas 77445-8000  
936-372-8084

The Board of Commissioners of Waller-Harris Emergency Services District 200 (*the District*) met in a meeting, open to the public, at WHESD200 Station 81/District Administration Building located at 540 Ellen Powell, Prairie View, Texas 77455 on June 17, 2025 at 5:30 P.M.

### Commissioners

<b>Brenda Bundick</b>	<b>Present</b>
<b>Ann Saunders</b>	<b>Present</b>
<b>Melinda Hashaw</b>	<b>Present</b>
<b>Sherry Whiteley</b>	<b>Present</b>
<b>Brian Davis</b>	<b>Present</b>

Also present, Acting Fire Chief Will McDugle, Assistant Chief James Jones, Division Chief Joseph Nguyen, Administrative Director Lisa Denecamp, Administrative Manager Julia Peterson, Dwayne Hajek, and Jimme Orsak.

1. **Call meeting to order.** The meeting was called to order by President Bundick at 5:30 P.M.
2. **Pledge of Allegiance.** The pledge of allegiance was conducted by Commissioner Davis.
3. **Invocation.** President Bundick gave the invocation.
4. **To receive public comment.** President Bundick asked if anyone signed up for Public Comments. There were no public comments.
5. **To receive the financial report from the District Bookkeeper.** Administrative Director Lisa Denecamp presented the District's financials. Ms. Denecamp went over the property tax deposits and bank statements. Commissioner Whiteley made a motion seconded by Commissioner Hashaw to approve the financial report as presented. No action was taken. For more detailed information concerning the District's financial condition, see the financial reports on file with the District.
6. **Consent Agenda.** President Bundick asked if any items needed to be removed from the consent agenda to the non-consent agenda. No items were removed from the consent agenda. President Bundick asked if the Commissioners reviewed the consent agenda items and had any questions. Commissioner Saunders made a motion seconded by Commissioner Whiteley to approve the consent agenda items: meeting minutes for May 13, 2025 and May 20, 2025, approve the financial report, payment of all bills and a proposal from Alpha Elite for two forcible entry doors for twenty-three thousand three hundred and fifty dollars (\$23,350.00) that was budgeted. After discussion, President Bundick called for a vote and the vote passed 5-0.
7. **Non-Consent Agenda.** There were no non-consent agenda items.
8. **To receive a presentation from VFIS regarding District's insurance policy and take any necessary action.** The Board heard from VFIS regarding the District's policy and amendments. Commissioner Davis made a motion seconded by Commissioner Whiteley to approve the VFIS policy as presented with the amendments. After discussion, President Bundick called for a vote and the vote passed 5-0.
9. **To review, discuss and take action regarding payment to District providers.** The Provider reports were given to the Commissioners. All providers submitted their reports. Commissioner Hashaw made a motion seconded by Commissioner Davis to approve payment to all providers. After discussion, President Bundick called for a vote and the vote passed 4-0 with President Bundick abstaining.

**10. To review, discuss and take action on hiring an HR company for the District.** Commissioner Whiteley made a motion seconded by Commissioner Saunders to approve Acting Chief Will McDugle and Administrative Director Lisa Denecamp final authorization of hiring an HR company pending final legal review of contract. After discussion, President Bundick called for a vote and the vote passed 5-0.

**11. To review, discuss and take action on Request for Proposal for Bookkeeping Services.** Acting Fire Chief Will McDugle informed the Board that the District received three proposals including Better Bookkeepers, Clarity Consulting and RIT Financial. Chief McDugle informed the Board based on the scoring criteria, his recommendation would be Better Bookkeepers. Commissioner Davis made a motion seconded by Commissioner Hashaw to approve the recommendation of Better Bookkeepers pending final review and legal review. After discussion, President Bundick called for a vote and the vote passed 5-0.

**12. To review, discuss and take action on matters related to construction, renovation, repair, maintenance and improvements to District facilities and real property, including engagement of design professionals or engineering services, selection of builders/contractors and cooperation with other county entities regarding the development of stations, including action on construction financing.** Ricardo Martinez from Martinez Architects presented his report to the Board. Regarding Station 71 Mr. Martinez presented Structura's final invoice of two hundred and forty-one thousand three hundred and fifteen dollars and sixty cents (\$241,315.60). Mr. Martinez informed the Board that he would be going out for bids for the tank at Station 71. A civil engineer is looking into getting on the public water system. Currently the fire suppression system is looking to be about one hundred thousand dollars (\$100,000). Mr. Martinez stated that it will be either an eight (8) or twelve (12) inch link to tap into the domestic water and will talk to the MUD to see how much the MUD fees will be along with any design fees. Regarding Station 72 renovation, Mr. Martinez stated that he received two (2) qualified bids back and, based on the scoring criteria, Law Construction was selected as the CMAR. Mr. Martinez informed the Board for the Project, it will be a sum of two million five hundred and eighty-five thousand dollars (\$2,585,000.00). Mr. Martinez informed the Board that there are two options for a generator, a propane or a diesel. Regarding Station 43, Mr. Martinez presented pay application two (2) to Construction Masters for ninety thousand six hundred and fifteen dollars and sixty-two cents (\$90,615.62). The Board discussed the groundbreaking for Station 43. The Board by unanimous consent selected July 16, 2025 at 5:30pm as the date for the groundbreaking for Station 43. Chief McDugle presented to the Board repairs to Station 11 for a total of twenty-two thousand four hundred and fifty-seven dollars (\$22,457). Chief McDugle informed the Board that the City of Hempstead agreed to pay half. Commissioner Davis made a motion seconded by Commissioner Saunders to approve Law Construction as the CMAR for Station 72 renovation, and approve the lump sum of two million five hundred and eighty-five thousand dollars (\$2,585,000.00) for Station 72 and a propane generator for Station 72 for two hundred and sixty-five thousand dollars (\$265,000). After discussion, President Bundick called for a vote and the vote passed 5-0. Commissioner Saunders made a motion seconded by Commissioner Whiteley to approve a payment to Structura for one hundred and twenty-five thousand dollars (\$125,000) out of the two hundred and forty-one thousand three hundred and fifteen dollars and sixty cents (\$241,315.60) and negotiate release of all liens. After discussion, President Bundick called for a vote and the vote passed 5-0. Commissioner Saunders made a motion seconded by Commissioner Hashaw to approve pay application two (2) to Construction Masters for ninety thousand six hundred and fifteen dollars and sixty-two cents (\$90,615.62). After discussion, President Bundick called for a vote and the vote passed 5-0. Commissioner Saunders made a motion seconded by Commissioner Whiteley to approve the change order of the generator for Station 43 to natural gas. After discussion, President Bundick called for a vote and the vote passed 5-0. Commissioner Davis made a motion seconded by Commissioner Hashaw to approve a two hundred and seven thousand dollars (\$207,000) change order allowance to Chief McDugle and/or Dwayne Hajek. After discussion, President Bundick called for a vote and the vote passed 5-0. Commissioner Whiteley made a motion seconded by Commissioner Davis to approve emergency repairs to Station 11 for eleven thousand two hundred and twenty-eight dollars and fifty cents (\$11,228). After discussion, President Bundick called for a vote and the vote passed 5-0.

**13. To receive a report from Waller EMS and take any necessary action.** Chief of Waller EMS Rhonda Getschman presented her report. Chief Getschman presented that there were seven hundred and three (703) calls for the month of May with twenty-five (25) postings. There were three (3) air medicals. The average response time was ten minutes and forty-eight seconds (10:48). There were four (4) full days of EPOC training. There were six (6) new protocols pushed out by Dr. Buzzard in three (3) days. No action was taken.

**14. To receive a report from the Chief/Director of Emergency Services and command staff and take any necessary action related thereto including any needed maintenance, replacements, improvements related to the District's operations, apparatus, equipment, vehicles, training, and testing.** Assistant Chief James Jones presented to the Board that there were over two thousand (2000) hours of training. Chief Jones informed the Board that there were live burns for all shifts and will be doing a live burn for volunteers soon. Chief Jones stated there were four hundred and sixty-one (461)

calls for the month and two thousand three hundred and twenty-three calls (2,323) year to date. Chief Jones informed the Board that there were three (3) new firefighters who will be starting within the week. Testing will be conducted for driver operator and part-time firefighters. Division Chief Joseph Nyguen will be working with dispatch on question and answers. Administrative Director Lisa Denecamp introduced the new Administrative Assistant Sarah Lawrence to the Board. Chief Will McDugle asked the Board if Station 43 could be staffed during the day in order to put it in the District's Budget by July 1, 2025. Commissioner Davis made a motion seconded by Commissioner Whiteley to approve staffing during the day at Station 43. After discussion, President Bundick called for a vote and the vote passed 5-0. Chief McDugle presented to the Board a proposal from Get RX'D for twenty-two thousand four hundred and forty-one dollars and ninety-three cents (\$22,441.93) for gym equipment. Commissioner Davis made a motion seconded by Commissioner Hashaw to approve the proposal from Get RX'D for twenty-two thousand four hundred and forty-one dollars and ninety-three cents (\$22,441.93) for gym equipment. After discussion, President Bundick called for a vote and the vote passed 5-0. Commissioner Whiteley made a motion seconded by Commissioner Saunders to approve the use of non-members in District vehicles to and from District business within reason with staff. After discussion, President Bundick called for a vote and the vote passed 5-0. Chief McDugle presented a proposal from Siddons Martin to repair Engine 71 for six thousand six hundred and fifty-three dollars and ninety-eight cents (\$6,653.98). Chief McDugle presented a proposal from Silsbee Ford for a 2024 Ford F150 Responder through TIPS for forty-nine thousand two hundred and thirty-nine dollars and seventy-five cents (\$49,239.75). Chief McDugle presented a proposal from Ultimate Lighting Solution to upfit the 2024 Ford F150 Responder for thirty-two thousand five hundred and fifty-five dollars and twelve cents (\$32,555.12) and to upfit lights and graphics for twelve thousand three hundred and forty-nine dollars and thirty-four cents (\$12,349.34). Commissioner Davis made a motion seconded by Commissioner Hashaw to approve the proposals from Siddons Martin, Silsbee Ford and Ultimate Lighting Solution. After discussion, President Bundick called for a vote and the vote passed 5-0. Chief McDugle discussed with the Board setting up a budget workshop with Commissioners. The Commissioners set a workshop for July 15, 2025 at 4:30pm to discuss the 2026 Budget.

**15. To receive and act to approve the purchase, funding, financing and payment for capital assets, including construction, vehicles, fire-fighting apparatus and equipment and for non-capital items and expenses.** Chief McDugle presented to the Board a need for additional funding for Station 72 to cover additional costs and for the purchase of a Side Mount Pumper for Station 43 in the amount of three million three hundred and fifty-three thousand eight hundred and fifty dollars and nine cents (\$3,353,850.09). Commissioner Saunders made a motion seconded by Commissioner Davis to approve legal counsel for going out to an RFP for a loan in the amount of three million three hundred and fifty-three thousand eight hundred and fifty dollars and nine cents (\$3,353,850.09) for additional funding for Station 72 and the purchase of a Side Mount Pumper for Station 43. After discussion, President Bundick called for a vote and the vote passed 5-0.

**16. To review, discuss and take action on Fire Billing and EMS Billing.** Commissioner Whiteley made a motion seconded by Commissioner Saunders to approve EMS Billing for services with Emergicon for the District. After discussion, President Bundick called for a vote and the vote passed 5-0.

**17. To review, discuss and take action on approval and posting of a Division Chief of Training and Mechanic.** Commissioner Saunders made a motion seconded by Commissioner Davis to approve the posting of a Division Chief of Training and Mechanic. After discussion, President Bundick called for a vote and the vote passed 5-0.

**18. To review and act on records management issues, including records management policies, personnel, procedures, schedules and disposition of documents in accordance with applicable statutes and Texas State Library and Archives Commission guidelines.** Legal Counsel Krystine Ramon presented to the Board that the District must have on file with the Texas State Library and Archives Commission a policy of their records management program and designate by resolution a Records Management Officer and a Records Liaison Officer. Ms. Ramon recommended that the Records Management Officer be the Board Secretary and the Records Liaison Office be an employee. Commissioner Saunders made a motion seconded by Commissioner Whiteley to approve the records management policy as presented and approve Board Secretary Melinda Hashaw as the Records Management Officer and Administrative Director Lisa Denecamp as the Records Liaison Officer. After discussion, President Bundick called for a vote and the vote passed 5-0.

**19. To review and discuss 2025 Tax Setting.** Legal Counsel reviewed the upcoming tax setting procedures with the Board. No action was taken.

**20. To review, discuss and take action for the sale or disposal of obsolete surplus and/or salvage property pursuant to Texas Health and Safety Code §775.0735.** Commissioner Saunders made a motion seconded by Commissioner Hashaw to designate a 20024 Dodge D-Cab Pickup as surplus and place on an auction site for sale. After discussion, President Bundick called for a vote and the vote passed 5-0.

**21. To approve contracts with District Providers, including Fire and EMS.** Commissioner Saunders made a motion seconded by Commissioner Hashaw to approve the 2025 provider contracts for Fire and EMS. After discussion, President Bundick called for a vote and the vote passed 4-0 with President Bundick abstaining.

**22. To receive any committee reports and take any necessary action related to the reports.** No action was taken.

**23. To review, discuss and take action to schedule future District meeting(s).** The next regular meeting is scheduled for July 15, 2025 at 5:30 P.M. and a Budget workshop on July 15, 2025 at 4:30 P.M.

**24. To meet in Closed Session pursuant to Government Code section 551.071 to consult with legal counsel.** The Board chose to enter closed session pursuant to Government Code section 551.071 to consult with legal counsel at 7:28 P.M. and came out of closed session at 9:03 P.M.

**25. To meet in Closed Session pursuant to Government Code section 551.072 to deliberate regarding real estate matters.** The Board chose not to enter closed session pursuant to Government Code section 551.072 to discuss real estate matters.

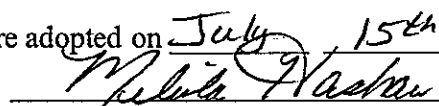
**26. To meet in Closed Session pursuant to Government Code section 551.074 to discuss personnel matters.** The Board chose not to enter closed session pursuant to Government Code section 551.074 to discuss personnel matters.

**27. To review, discuss and take action regarding real estate.** No action was taken.

**28. To review and act on personnel issues.** No action was taken.

**29. Adjournment.** President Bundick asked if there was any further business that needed to be discussed. There being no further business, President Bundick adjourned the meeting at 9:09 P.M.

These minutes were adopted on July 15<sup>th</sup>, 2025 by a vote of 5 to 0

  
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Melinda Hashaw – Secretary