



## 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 November 18, 2025 at 5:30 P.M.

### Commissioners

<b>Brenda Bundick</b>	<b>Present</b>
<b>Deena Elliott</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, Fire Chief Will McDugle, Assistant Chief James Jones, Division Chief Joseph Nguyen, Administrative Director Lisa Denecamp 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.** Commissioner Bundick gave the invocation.
4. **To receive public comment.** President Bundick asked if anyone signed up for Public Comments. Jared with HCA Air Life informed the Board that the helipad opened on November 4, 2025 and will have a grand opening on December 4, 2025.
5. **To receive the financial report from the District Bookkeeper.** Christina Moore with Better Bookkeepers went over the financial report, including the property tax deposits, bank statements and sales tax. No action was taken.
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 Davis made a motion seconded by Commissioner Hashaw to approve the consent agenda items: meeting minutes for October 7, 2025, approve the financial report, payment of all bills as presented and approval. After discussion, President Bundick called for a vote and the vote passed 4-0 with Commissioner Bundick abstaining.
7. **Non-Consent Agenda.** There were no non-consent agenda items.
8. **To review, discuss and take action regarding payments to District Providers.** The Provider reports were given to the Commissioners. All providers submitted their reports. Commissioner Whiteley 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.
9. **To review and act on amendments/revisions to the District 2026 budget(s).** Fire Chief Will McDugle presented budget amendments to the 2026 budget including changing the stipend amount for volunteers and reallocating the sale amount from Porter Rd. Commissioner Davis made a motion seconded by Commissioner Whiteley to approve the 2026 amended budget as presented. After discussion, President Bundick called for a vote and the vote passed 4-0 with President Bundick abstaining.

**10. To approve a food stipend of \$150 per station for Thanksgiving and Christmas.** Commissioner Davis made a motion seconded by Commissioner Whiteley to approve a \$200 food stipend per station for Thanksgiving and Christmas. After discussion, President Bundick called for a vote and the vote passed 5-0.

**11. To review, discuss and take action on authorizing HdL to obtain certain information on its behalf from the Texas Comptroller of public Accounts.** Legal counsel Krystine Ramon presented an authorization form to allow HdL to obtain certain information regarding sales tax matters. Ms. Ramon stated this is a form that must be signed each year. Commissioner Whiteley made a motion seconded by Commissioner Davis to approve authorizing HdL to obtain certain information on its behalf from the Texas Comptroller of public Accounts. 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.** Chief Will McDugle presented to the Board an update regarding construction. Regarding Station 72, the district received the AC unit and the project is moving along. Chief presented pay application number four (4) for Station 72 for three hundred and five thousand seven hundred and sixty seven dollars and ninety five cents (\$305,767.95) to Law Construction. Commissioner Davis made a motion seconded by Commissioner Whiteley to approve pay application number four (4) for three hundred and five thousand seven hundred and sixty seven dollars and ninety five cents (\$305,767.95) to Law Construction. After discussion, President Bundick called for a vote and the vote passed 5-0. Regarding Station 43, the roof has been placed on the bay. Chief presented pay application number seven (7) for nine hundred and eighty four thousand one hundred and thirty one dollars and thirty five cents (\$984,131.35) to Construction Masters of Houston for Station 43. Commissioner Davis made a motion seconded by Commissioner Whiteley to approve pay application number seven (7) for nine hundred and eighty four thousand one hundred and thirty one dollars and thirty five cents (\$984,131.35) to Construction Masters of Houston. After discussion, President Bundick called for a vote and the vote passed 5-0. Chief McDugle presented a change order for Station 72 for ten thousand seven hundred and fifteen dollars (\$10,715). Commissioner Whiteley made a motion seconded by Commissioner Hashaw to approve a change order for Station 72 for ten thousand seven hundred and fifteen dollars (\$10,715). After discussion, President Bundick called for a vote and the vote passed 4-0, with Commissioner Elliott abstaining. Commissioner Davis made a motion seconded by Commissioner Whiteley to approve the landing and drainage proposal for Station 72 from Square Up Concrete for seven thousand six hundred (\$7,600). After discussion, President Bundick called for a vote and the vote passed 5-0. Chief McDugle presented to the Board a proposal for an alerting system for station 43 for seventy five thousand eight hundred and forty four dollars and thirty eight cents (\$75,844.38) and station 72 for sixty nine thousand seven hundred and ninety nine dollars and forty nine cents (\$69,799.49). Commissioner Whiteley made a motion seconded by Commissioner Hashaw to approve the proposal for an alerting system for station 43 for seventy five thousand eight hundred and forty four dollars and thirty eight cents (\$75,844.38) and station 72 for sixty nine thousand seven hundred and ninety nine dollars and forty nine cents (\$69,799.49). 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 Rhonda Getschman presented for the month of October. Chief Getschman informed the Board that there were eight hundred and ninety one (891) calls in the District with two (2) calls out of District. There were five hundred and four (504) transports and two (2) air medicals. The average response time for the month of October was nine minutes (9:00). For the month of October there was training at Houston Oaks for the stop the bleed, respiratory training, CPR training, and active shooter training. Chief Getschman informed the Board that Air Life is up and running and two (2) people were transported. Chief Getschman informed the Board that Prairie View Homecoming was very busy, with twenty four (24) patients treated and two (2) people from a shooting during the three (3) day event. Chief Getschman thanked the Waller County Sheriff's Office and Assistant Chief James Jones for their assistance. No action was taken.

**14. To receive a report from the Fire Chief 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.** Division Chief Ngyuen informed the Board that the truck modems have been installed for more than a week. Chief Ngyuen introduced the new Fleet Manager to the Board. Assistant Chief James Jones informed the Board that the main line medic unit is in service, with engine reserves currently down. There were seven hundred and ten (710) calls for the month of October with four thousand nine hundred and fifty one (4,951) year to date calls. Assistant Chief Jones informed the Board that there were nine (9) residential fires. Chief Jones informed the



board that the FRO unit assisted Waller EMS during Prairie View Homecoming. Chief Jones informed the Board that the District assisted with the grand opening of the County Courthouse. The average response time was ten minutes and thirty seconds (10:30). Lisa Denecamp informed the Board that she is working with VFIS for open enrollment. Ms. Denecamp informed the Board that all the Commissioners are registered for the upcoming SAFE-D. Chief Will McDugle thanked everyone for all their hard work during homecoming, including the District and Waller EMS. Chief McDugle informed the Board that repairs are completed for Station 41. Postings for full-time and part-time employees have been listed including three (3) drivers for Station 72. Chief McDugle informed the Board that he is working with the City of Hempstead for Station 11 staffing. No action was taken.

**15. To review, discuss and take action on District purchasing policy.** Chief McDugle presented an updated purchasing policy resolution, including that the Fire Chief is allowed to approve purchases between two thousand dollars (\$2,000) and fifteen thousand dollars (\$15,000). Commissioner Whiteley made a motion seconded by Commissioner Davis to approve the purchasing policy by resolution as presented. After discussion, President Bundick called for a vote and the vote passed 5-0.

**16. 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.** No action was taken.

**17. 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.** No action was taken.

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

**19. To review, discuss and take action to schedule future District meeting(s).** The next meeting is scheduled for December 16, 2025 at 5:30 P.M. No action was taken.

**20. 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 6:25 P.M. and came out of closed session at 6:59 P.M.

**21. To meet in Closed Session pursuant to Government Code section 551.072 to deliberate regarding real estate matters.** The Board chose to enter closed session pursuant to Government Code section 551.072 to discuss real estate matters at 6:25 P.M. and came out of closed session at 6:59 P.M.

**22. 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.

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

**24. To review and act on employment/personnel issue, including policies, handbooks, procedures, hiring, retention, compensation, benefits, scheduling, complaints and discipline of District employees, including administrative staff, fire suppression staff, executive staff and Fire Chief.** Commissioner Whiteley made a motion seconded by Commissioner Davis to approve the job description for a receptionist and posting. After discussion, President Bundick called for a vote and the vote passed 5-0.

**25. 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 7:07 P.M.

These minutes were adopted on Dec 16<sup>th</sup>, 2025 by a vote of 4 to 0

  
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Melinda Hashaw – Secretary