

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28



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HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28 PVFA 2017 Budget Meeting MINUTES OF THE BOARD OF COMMISSIONERS MEETING December 13, 2016

Members in Attendance:

Dan Langford, President
Morris Bradley, Treasurer

Mike Jones, Vice President/Secretary
Dan Dronberger, Asst. Treasurer

Others in Attendance:

Fred Windisch, Fire Chief
Dana Schmanski, Office Manager
Shirley Jauma, Interested Future Board Member
Debbie Gibson, McCall, Gibson, Et al.

CALL TO ORDER

Dan Langford called to order the December 13, 2016, ESD#28/PVFA Budget Board Meeting at 6:00 p.m.

PUBLIC COMMENTS

No public in attendance.

MOTION TO ADJORN PUBLIC HEARING – ESD#28

Dan Langford asked if there are any questions concerning public hearing. No questions were asked of the Board.

Mike Jones made a motion to close public hearing at 6:15 pm. Morris Bradley seconded with unanimous approval of the board.

MOTION TO ADJOURN

A motion to adjourn was made by Mike Jones at 6:15 p.m. Dan Dronberger seconded the motion with unanimous approval of the board.

Dan Langford, President

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HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28 MINUTES OF THE BOARD OF COMMISSIONERS MEETING December 19, 2016

Members in Attendance:

Dan Langford, President
Morris Bradley, Treasurer

Mike Jones, Vice President/Secretary
Dan Dronberger, Asst. Treasurer

Others in Attendance:

Fred Windisch, Fire Chief
Dana Schmanski, Office Manager
Shirley Jauma, Interested Future Board Member
Debbie Gibson, McCall, Gibson, Et al.
Bob Schmanski, ESD#7 Commissioner

CALL TO ORDER

Dan Langford called to order the December 19, 2016, ESD Board Meeting at 5:00 p.m.

MINUTES

Dan Langford asked if there were any additions or corrections to the minutes from the November 21, 2016 Board Meeting. Mike Jones made a motion to accept the minutes as written. Dan Dronberger seconded the motion with unanimous approval of the board.

PUBLIC COMMENTS

No public in attendance.

FINANCIAL REPORT

Morris Bradley handed out comparison of November 2016 against our 2016 budget. Looking at the profit and loss statement you can see that our total income numbers are actually above our budgeted amount. Expenses - we have the draw for the PVFA, Safe D annual dues, architect fees and legal expenses.

We are still in the ball park with station 63 budget. Morris asked if there were any questions on the report. No questions were brought forward.

Morris reported on the bank balances in our various accounts as of November 30, 2016.

Checking Account: We had a beginning balance of \$457,259.18 with deposits totaling \$598,456.42 (which includes an interest deposit of \$168.69); and checks and debits totaling \$880,272.32, for an ending balance of \$175,443.28.

Money Market Account: We started with a beginning balance of \$413,048.25 with an interest deposit of \$67.71, for an ending balance of \$413,115.96.

Sales Tax Money Market Account: Beginning balance of \$1,133,726.91 with deposits of \$135,185.30 (which includes an interest deposit of \$ 173.56), with checks and debits totaling \$450,000.00, for an ending balance of \$818,912.21.

We have (5) bills to pay this month as follows:

Coveler & Katz P.C.	\$1,425.00	Legal Fees
Harris County Appraisal District	\$5,433.00	Quarterly Assessment
The Chronicle	\$2,396.27	Tax Rate Legal Notices
Delta T Corporation	\$6,320.00	12ft Fan Station 63
VFIS of Texas	\$2,016.00	Policy Renewal

Morris reported that we have total account bank balances as of today of \$1,655,587.90.

The interest paid this month on the bank loan to Trustmark was \$5,210.41.

Miscellaneous Income for 2016 is \$23,965.64, Total includes \$6,700.00 sale of generator to Whitehall VFD. \$2,699.67 Adjustment and \$11,065.97 Sales Tax Adjustment from Harris County Tax Office. Dates are non-specific. \$3,500.00 from Cypresswood Estates in Lieu of Taxes (Non-Profit Organization).

Discussion was held concerning commissioner income. The board clarified the following: Commissioner Income not to exceed \$3,000.00 annually. Paid at \$50.00 per meeting.

PVFA DRAW

PVFA Draw – January 2017

ESD 2016 BUDGET

No Changes

Dan Dronberger made a motion to approve the financials and pay the bills as presented. Mike Jones seconded the motion with unanimous approval of the board.

FIRE CHIEF REPORT

Fire Responses

We had total of 226 responses in November.

Traffic Signals Update

There is nothing new to report.

Other Current and Long Range Information

Hiring

We have lost 6 FF for various reasons Long stories behind these events, at this time there are several FD's hiring and people are floating about.

We have hired Adam Harvey, he is leaving the oil industry and official date of hire is January 3rd, 2017. In addition, and we have 6 new applications. More information at next meeting.

Grant Search Company

We are working on hiring a grant research company. Foundation Search tells us a lot of Fire Departments are receiving grants money using this program. They propose this will open the door to all available foundations working with Fire and EMS organizations offering grant funding. Cost is approximately \$5,000.00. for one license. Because I refuse to pay them \$7,000 for 3 licenses when we only need one. FCW will negotiate with Foundation Search and report next month.

High Water Vehicle

It is in service, and we are doing little things, lights here there and everywhere. We bought a replacement transmission and Texas Facilities agreed to a \$1,000.00 refund for repairs. We received a check for \$6,300.00, and due to Texas Facilities accounting systems it would take approximately four months to process the \$1,000.00 credit. After discussion with them we deposited the check and reissued a check less the \$1,000.00. We have received the credit and all funds have been returned to our account.

PVFA Budget 2017

PVFA budget was passed at our PVFA Budget meeting December 19, 2017., but after review we realized our renewal property insurance did not include new Station 63. We have changed our deductible from \$1,000.00 to \$5,000.00.

FCW – so our adjustments to the 2017 Budget remain at \$2.9 million.

I am asking for your agreement for the 2.9 million budget. Any questions concerning changes. No questions were brought forward.

Mike Jones made a motion to accept the \$2,900,000.00 budget for 2017. Dan Dronberger seconded with unanimous approval of the board.

STATION 63 CONSTRUCTION

Dan Dronberger – moving along, pretty picky on small items now. Windows are the biggest problem, should be complete by March 1st, 2017 for an April dedication. The 120 feet Radio Tower was set up this week. CenterPoint Energy was to set gas meter today, but they were a no show.

NEW BUSINESS

REPLACEMENT COMMISSIONER

Shirley Juama is interested in becoming one of our ESD#28 Commissioners.

Shirley Juama – I would definitely like to serve.

Induction to be held at next meeting. Leave on agenda.

2016 AUDIT

Debbie Gibson - The proposed estimate is based on prior experience with the ESD#28 district and our inquiry about current activities. The estimated rate for the 2016 Audit is between \$10,500.00 to \$11,500.00, approximately \$500.00 more than 2014 and 2015 audits. Sometimes we can keep the fees the same, but when we reach a point where we can't rotate our lower staff around any longer we must increase our billing rates.

This contract is an Evergreen Contract, and basically it has the same terms and conditions as prior years. The only difference is it does not change from year to year. It includes a 30-day cancellation notice, if the district is interested in going out for proposals and/or need a new type of contract. Once we enter into contract it does not need to be signed each year.

Form 1295. Our firm has to complete this form for all governmental entities each time they enter into a contract, and must be filed with the Texas Ethics Commission.

It starts with us and we go online with Texas Ethics Commission. Then we print, sign and notarize. Send out from our office. Once received, someone goes into our system and recognizes the receipt and confirmation of Form 1295.

Dan Langford – anyone have any questions and or concerns with engaging into an Evergreen Contract with McCall, Gibson, Swedlund, Barfoot, PLLC., for general accounting and the 2016 Audit. No questions from the board.

Mike Jones made a motion to sign contract with McCall, Gibson, Swedlund, Barfoot, PLLC., as our general accountant and preparer of our 2016 audit. Morris Bradley seconded the motion with unanimous approval of the board.

Dan Langford signed the new contract with McCall, Gibson, Swedlund, Barfoot, PLLC.

Debbie Gibson - each year going forward our contract will be verbal for continuation, but the board will have to approve my fee rate each year.

MOTION TO ADJOURN

A motion to adjourn was made by Mike Jones at 5:45 p.m. Dan Dronberger seconded the motion with unanimous approval of the board.

Dan Langford, President