

# HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28



17061 ROLLING CREEK DRIVE  
HOUSTON, TX 77090  
281-444-8465  
FAX 281-444-8052  
www.districtfirefighter.com



## HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28 MINUTES OF THE BOARD OF COMMISSIONERS MEETING January 16, 2017

### Members in Attendance:

Dan Langford, President                      Mike Jones, Vice President/Secretary  
Morris Bradley, Treasurer                  Dan Dronberger, Asst. Treasurer  
Shirley Jauma, *Sworn in as New Commissioner*

### Others in Attendance:

Fred Windisch, Fire Chief  
Dana Schmanski, Office Manager

## EXECUTIVE SESSION

### Replacement Commissioner

The Oath of Office was administered by Dana Schmanski to Shirley Jauma as new ESD#28 Board Commissioner on January 16, 2017. Shirley will be fulfilling the term of two years for Jim Chatterton. Mike Jones and Shirley Jauma' terms are up in 2018. Shirley recited the Oath of Office with all current board members present. The Oath of Office was signed by Shirley Jauma and Dan Langford (Board President), with unanimous approval of the board.

## CALL TO ORDER

Dan Langford called to order the January 16, 2017, ESD Board Meeting at 5:00 p.m.

## MINUTES

Dan Langford asked if there were any additions or corrections to the minutes from the December 13, 2016 and December 19, 2016 board meeting. Shirley Jauma made a motion to accept the minutes as written. Morris Bradley seconded the motion with unanimous approval of the board.

## PUBLIC COMMENTS

No public in attendance.

## FINANCIAL REPORT

Morris Bradley handed out the comparison of December 2016 Profit and Loss statement versus our 2016 Budget. Income from property taxes is on track. We need to accrue our 2016 Property Tax Income to adjust the P & L balances in comparison 2016 Budget. Property tax income for 2016 is included in our 2017 budget.

Morris reported on the bank balances in our various accounts as of December 31, 2016.

Checking Account: We had a beginning balance of \$175,443.28 with deposits totaling \$395,809.67 (which includes an interest deposit of \$146.27); and checks and debits totaling \$115,790.97, for an ending balance of \$455,461.98.

Money Market Account: We started with a beginning balance of \$413,115.96 with an interest deposit of \$69.98, for an ending balance of \$413,185.94.

Sales Tax Money Market Account: Beginning balance of \$818,912.21 with deposits totaling \$89,382.99 (which includes an interest deposit of \$140.67), for an ending balance of \$908,295.20.

We have (3) bills to pay this month as follows:

Coveler & Katz P.C.	\$621.30	Fire Trucks Lease/Purchase
Northwest Communications	\$8,330.00	New Tower Station 63
The Texas Network	\$1,020.00	Website Hosting ESD#28

Morris reported that we have total account bank balances as of today \$2,957,033.90.

The interest paid this month on the bank loan to Trustmark National Bank was \$7,796.08.

Station 63 Construction Draw #13 \$288,814.25, on January 4, 2017.

### **PVFA DRAW**

PVFA Draw – January \$450,000.00.

FCW – In the handout provided, you will notice this month's draw is a little different from the others. All items listed on page one are straight forward. Page 2 is our projection of what we think we will spend against the draw. Some expenses for 2016 are as follows: final payment for radio communication system \$22,000.00, compressor for station 3 \$38,000.00, washer and dryer \$13,000.00. We are awaiting several 2016 invoices. PVFA will reimburse the \$100,000.00 required in December to cover expenses. This will reduce the next draw. In review, the draw would have been \$478,000.00, but the PVFA Board approved draw was not to exceed \$450,000.00.

### **ESD 2016 BUDGET**

No Changes

Morris Bradley asked if there were any questions. No questions.

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

## **FIRE CHIEF REPORT**

### **Fire Responses**

We had 159 responses in December.

On page 14 of 17, all of the responses for the year statistically by type of response. Next month we will have charts to show trends.

We mailed an invoice to Cypresswood Estates for \$3,500.00 in lieu of property taxes. The retirement home is a tax-exempt facility. Each year we invoice \$3,500.00 versus a per response charge.

### **Traffic Signals Update**

E Views are currently fixing and adding new equipment. We are working with City of Houston to get Willowbrook area on board with E Views.

### **Other Current and Long Range Information**

#### **Purchase of 3 Replacement Fire Engines**

Purchase Order was sent last Thursday for the new eight year lease purchase. John Peeler with Coveler and Katz P.C. is doing an opinion letter that is required for lease purchase. Current interest rate is 3.55% this could change depending on the day we finalized all documents with PNC Finance.

The new payment will be \$163,000.00 each. We are currently paying \$160,000.00. Although expensive on the front end, they will have a better trade in value in comparison to the last lease purchase. New truck purchase price is \$445,000.00 each.

PVFA board has approved lease purchase with PNC Finance. ESD#28 board agreed.

#### **FEMA Grant**

April flood grant from FEMA will be about \$17,500.00. One received, we will deposit into the PVFA checking account, and reconciled on next ESD draw.

#### **Dan Vogel Retirement**

Mr. Dan Vogel has resigned from the PVFA Board. We are actively seeking two new commissioners, because Mr. Paul Nichols has moved out of district. Please advise if you have anyone you would recommend.

#### **Station 63 Construction**

Dan Dronberger – a lot has been done, windows are still a problem. The critical items are windows, drywall, expansion joints, and texture. We are still expecting a March finish. April is our planned dedication month. As of January 2<sup>nd</sup>, the metal siding installation had begun, along with the electrical. The day room is finished and it is starting to look like a building.

FCW – we are considering dedication day as April 15, 2017. More information to follow once date and time are set.

FCW - We are looking into a medallion with a Station 63 drawing etched into a coaster, as a gift, at the dedication of the Station 63.

**Form 1295**

Certificate of Interested Parties - Form 1295

FCW - Per Debbie Gibson (accountant) informed PVFA that we should have on file Form 1295 for all parties doing business with governmental entity. No enforcement action at this time. We have a Form 1295 for PVFA and ESD #28.

**Station 62 Utilities / Land Sale**

The Property next to Station 2 sold to Waffle House. We will get a check from BILMA MUD for the sale of the utilities at some point.

**Renew ESD#28/PVFA Service Agreement for 2017**

The board acknowledged and we are continuing the agreement.

**Report on the President's participation in the Emergency Response Leadership Coalition**

Meeting was Wednesday at Spring Fire Department. Subject matter discussed was electricity providers by contract. Our provider is going to educate others. Little York is currently saving \$24,000.00 per year in electricity.

**MOTION TO ADJOURN**

A motion to adjourn made by Morris Bradley at 5:33 p.m. Dan Dronberger seconded the motion with unanimous approval of the board.



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Mike Jones, Vice President, Secretary