

# HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28



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## HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28 MINUTES OF THE BOARD OF COMMISSIONERS MEETING April 17, 2017

### Members in Attendance:

Dan Langford, President                      Morris Bradley, Treasurer  
Dan Dronberger, Asst. Treasurer      Shirley Jauma, Secretary

### Members in Absent:

Mike Jones, Vice President (Excused)

### Others in Attendance:

Fred Windisch, Fire Chief  
Dana Schmanski, Office Manager  
Jennifer Day, Accountant, Gibson, McCall, Swedlund, Barfoot, PLLC.

### CALL TO ORDER

Dan Dronberger called to order the April 17, 2017, ESD Board starting at 5:00 p.m.

### MINUTES

Dan Langford asked if there were any additions or corrections to the minutes from the March 20, 2017, board meeting. Changes to minutes included: Dan Langford, President, presided over meeting, called meeting to order and review of last month minutes.

Dan Dronberger made a motion to accept the minutes with above changes. Shirley Jauma seconded the motion with unanimous approval of the board.

## PUBLIC COMMENTS

No public in attendance.

## FINANCIAL REPORT

Morris Bradley handed out the comparison of March 2017, Profit and Loss Statement versus our 2017 Budget. The revenue received is typical for the months of January, February, and March, and is the bulk of our property tax income. In addition, we have sales tax revenue received monthly.

We are very close to budget. The only item over budget is the expense for Locke and Lord, LLC. Through our attorney's Coveler & Peeler, PC. Shirley Jauma – what is this expense? FCW – we hired Locke and Lord, through Coveler and Peeler, PC, in association with other ESD's. Locke and Lord will lobby on our behalf for possible changes in legislation.

Morris Bradley reported on the bank balances in our various accounts as of March 31, 2017.

Checking Account: We had a beginning balance of \$2,461,002.68 with deposits totaling \$180,909.47 (which includes an interest deposit of \$1,028.80); and checks and debits totaling \$519,801.33, for an ending balance of \$2,122,110.82.

Money Market Account: We started with a beginning balance of \$413,319.53 with an interest deposit of \$73.61, for an ending balance of \$413,393.14.

Sales Tax Money Market Account: Beginning balance of \$1,150,859.66 with deposits totaling \$204.95 (which includes an interest deposit of \$204.95), for an ending balance of \$1,151,064.61.

We have (4) bills to pay this month as follows:

Coveler & Peeler P.C.	\$418.75	Monthly Meeting and Lobbying questions
Invonics	\$3,379.70	Station 63 Security, 10% Final payment
Klein Vol. Fire Department	\$3,084.50	E-Views - Cost Share with Area FD's
McCall, Gibson, Swedlund Et al.	\$9,000.00	Audit of HCESD#28 2016 Ending 12/31/2016

Morris Bradley reported that we have total account bank balances as of today \$3,780,777.73

The interest paid this month on the bank loan to Trustmark National Bank was \$9,630.96.

Station 63 Construction:  
Draw #16 \$276,819.55

### **ESD 2017 BUDGET**

FCW – we may not hire the additional three firefighters we budgeted. It is stable now. We will review again in September or October of 2017. Dan Langford – it will take a while to find good people.

Morris Bradley – do we want to revise budget? Dan Langford – we should review later in the year.

Morris Bradley asked if there were any questions concerning financials. 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 235 responses in March. 60 calls made with Spring Fire Department from Station 62. March 22, 2017, we responded to minor cooking fire at Wells Fargo Apartments, one minor civilian injury with smoke inhalation, transported to HNWMC.

### **Traffic Signals Update**

Traffic signal coalition has decided to hire someone locally to oversee the E-Views project. Klein Fire Department will receive monthly bills for his work. KFD will notify and bill the coalition fire departments for his fee. He will follow contractors, to insure job is correct. Tomorrow, he has a meeting with the State to get the boss to inform contractors to stop unplugging the equipment.

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

### **PVFA Board Position Opening**

PVFA has two board positions open. Paul Nichols has moved to Marble Falls, Texas. Paul Nichols has offered to remain on the board until we have a replacement. In addition, we have another position to fill due to Mr. Dan Vogel's Retirement.

### **Station 63 Dedication**

April 23, 2017 - Dedication of Station 63 at 1:00 pm. Short ceremony, will not be as long as Station 62's, which included the 9/11/2001 ceremony.

Skip Strass with Emergency Ministries, Mike Montgomery, Harris County Fire Marshal, and myself will speak. We have invited LDF Construction, BRW Architects, Gillman Subaru Team, and our state representatives. Plaques presented to BRW, LDF and Gillman for their commitment to excellence.

### **Annual Crawfish Boil**

Scheduled for May 13, 2017, at Station 63, 2:00 pm.

### **1972 Fire Engine**

Old Fire Engine restoration with Non-ESD funds. They are very close to completion. FCW - asked Rehab Garage if we could purchase replacement tires. As a government entity, we can purchase them cheaper. He said yes, so we purchased 6 new tires. Rehab Garage is very helpful, the tubes and tires total cost was \$1,596.00.

### **Station 63 Construction**

It is about finished, we had a 7 hour walk through and now we only have miscellaneous repairs and paint touchups. Fire Marshal inspection was on Thursday.

The gigged us on the verbage of the signs, they read "No parking Fire Lane". Should read "Fire Lane No Parking". They are reprinting signage.

### **Architect Update**

Nothing to report

### **Bank Loan and Final Construction Payments**

Due to construction delays for various reasons, and the Trustmark Bank loan commencing on May 11, 2017, for \$373,712.47. The following are proposals for ESD#28's consideration.

**Proposal #1** ESD#28 Provide cash payments for the remaining \$333,000.00 to complete construction.

**Proposal #2** Reduce the principle to \$4,167,000.00. This will reduce overall interest on the loan and reduce the annual installments.

**Proposal #3** Approve the first annual installment via motion depending on timing of the loan and due date.

(Note: See attach documentation)

Dan Dronberger made a motion to adopt all proposals not to exceed \$380,000.00, and approximately \$600.00 in attorney's fees to complete paperwork. Morris Bradley seconded the motion with unanimous approval of the board.

### **Audit Review**

Jennifer Day with McCall, Gibson, Swedlund, Barfoot, PLLC, disbursed the letter to the board members for our annual audit ending December 31, 2016, and a copy of the audit.

Jennifer Day – reviewed pages 1 & 2.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the District as of December 31, 2016, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Page 10. Statement of Activities - your fund \$2,731 million, with a reduction of 3 million, primarily for construction of Station 63.

Morris Bradley – Also includes early pay-off of Station 62. Jennifer Day – Yes, the biggest portion is Station 62 and Station 63.

Page 24. Revenues were \$175,000 more than budgeted. Special inventory tax you received in 2016 is part of the increase. Expenses were more than budgeted. Due to the construction of Station 63 and paying off Station 62.

Page 33 & 34. Five-year comparison schedule show how revenue and expenses have changed over the past 5 years. About \$200,000.00 for the last few years. Hard to see the trend with the capital expenses for Station 62 and Station 63. Do you have any questions? Dan Langford - want to read it first before asking questions.

FCW – Shirley Jauma one of the things in management we are required to do annually, we are dinged here and the association, because we do not have a certified accountant on staff. Although Dana Schmanski does all the books, we have to hire accounting firm annually to verify all is in order.

FCW is there anything that Dana and I can do to become more efficient. Jennifer Day - Nothing I can think off now, if so, we will let you know. We ask for your approval and you can forward to your attorney. We will get the partners to review my work and then we can finalize our report. FCW - I guess you have to send to our attorney. Dan Langford – Do we have a motion to approve.

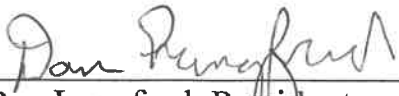
Morris Bradley made a motion to review the audit and sign letter for accountants. Dan Langford, Dan Dronberger, and Morris Bradley signed document for Accountant. Dan Dronberger seconded the motion with unanimous approval of the board.

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

No attendance

**MOTION TO ADJOURN**

A motion to adjourn made by Dan Dronberger at 5:42 p.m. Shirley Jauma seconded the motion with unanimous approval of the board.

  
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Dan Langford, President