

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28



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HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28 MINUTES OF THE BOARD OF COMMISSIONERS MEETING

April 16, 2018

Members in Attendance:

Dan Dronberger, Treasurer Mike Jones, Vice President
Ken Koenig, Asst. Treasurer Shirley Jauma, Secretary

Others in Attendance:

Fred Windisch, Fire Chief
Dana Schmanski, Office Manager

Members Excused:

Dan Langford, President

CALL TO ORDER

Mike Jones called to order the March 19, 2018, ESD Board meeting starting at 5:01 p.m.

MINUTES

Mike Jones asked if there were any additions or corrections to the minutes from the March 19, 2018 Board Meeting.

Dan Dronberger made a motion to approve minutes as written. Ken Koenig seconded with unanimous approval of the board.

PUBLIC COMMENTS

No public in attendance.

FINANCIAL REPORT

Dan Dronberger - handed out budget report for the month of April. Everything looks good on the Profit and Loss Statement based on our current numbers. We are at 102% of Ad Valorem Tax. Sales tax revenues are coming in and the only major expense was the March draw.

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

Checking Account: We had a beginning balance of \$2,145,973.00, with deposits totaling \$142,097.04 (which includes an interest deposit of \$856.69); and checks and debits totaling \$569,249.38, for an ending balance of \$1,718,820.66.

Money Market Account: We started with a beginning balance of \$414,759.38, with an interest deposit of \$145.45, for an ending balance of \$414,904.83.

Sales Tax Money Market Account: Beginning balance of \$1,912,861.64 with an interest deposit \$145.45, for an ending balance of \$414,904.83.

We have (1) bills to pay this month as follows:

McCall, Gibson, Swedlund, Barfoot PLLC	\$10,000.00	2017 Audit
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ESD Commissioner Compensation – June 2018

PVFA Draw – May 2018

ESD#28 2018 BUDGET

Nothing to report

Shirley Jauma made a motion to approve the financials and the check written. Ken Koenig seconded the motion with unanimous approval of the board.

FIRE CHIEF REPORT

Fire Responses – 201 Responses

Traffic Signals Update

The consortium has chosen to go with a different company, Global Technical Technologies (GTT) which is the old Opticom System. It will be a lease arrangement. ESD #11 is working on the actual agreement and our existing Inter-local agreement with ESD#11 will remain the same. The cost will be consistent each year around \$17,000.00 for intersections plus \$11,000 for vehicles. The system to phase in over a one-year period and GTT will not bill us until our portion of project is complete. More cost effective for us in the long run.

Other Current and Long Range information exchange

Lighting Strike Station 63

Station 63 struck by lightning at 6:32 am Sunday morning. We know the time based on the big flash of light and the camera that went out at the same time. It appears it went thru the CAT 5 cabling and everything connected to phone system. Although strange, we have Ethernet capabilities. The polyphasers not affected. However, the door readers (4) are about \$2,800.00 and are in process of repair. Only 2 days since the event, more information to follow at next meeting. Our insurance deductible is \$5,000.00

Hurricane Harvey

Spoke to FEMA rep today nothing to report

Hiring a Vet

Nothing to report

Safe-D Attendance

Nothing to report – will invoice costs at the May meeting.

2018 Fire Engines

All engines are complete and are in service.

ISO Benchmark Study

Approved by the PVFA Board is the Peer review Pre-ISO study. The study will position us for the ISO Rating. We can address items necessary to increase our current ISO rating of 3 to a possible 2. Important for reduced insurance premiums.

Positive Pay

DMS - we contacted Prosperity Bank to add Positive Pay Benefits to our checking account. The monthly cost associated is \$35.00. Once checks are written we forward a check register to Prosperity Bank with date, payee, and amount. Only the checks listed will be processed for payment.

Contracts for board signatures and Positive Pay approval will be available at next meeting.

Ken Koenig made a motion to move forward with Positive Pay. Dan Dronberger seconded the motion with unanimous approval of the board.

New Report Changes in Cash Position

Next Meeting

New Diesel Pickup

Should be ready soon

Annual Contract PVFA and ESD#28

The board held a discussion and all board members agree to continue with current contract between ESD#28 and the Ponderosa Volunteer Fire Association Inc.

Shirley Jauma made a motion to continue with current contract between ESD#28 and PVFA. Ken Koenig seconded the motion with unanimous approval of the board.

Coveler and Peeler – discussion regarding ESD#28 Attorney services

Next Meeting

Audit Review – McCall, Gibson, Swedlund, Barfoot PLLC

Debbie Gibson - We have gone through and audited the districts books and issued a claim opinion letter. This is a fair representation of the district as of December 31st 2017.

Management discussion and analysis starts on page 3 through 7

Summary of the pages that follow

Balance Sheet

Total Current Assets \$14,781,000

Liabilities \$3,900,000.00

Bottom line - fund balance at the end of the year \$2,279,759.00.

Page 10

Revenue and Expenses for the year

Revenue \$4,374,000

Expenses \$4,500,000

Deficiency of \$160,000

Then we had to record the net proceeds you did not use during Station 63 building construction. When you took out the \$4,500,000 construction loan, the whole liability was booked. To correct, we had to reverse the proceeds. It now shows a decrease in proceeds leaving you a negative fund balance. If we back out the 1 million for Capital Outlay, you have 3.4 million in operations costs. With simple averaging, the cost is about \$283,000.00 per month in 2017 to run the district.

You had an 8-month reserve before the 2017 tax levy.

Financial advisors like to see a year in reserves, eight months is good and this included capital outlay.

Next pages of the foot note disclosure

They are the same as prior years. If you have questions we can go over, we just updated the numbers

Page 24

Budget to Actual comparison:

Your sales tax collections were \$144,000 more than expected.

To the very end, the expenditure was capital outlay.

Page 26, 27, 28, and 29

Information required by Harris County auditors office.

Insurance

Unaudited financial statement of the PVFA.

Remainder of this other supplemental information that we feel is good historical information for management purposes.

Page 32

History of property tax evaluations.

Page 33 & 34

5-year comparison to see where you have been and where you are now.

We also updated the paragraph at the bottom for the commissioner's compensation to include the increase compensation approved in 2017 by the state of Texas.

Management letter is exactly the same; we are not making any recommendations to make any changes with the way you are processing your information.

Final audit will be out soon, we are waiting on attorney letter and the 2017 population values.

Ken Koenig made a motion to accept the audit review from McCall, Gibson, Swedlund, Barfoot, PLLC, and consider the audit final. Shirley Jauma seconded the motion with unanimous approval of the board.

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

FCW – Held at Spring Fire Department, nothing new to report. Still working on the CAD to CAD project.

Adjourn

Dan Dronberger made a motion to adjourn at 5:44 pm. Shirley Jauma seconded the motion with unanimous approval of the board.

Shirley Jauma, Secretary