

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28  
MINUTES OF THE BOARD OF COMMISSIONERS MEETING  
February 16, 2015**

**Members in Attendance:**

Dan Langford, President  
Morris Bradley, Treasurer  
Jim Chatterton, Secretary

Mike Jones, Vice President  
Dan Dronberger, Assistant Treasurer

**Others in Attendance:**

Fred Windisch, Fire Chief  
Teresa Griffin, Office Manager  
Clint Clingerman, Commissioner Jack Cagle's Office, Precinct 4  
Ron Welch, Ph.D. Municipal Information Services

**CALL TO ORDER**

Dan Langford called the February 16, 2015 ESD Board Meeting to order at 5:00 p.m.

**MINUTES**

Dan Langford asked if there were any changes or corrections to the minutes for the January 19, 2015 meeting. Two changes were brought forward, 1) Under "Financials", second paragraph, second sentence should read, "Morris said we talked a little last time about the difference in Sales Tax revenue, and \$190K held back." 2) The last sentence on that page should read under "Station 62 Loan"; "We are going to pay the full \$200K annual payment in February...."

Dan Dronberger made a motion to accept the minutes with the noted changes. Mike Jones seconded the motion with unanimous approval of the board.

## PUBLIC COMMENTS

**Clint Clingerman with the Community Assistance Department of Commissioner Jack Cagle's office** attended and went over programs and services available to the public. He handed out some literature to the board members. Mr. Clingerman said not to hesitate to get in touch with them if there are any questions, etc.

**Ron Welch focused ad valorem revenue forecast-** Ron Welch attended the meeting. He was asked to analyze the ongoing construction and make projections for 2016 and 2017 tax rolls.

A total of (5) buildings on (8) acres will be included for the first time on the 2015 tax roll, adding over \$5.1 million and generating over \$51,000 of additional tax revenue for ESD 28.

By the 2016 tax year, the appraisals will be back up to where they were before, and ESD 28 should be ahead.

## FINANCIALS

Morris Bradley reported on the January 2015 Checking Account, with a beginning balance of \$1,909,171.77; we had deposits of \$915,401.11 which includes interest of \$2,211.71. The ending balance on the checking account is \$1,982,005.85. The Money Market beginning balance was \$411,544.59 with an interest deposit of \$69.91, for an ending balance of \$411,614.50. We have a balance of \$375,718.64 in the Sales Tax Money Market account.

Morris handed out the Comparison Year to Date vs. Budget through January 2015. The columns left to right are 2015 Budget Adopted 10/6/14, YTD Comparison through January 2015 and Budget Variations YTD vs. Adopted Budget. This tax year we have collected about 60% of the tax dollars to date. FCW will check and see if it is a 2-year contract with Sales Tax Consulting or not. Morris said the amount may need to be adjusted, as it is budgeted at \$10K.

Account 65000 Capital Outlay – New Station 65000: We did not have it budgeted Morris commented.

We have (3) three bills to pay as follows:

Municipal Info. Services (Ron Welch)	\$1,500.00	Special Valuation Report
Houston Chronicle	149.00	Legal Notice (Admin.)
BRW Architects	4,800.00	Replacement Check
(will be back dated to 12/31/14)		Feasibility Study Sta. 63

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

### **Station 62 Payment**

We will pay the (2) annual payments in one. FCW will let the board know when we receive the invoice from the bank.

## **FIRE CHIEF'S REPORT**

### **Traffic Signals Update**

FCW reported that the total will be in the neighborhood of \$18,400. Two thirds will be TX DOT and the other third for the County.

### **ESD #11**

Nothing unusual going on at the moment; they are meeting this Thursday morning.

### **PVFA Funds**

FCW notified the Board that we will probably have to go into the Contingency Fund before the next ESD Board Meeting.

### **EQ63**

We will be installing a computer. We bought a Surface Pro and a magic box but it has not been installed yet.

### **\$3300 INVENTORY CONTROL**

FCW said that we are looking strongly at new inventory control software, PC Tracks. He will advise as to what progresses.

### **Circle K Donation**

FCW reported that this Monday is the Ribbon Cutting at the Circle K on Kuykendahl and FM 1960 West. We will be there and they are donating \$5,000 to the PVFA. We are looking at what our need may be for that and FCW will keep the board apprised.

### **Staffing Study**

We are doing a staffing study for 2-3 months for projections on where we need to be in the short and long term. FCW met with Station 2 and 3 people over the last couple of weeks and discussed that they aren't staffing enough, he went over how much money they have not received from non-participation. FCW suspects we will see some part time positions added.

**Station 63 Title Transfer & Replatt**

This has been completed. Fred wants to leave it on the agenda until things progress with construction.

**Station 63 Facility Construction**


We are moving forward; the Architect Contract is approved, and has Howard's approval as well.

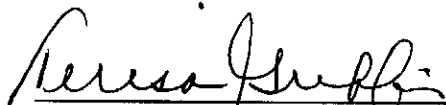
**Report on the President's participation in the Emergency Response Leadership Coalition**

FCW and Dan Langford attended a Chiefs' Meeting at Jersey Village last month.

**MOTION TO ADJOURN**

A motion to adjourn was made at 5:49 p.m. by Dan Dronberger. Mike Jones seconded the motion with unanimous approval of the board. The next meeting will be on Monday, March 16, 2015 at 5:00 p.m.

  
\_\_\_\_\_  
Jim Chatterton, Secretary

  
\_\_\_\_\_  
Teresa Griffin, Office Manager