

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28  
MINUTES OF THE BOARD OF COMMISSIONERS MEETING  
January 18, 2016**

**Members in Attendance:**

Dan Langford, President  
Dan Dronberger, Asst. Treasurer

Morris Bradley, Treasurer  
Jim Chatterton, Secretary

**Members Absent:**

Mike Jones, V.P. (Excused)

**Others in Attendance:**

Fred Windisch, Fire Chief  
Teresa Griffin, Office Manager

**CALL TO ORDER**

Dan Langford called the January 18, 2016 ESD Board Meeting to order at 5:02 p.m.

**MINUTES**

Dan Langford asked if there were any additions or corrections to the minutes from the December 17, 2015 Board Meeting.

Dan Dronberger noted that under "Financial Reports" the last paragraph on the page should read, "*Property tax* for 2015 is beginning to come in more frequently now." Rather than "Sales Tax". Teresa will make the change. Dan Dronberger made a motion to accept the minutes with the noted change. Jim Chatterton seconded with unanimous approval of the board.

**PUBLIC COMMENTS**

No public was in attendance.

**To review matters relating to a public election to elect three (3) commissioners to the District Board under Health & Safety Code, Section 775.0345.**

FCW went over information regarding the election from John Peeler of Coveler & Katz. There will be (1) polling place, which will be here at Station 61. Benny Okruhlik is going to be the Voting Clerk, and it will be in conjunction with ESD #11, same process as we did in 2014.

FCW believes this order takes care of "A" through "H" and then Howard does the work. Dan Dronberger made a motion to approve, followed by Morris Bradley with unanimous approval of the Board.

## **FINANCIAL REPORTS**

Morris Bradley handed out the 2015 Budget vs. Year to Date report through December, 2015. There were some new lines on the report this month under SAFE-D for the Conference; we are over-budget on Capital Outlay, Station 63 by \$272K which we anticipated with BRW Architects. We are a little short on income as well.

Regarding the payoff on Station 62, we made the \$600K payment as we had planned, leaving a balance of \$661,731.90. We have budgeted to go ahead and pay off the loan and Morris thinks we should go ahead with the pay off in February. The Board agreed to proceed as suggested.

Morris reported on the bank balances in our various accounts as of December 31, 2015.

Checking Account: We had a beginning balance of \$711,742.14 with deposits totaling \$ 342,860.28 (which includes \$322.62 interest) and checks and debits of \$ 748,834.88, and an ending balance of \$ 305,767.54.

Money Market Account: We had a beginning balance of \$ 412,296.28 with a deposit for interest of \$ 70.03, for an ending balance of \$ 412,366.31.

Sales Tax Money Market Account: We had a beginning balance of \$ 631,438.55 and deposits and credits of \$ 83,781.28 (which includes interest deposit of \$115.05) for an ending balance of \$ 715,219.83.

Morris presented (4) bills to pay as follows:

Coveler & Katz	\$ 2,958.24	Professional services during November 2015
PVFA	530,000.00	Operating Funds Draw
The Texas Network	1,020.00	Website Hosting ESD #28-Annual for 2016
Trustmark Bank	168.79	Interest on Sta. 63 Loan

FCW noted that PVFA is reimbursing ESD for the \$100K; the ESD approved the draw for \$ 530K.

Dan Dronberger made a motion to approve the bills as presented and accept the Financial Report as given. Dan Langford seconded the motion with unanimous board approval.

### **FIRE CHIEF'S REPORT**

FCW went over the incident reports and the apparatus maintenance report. You are able to look at what it costs per mile to drive these apparatus.

We ended the year with 1887 responses.

#### **Traffic Signals Update**

Nothing to report this month.

#### **2016 PVFA Budget**

Per FCW, everything is approved; it can come off the agenda.

### **Contract ESD/PVFA**

FCW noted that it has been approved; Dan Langford and Jim Chatterton need to sign, and it can be removed from the agenda.

### **SAFE-D February 18-20 (FCW reserved rooms and registered)**

FCW will make dinner reservations for Friday evening and he will cover the rooms as well for ESD 28 reimbursement to PVFA.

### **Station 63 Construction**

The work has begun as of last Thursday, they started moving dirt. The PVFA signed an agreement with MUD 154 since it is out of district. We will receive an executed copy when it is signed on their end.

FCW went over the concrete changes and relocation of the gate. The contractor is aware of the median work.

### **ESD 11 Update**

FCW reported that they have passed their budget, and have agreed to order (5) ambulances and CCEMS is buying (4) for a total of (9).

### **To Review and Take Action to Retain the law firm Coveler & Katz, P.C. to serve as District Counsel**

Dan Dronberger made a motion to continue to retain Coveler & Katz as the district's counsel. Morris Bradley seconded the motion with unanimous Board approval.

### **Review and Take Action on the Investment Policy**

Dan Dronberger made a motion to approve the Investment Policy; Jim Chatterton seconded the motion with unanimous Board approval. Teresa will do a combined signature sheet and it can be signed next month.


### **Interlocal Agreement for a Combined Radio Channel Communications Dispatch System**

FCW recommended passage of the agreement. This has been discussed previously; we are going for a combined channel for communications between noted ESD's and fire departments. Dan Dronberger made a motion to approve; Jim Chatterton seconded the motion with unanimous board approval.

### **Motion to Adjourn**

A motion to adjourn was made at 5:49 p.m. by Dan Dronberger and seconded by Morris Bradley.

The next meeting will be held on Monday, February 15, 2016 at 5:00 p.m.

  
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Jim Chatterton, Secretary