

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28  
MINUTES OF THE BOARD OF COMMISSIONERS MEETING  
May 16, 2016**

**Members in Attendance:**

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

Mike Jones, Vice President  
Dan Dronberger, Asst. Treasurer

**Others in Attendance:**

Debbie Gibson, McCall, Gibson  
Fred Windisch, Fire Chief  
Tony Spitzenberger, Asst. Fire Chief

**Absent:**

Teresa Griffin, Office Manager (Excused)

**CALL TO ORDER**

Dan Langford called to order the May 16, 2016 ESD Board Meeting at 5:00 p.m.

**2015 AUDIT**

Debbie Gibson reviewed the audit by going over details included in the report. McCall Gibson has issued an unqualified opinion that this is where we were at December 31, 2015. Debbie said their opinion is that this is a clean audit.

Pages 1 and 2 layout what Management's Responsibilities are, and what the Auditor's Responsibilities are.

1,575 calls were answered in the District; with 312 calls outside of the District.

Insurance and Bonding Coverage is listed on page 28.

Management Letter – Debbie commented it is the same as previous years; they are not making any recommendations as to how we process our information, our system is working fine.

We should approve now and Debbie will send to County Fire Marshal's office.  
Board approved unanimously by Dan Dronberger and Jim Chatterton.

### MINUTES

Dan Langford asked if there were any additions or corrections to the minutes from the April 18, 2016 board meeting. No changes were made, Dan Dronberger made a motion to accept the minutes as written; Mike Jones seconded with unanimous board approval.

### PUBLIC COMMENTS

No public was in attendance.

### FINANCIAL REPORT

Morris handed out the 2016 Budget vs. YTD Comparison through April.

There were a few bumps; everything is pretty much in order. Sta. 63 expenditures, we still have \$155K there.

Any questions on the report. None were mentioned.

Morris reported on the bank balances in our various accounts as of April 30, 2016.

Checking Account: We had a beginning balance of \$1,699,925.24 with deposits totaling \$147,393.42 (which includes interest of \$716.78); and checking totaling \$104,545.98, for an ending balance of \$1,742,772.68.

Money Market Account: We had a beginning balance of \$412,571.40, with an interest deposit of \$67.63 for an ending balance of \$412,639.03.

Sales Tax Money Market Account: Beginning balance of \$432,219.44 with deposits totaling \$72,524.54 (which includes interest of \$77.19) for an ending balance of \$504,743.98.

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

McCall, Gibson, et al	\$ 8,000.00	Interim Billing on Audit for 2015
PVFA	450,000.00	Operating Funds Draw
Sales Tax Assurance	1,500.00	Quarterly Retainer
Harris Co. ESD 11	38,994.00	E-Views Billing for 2015

We paid \$1,314.67 interest on the Station 63 loan this month to Trustmark Bank.

Morris also presented Draw #5 for LDF Construction in the amount of \$172,236.90. Dan Langford signed the request and Teresa can send to Trustmark Bank when she returns.

Jim Chatterton made a motion to approve the report and pay the bills as indicated; seconded by Dan Dronberger. Morris asked if we wanted to do a budget revision also. As close as we presently are, the board decided not to do a revision at this time. The Board unanimously agreed to approve the Financials and pay the bills.

### **STATION 63 CONSTRUCTION**

Tony Spitz handed out an update on the construction of station 63 and went over with the board. With all of the rain, it has been slowly progressing, but not a great deal. For all practical purposes Phase one is complete with the exception of the electrical hook up. We have been calling to get our meters set and the County told us that that would not be done until our permits were closed, which no one had indicated prior to this.

We are working to speed the entire process up as much as we can, Tony will have another update for next month.

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

FCW reported that we probably didn't capture all of the runs for last month due to flood operations; we have total responses of 175. We may apply for financial assistance if it becomes available. We had some major events, on the 9<sup>th</sup> we had a residential fire in Ponderosa West, not really bad, and on the 18<sup>th</sup> E-62 went all the way to assist Klein FD in their western area.

Fred commented that they met last month at the Village of Red Oak Apartments with Hayes Utility and they will be maintaining the fire hydrants, etc. The Fire Marshal's office is involved. They will implement a fire hydrant maintenance program. We received information out of the meeting that the 3 other apartment complexes on Cali do not have fire hydrant maintenance programs wither, and Fred will be working with Hayes Utility to get that implemented.

We had to rent a generator for 4 days at Station 3. We had recruit graduation last week, two of which are ours.

Traffic Signals – ESD 11 has done their presentation and they opted to fund their entire portion. Our cost will be less than \$40K, probably \$30K. Parts should be here by mid-June.

Sales Tax for the month was \$143,644 and last year at this time it was \$144,466. Fred said it's holding its own.

### **ESD 11 Update**

The election was very positive as most of you know; the desired slate won so they will canvas votes and the new commissioners will take office, so let's hope for the best.

### **Review and take action on Harris County Office of Homeland Security and Emergency Management Plan and Mutual Aid Agreement**

This has been in the works for some time now, it has been sitting on Howard Katz desk, and it's an update of something we had done some years ago. Dan Langford signed the documents.

FCW requested that we go into Executive Session. Dan Langford approved.

[Executive Session]

Back into regular board meeting at 5:48 p.m.

Jim Chatterton mentioned he may not be in town for the next meeting as he will be in Oklahoma and isn't sure how long he will stay.

### **MOTION TO ADJOURN**

A motion to adjourn was made by Mike Jones at 5:51 p.m. and seconded by Dan Dronberger.

The next meeting will be held on Monday, June 20, 2016 at 5:00 p.m.

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Jim Chatterton, Secretary