

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28



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HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28 MINUTES OF THE BOARD OF COMMISSIONERS MEETING May 15, 2017

Members in Attendance:

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

Others in Attendance:

Fred Windisch, Fire Chief
Dana Schmanski, Office Manager

CALL TO ORDER

Dan Langford called to order the May 15, 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 May 15, 2017, board meeting. Changes to minutes included: Page 5 of 16, Audit review page 10 should read; Statement of Activities – Your fund \$2,731,000.00, with a reduction of 3 million, primarily for construction of Station 63.

Dana Schmanski – in review of the audit we have three corrections from 2016 board minutes.

1. October 17, 2016, minutes indicated approval of August 15, 2016 meeting. Correction to include the correct date of September 16, 2016.

2. November 21, 2016, minutes only approved October 17, 2016, the board had 3 meetings in October. Correction to dates include October 6, 2016, October 10, 2016, and October 17, 2016.

3. January 16, 2017, minutes indicate approval of December 19, 2016. Correction to include the correct meeting dates of December 13, 2016 and December 19, 2016.

We ask the board to approve changes to the above minutes

Mike Jones made a motion to approve all of the minutes with the above changes. Shirley Jauma seconded with unanimous approval of the board.

PUBLIC COMMENTS

No public in attendance.

FINANCIAL REPORT

Morris Bradley handed out the comparison of April 2017, Profit and Loss Statement versus our 2017 Budget. Income reached and passed our target over \$8,000.00. Current expenses nothing exceptional. Station 63 construction, we have \$26,000.00 remaining in the budget. Looks like we are in good shape as far as budget is concerned. FCW – we are not going to hire any additional firefighters, this will add about \$100,000.00 back to the budget.

Questions about the budget? Shirley Jauma asked if the interest payment in minutes included the construction interest payment. FCW – yes. No additional questions.

Morris Bradley reported on the bank balances in our various accounts as of April 30, 2017.

Checking Account: We had a beginning balance of \$2,122,110.82 with deposits totaling \$111,870.83 (which includes an interest deposit of \$845.51); and checks and debits totaling \$231,817.19, for an ending balance of \$2,002,164.46.

Money Market Account: We started with a beginning balance of \$413,393.14 with an interest deposit of \$118.92, for an ending balance of \$413,512.06.

Sales Tax Money Market Account: Beginning balance of \$1,151,064.61 with deposits totaling \$204,225.76 (which includes an interest deposit of \$364.14), for an ending balance of \$1,355,290.37.

We have (3) bills to pay this month as follows:

LDF Construction, Inc	\$24,928.00	Asphalt repairs Station 63
Sale Tax Assurance LLC	\$1,500.00	Quarterly Contract
Sales Tax Assurance LLC.	\$8,009.00	Collection Fees

FCW - Sales tax assurance invoicing does not shown the detail. It looks as though some of the items are the same as the last billing.

The Invoice above for \$8,009.00 looks like the \$6,127.00 from February 2017, we ask the board to approve payment with the proviso of a clarification on the billing prior to release of payment.

Shirley Jauma – Are they a collection company? FCW – They validate the sales tax we should be collecting, if they find more money they get 25% as their fee.

Morris Bradley – Did they find anything last year? FCW - Yes, they recovered \$36,000.00 including recovery of sales tax from Comcast and other businesses. Shirley Jauma –basically, sales taxes are not being paid? FCW – Yes.

Morris Bradley reported that we have total account bank balances as of today \$3,917,941.95.

The interest paid this month on the bank loan to Trustmark National Bank was \$9,898.16.

Station 63 Construction:
Draw #17 \$ 90,444.75

PVFA Draw
May PVFA Draw \$325,000.00

ESD 2017 BUDGET

FCW - Hiring, we are going to hold off because of budgeting, if they break their promise of exemptions. Our max increase would be limited to 5%, we are currently at 8%. Five percent will only cover our cost of living increases in our current system. We will hold off on hiring the 3 new firefighters and be conservative. We would like to have them but we are not confident in moving forward at this time.

With 3 additional firefighters would have given us 6 here. We are filling in with part time duty crew. The spill over of having that extra body is for Station 62. With Spring Fire Department and Ponderosa continued station sharing we have full coverage.

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. Mike Jones seconded the motion with unanimous approval of the board.

FIRE CHIEF REPORT

Fire Responses

FCW – We had 138 responses in April.

April 7th, house fire in Ponderosa West. Literally started with incense and caught the awning on fire. Destroyed patio furniture but did not extend to the house. The seven-year-old daughter recently attended a fire education class and was informed, “you must crawl low in smoke”. They got out safely with the mother and grandmother. They had Anderson windows but the Hardi Plank stopped the fire.

April 8th 311 Highland Cross, room and contents apartment fire.

April 9th, Head on collision SBI45, causing party died at scene: extricated other driver and Life Flight – he attended crawfish party.

April 11th, vehicle fire with two vehicles exposures at 16410 IH45 – Motel

April 30, 505 Cypress Station Apartment, exhaust fan minimal loss.

Traffic Signals Update

They have hired a new consultant and he is doing an outstanding job fixing items and meeting with state contractors. His son is also in our Troop 62 Boy Scout organization. He discussed possibly placing signage to stop contractors from unplugging equipment. We may have to make a motion to approve the sign when the time comes. Something to the effect of "Government property, do not disconnect without contact".

Other Current and Long Range Information

New nursing home construction across from Westfield High School is having their state test today and will open very soon. In the process, adding two more building behind current building and will be further back on the property.

PVFA board voted to replace Paul Nichols and Dan Vogel. Paul has moved to West Texas and Dan Vogel has retired. Bill Murrell and Brittany Lawrence (She is a kindergarten teacher, recommended by Buddy Yen). She comes with a good record and is involved in the community. Bill Murrell retired from HP and now is working for Chevron. We welcome them both to the PVFA Board.

Our 2014 fire engine, blew a head gasket, it is under warranty. Friday it will head to Siddons Martin for a major PM.

Station 63 Construction

Construction Payments, Change Orders, Other Actions as Necessary

FCW - It is beautiful, the punch list is small but it will take time to complete.

Windows tomorrow or Wednesday. May take up to a month for completion.

Mike Jones - are they fixing the door handles. FCW - yes

Bank Loan & Final Construction Payments

FCW - LDF Construction draw - can we get approval to pay final costs from the board once we have invoicing from LDF and the architects.

Remember, at last meeting we agreed to go through this methodology. Same loan, still unsure how the construction loan blends in with the bank loan.

Morris Bradley – Do we know the loan balance.

FCW - Original Balance is \$4,499,793.00, to date we have drawn \$4,217,402.30.

Discussion held by the board concerning Station 63 construction loan. Page 10 of 16, (included in board packet) are the three proposals.

FCW - As discussed, if we refinance loan we will incur all expenses once again, which include closings costs and attorney fees.

Dana Schmanski confirmed with Lee Grumbles at Trustmark bank, if we do not draw the remaining balance from loan, the principal balance reduced by unused funds, thus paying off loan earlier than amortized.

Board approved the payments not to exceed \$380,000.00.

Proposal 2 from page 10 of 16 is not viable. From the April 17, 2017 Board of Directors meeting.

Board approved during April 17, 2017, board meeting.

To review, discuss and take action on granting exemptions for 2017

Sign and motion to approve

FCW - If Senate Bill 2 comes to play, next year we may make a change in over 65 exemptions. We are now collecting about \$56,000.00. To calculate take \$30,000.00 off assessed value and it comes out to about \$30.00 a year.

Discussion held by the board. Board decision to remain the same as last year.

Mike Jones made a motion for Granting Exemptions for 2017. Dan Dronberger seconded the motion with unanimous approval of the board with a vote: 5 Yes, 0 No.



Granting Exemptions for 2017 Form, signed by Shirley Jauma, Secretary, and Dan Langford, President.

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

No attendance

MOTION TO ADJOURN

A motion to adjourn made by Mike Jones at 5:44 p.m. Shirley Jauma seconded the motion with unanimous approval of the board.


Shirley Jauma, Secretary

Daniel A. Langford, President