

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28



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

November 20, 2017

Members in Attendance:

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

Others in Attendance:

Fred Windisch, Fire Chief
Dana Schmanski, Office Manager

CALL TO ORDER

Dan Langford called to order the November 20, 2017, ESD Board meeting starting at 5:00 p.m.

MINUTES

Dan Langford asked if there were any additions or corrections to the minutes from the September 28, 2017, board meeting.

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

Dan Langford asked if there were any additions or corrections to the minutes from the October 2, 2017, board meeting.

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

Dan Langford asked if there were any additions or corrections to the minutes from the October 16, 2017, Regular Board Meeting and Special Meeting – Ad Valorem Tax Rate meeting.

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

PUBLIC COMMENTS

No public in attendance.

FINANCIAL REPORT

Dan Dronberger handed out the financial report for October. Things are slow, not much money coming in. The only large item in the budget was the under account 65013 for \$24,000.00 for covered parking, not a budgeted item. We have a few small bills.

SJ – Sales Tax Income is \$387,428.00 negative, will we make that up?

DD – No, this was due to the auditor adjustments after the 2016 audit and we only have two additional months of sales tax income.

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

Checking Account: We had a beginning balance of \$357,486.98 with deposits totaling \$84,053.62 (which includes an interest deposit of \$114.83); and checks and debits totaling \$186,859.92 for an ending balance of \$254,680.68.

Money Market Account: We started with a beginning balance of \$414,119.09, with an interest deposit of \$123.10, for an ending balance of \$414,242.19.

Sales Tax Money Market Account: Beginning balance of \$1,828,014.56 with deposits totaling \$180,921.43, (which includes an interest deposit of \$584.01), for an ending balance of \$2,008,935.99.

We have (6) bills to pay this month as follows:

Texas Mutual Insurance Co	320.00	Workers Compensation ESD#28
Shirley Jauma	138.52	Replacement Check From March 2017
Houston Chronicle	2,290.00	Legal Notice Tax Revenue
PVFA	850,000.00	November Draw
Safe – D	1,100.00	Membership Renewal
Sales Tax Assurance	10,346.00	Quarterly Retainer and Commissions

ESD Commissioner Compensation – December 2017

PVFA Draw – \$850,000.00

FCW – with the purchase of the new fire trucks, we had to close out the current lease purchase with a final payment. We also have an insurance payment due in January. You advanced a \$100,000.00 in the November draw, we will deduct from the January draw request. We are still under draw amount, should be zero carry over and no over spending.

ESD 2017 BUDGET

Budget discussion held by the board. No changes to 2017 budget.

ESD#28 2018 BUDGET

Discussion held by the board in review of the 2018 budget. DMS–the 2016 audit required several adjustments from the auditors. Reducing our income from a cash basis to an accrual basis. The adjustments covered a two-year period, 2015 and 2016.

KK - we are \$705,000.00 above budget. Overages include capital improvement at Station 63. Lease payments and additional operating expenses.

FCW - we ended under budget on the build of station 63, the construction loan was originally \$4,500,000.00. We only withdrew \$4,217,403.00. The remaining costs expensed directly from ESD#28.

Ken Koenig made a motion to pay the bills and approve the financials. Mike Jones seconded with unanimous approval of the board.

FIRE CHIEF REPORT

Fire Responses

163 Responses – Reports to follow

Traffic Signals Update

We have been meeting in review of the events from the Harvey flood. Here is where it looks like we are going. Because the state is adopting the new controllers, the county is now adopting that same controller. We have to look at replacing 7 county intersections. We also looked at the cost of using E-views because we have been with them since 2018.

We are looking at leasing the emergency priority equipment. ESD#11 owns it, and we will create an inter-local agreement. There are approximately 300 intersections. If we lease the controllers, the only thing we must purchase is the truck transponders at \$1,800.00 each. If we were to purchase all the intersections, it would be a couple of million dollars again. If we lease the controllers, they will be up to date and lessor is required to do all maintenance. For our organization, maybe less than what we are currently spending. More information to come.

Other Current and Long Range information exchange

Physicals: we require all full time fire fighters to do an annual physical. Spring Fire Department did full body scan and physicals for their members this year. They found two fire fighters with cancer. We did not spend our total budget for physicals, so we are taking advantage requiring all full timers to have body scans. This will be prior to the end of the year. Next year physicals will be mandatory for all members.

Deck Guns: We spent \$28,000.00 for the deck guns on three of the engines. Three new asset numbers created. Purchased from TFT Clearance Corner. Our auditor said since we did it in pieces we may expense the new ones at a savings of \$5,000.00 each and add as an asset.

PVFA 2018 budget

December 18th we will have dinner and a joint meeting to review the 2018 PVFA Budget. We will have our budget at about 95% completion to adopt in January.

Station 63 construction

Guthrie Building, Inc. has started on the covered parking at Station 63

Part Time Position: Automatic Fire Alarms and Knox Box

Nothing to report

SCBA Fund – PVFA

November 18th renewal, deposit of \$25,000.00 added to current balance of \$30,000.00. New balance will be \$55,000.00.

Hurricane Harvey

Our representative from FEMA is Jim Koegg, we teleconferenced with him and our state representative. We will receive 90% back and some is at 100%. We had accumulated \$26,000.00 in overtime payroll. The volunteer hours will be reimbursed in a different FEMA category. The other costs include repair of the LMTV, approximately \$3,000.00. Reimbursement of two radios and a one pager, and the roof leak at Station 61.

Combination of insurance coverage and FEMA, we received payment for two radios, one pager, and roof repair at Station 61. We received a reimbursement of approximately \$1,800.00 above our \$5,000.00 deductible.

New Pickup

The 2017 pickup did not fit our needs. We will order a new pickup in 2018 through a bid process using 6 different dealerships in December or January.

Additional LMTV

LMTV 1 is back up. LMTV 2 just received window today.

Employee Health Benefits/Insurance

We are going through an employee health insurance change. A new self-insured plan with the potential of a refund. If not, we are still reducing our costs by \$17,000.00 less than Blue Cross Blue Shield's annual premium. HSA cards for the employees, \$250.00 in December and \$1,000 in January deposited into their HSA accounts. The big picture, we are saving money on premiums and the cost savings passed on to the employees. Two of our members have family coverage and they will received a \$580.00 increase in their paychecks monthly.

Safe-D Attendance

Shirley Jauma, Dan Langford, Ken Koenig, and Mike Jones are attending Safe-D Conference, February 22-24, 2018. Dan Dronberger has completed most CE hours required, unsure if he will attend conference.

To discuss and take action on the ratification of a continuing Contract with a private law firm for the collection of delinquent District ad valorem property

taxes, and providing for the payment of up to 20% of the delinquent taxes, penalties, and interest which are collected by the attorney under said Contract.

Shirley Jauma made a motion to contract with a private law firm. Dan Dronberger seconded the motion with unanimous approval of the board.

To discuss and take action on the imposition of additional penalty on delinquent taxes for 2017 pursuant to Section 33.07 of the Property Tax Code and adoption of a Resolution regarding same.

Shirley Jauma made a motion to adopt resolution regarding a private law firm. Dan Dronberger seconded the motion with unanimous approval of the board.

To discuss and take action on the imposition of additional penalty on delinquent taxes for 2017 to defray costs of collection by the District's delinquent tax attorney, pursuant to Section 33.08 of the Property Tax Code and adoption of a Resolution regarding same.

Shirley Jauma made a motion regarding additional penalty on delinquent taxes. Dan Dronberger seconded the motion with unanimous approval of the board.

To discuss and take action on the imposition of early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to Section 33.11 of the Property Tax Code and adoption of a Resolution regarding same.

Shirley Jauma made a motion regarding additional penalty for collection costs. Dan Dronberger seconded the motion with unanimous approval of the board.

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

Attended meeting in October at Harris county radio shop. Nothing to report

Adjourn

Dan Dronberger made a motion to adjourn at 5:56 pm. Mike Jones seconded the motion with unanimous approval of the board.

Shirley Jauma, Secretary