

# HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28



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

January 15, 2018

### Members in Attendance:

Dan Langford, President                      Dan Dronberger, Treasurer  
Mike Jones, Vice President

### Members Excused:

Shirley Jauma, Secretary                      Ken Koenig, Asst. Treasurer

### Others in Attendance:

Fred Windisch, Fire Chief  
Dana Schmanski, Office Manager  
Ira Coveler – Coveler and Peeler

## CALL TO ORDER

Dan Langford called to order the January 15, 2018, 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 December 18, 2017 Joint Board Meeting.

Mike Jones made a motion to approve minutes as written. Dan Dronberger seconded with unanimous approval of the board.

Dan Langford asked if there were any additions or corrections to the minutes from the December 18, 2017 Regular Board Meeting.

Mike Jones made a motion to approve minutes as written. Dan Dronberger seconded with unanimous approval of the board.

### **PUBLIC COMMENTS**

No public in attendance.

### **FINANCIAL REPORT**

Dan Dronberger passed out year to date comparison report. We had very little activity in December. Delinquent Tax Attorney fees, we lost a little in previous year returns. Sales Tax Revenue came in at \$93,482.00. Paid Harris County Appraisal District and small payroll items.

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

Checking Account: We had a beginning balance of \$71,764.40, with deposits totaling \$961,682.48 (which includes an interest deposit of \$122.87); and checks and debits totaling \$120,153.91, for an ending balance of \$913,292.97.

Money Market Account: We started with a beginning balance of \$414,361.36, with an interest deposit of \$129.98, for an ending balance of \$414,491.34.

Sales Tax Money Market Account: Beginning balance of \$1,542,779.77 with deposits totaling \$93,986.97, (which includes an interest deposit of \$504.33), and checks and debits totaling \$630,000.00 for an ending balance of \$1,636,766.74.

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

PVFA	\$475,000.00	January Draw
The Texas Network	\$1,020.00	Annual Web Hosting
Coveler & Peeler	\$320.20	Legal Fees
Guthrie Buildings	\$4,000.00	Completion of Covered Parking

### **ESD Commissioner Compensation – March 2018**

#### **PVFA Draw – January 2018**

PVFA board approved the January draw not to exceed \$475,000.00. Currently we have \$666,430.00, in available funds. When we cut the check Friday for the 1<sup>st</sup>

payment on the new Fire Engines payment for \$162,786.10 it shows a negative balance in the checking account, but the check has not been mailed.

Also included is \$25,000 of 2017 expenses and \$100,000.00 paid with December Draw and deducted from the January Draw. PVFA approved up to \$475,000.00 for the next two months. There is possibility at the end of February we may have to use the contingency fund.

### **ESD 2017 BUDGET**

Due to the auditor adjustments from 2016 Audit, we are off budget.

FCW - What did we end up with for the year?

DD - Report to follow at next meeting. We show the auditors put those numbers in there and it throws off our budget.

DMS - Last year auditors removed tax income from 2017 and added to 2016.

These audit entries changed the budget for 2017, showing a loss. We will not have this discrepancy going forward. We accrued all 2017 ad valorem taxes, in 2018 reversed the entry to place in the correct year as income.

### **ESD#28 2018 BUDGET**

Included in your minutes package, some small changes, bottom line is the same as presented at December 18, 2017 joint board meeting.

Mike Jones made a motion to approve the financials, checks written, and the draw as presented. Dan Dronberger seconded the motion with unanimous approval of the board.

## **FIRE CHIEF REPORT**

### **Fire Responses**

Fire Responses for the year 2,139 responses. Spring had 240 responses from fire fighters staffing at station 62. Total runs 1,987 in 2017.

### **Traffic Signals Update**

Still testing the three competitive companies, so right now if we are lucky we will know something by February 1, 2018.

## **Other Current and Long Range information exchange**

### **PVFA 2018 budget**

FCW - 2018 Budget is in your minutes package. Nothing has changed since our Joint Meeting in December. We ask the ESD board to agree to the PVFA 2018 Budget as presented. Mike Jones and the Board agrees to the PVFA 2018 Budget. None opposed.

### **Annual Report of Maintenance of Apparatus**

FCW - it shows specifically per vehicle what we spend with cost per mile. Also, shows special events; as in Tower 61 PM maintenance at \$20,273.00. We had some extraordinary expenses in 2017. Engine 61 also had repairs in 2017, Engine 63 had zero dollars for maintenance in 2017. Equipment 63, \$227.00 in maintenance and the same for equipment 62. This gives you a snapshot of spending and for accurate budgeting.

### **Part Time Position: Automatic Fire Alarms and Knox Box**

Nothing to report

### **Hurricane Harvey**

In the midst of trying to recover our costs. Now, we have to break out regular time and overtime. We should receive about \$60,000.00 from FEMA. We will leave on agenda until we know more information.

### **New Diesel Pickup**

Attached is the information we received from; Tommie Vaughn Ford, Gullo Ford Conroe, Joe Myers Ford and Tomball Ford. Turns out Gullo Ford was lowest at \$43,401.00 and Tomball Ford was the most expensive.

We are working with Gullo Ford, we asked him why and how the price was so much lower. We were told the Fleet Manager, at Gullo Ford in Conroe, said to do what was necessary to get the business.

### **Hiring a Vet**

Nothing to report, but we are in the process of hiring for 3 new fire fighters and one replacement fire fighter. Application period is closed and there are some vets in the mix. More information to follow once we have reviewed all applications.

### **Safe-D Attendance**

DMS – everyone is registered that will be attending the Safe-D conference.

SAFE-D does keep record of your continuing education hours. Commissioners requested information on becoming Certified ESD Commissioners. DMS will contact Safe-D for more information.

### **Bi-Annual Elections**

Ira Coveler – this is that time of year for elections. Mike Jones & Shirley Jauma are up for re-election, and we are not doing a joint election with ESD#11, they have different counsel.

IC - What I need is for you to call an election. We need someone inside ESD28 district to coordinate the election.

FCW - Can we ask Steve Sheridan, he is our PVFA Board President.

IC - Steve Sheridan asked to handle the election papers. Saturday voting 9:00 am - 12:00 pm only. It will run from 23<sup>rd</sup> – May 2<sup>nd</sup> and election day voting.

FCW - Can we have voting at Station 61 & 62?

IC – Yes, but you have to pay for more equipment and additional people to run election.

FCW - It been so long since we had an election. When does applications for a place on the ballot end.

IC - February 16, 2018.

IC - We need is a motion to call for the election and select Steve Sheridan as early voting clerk. Also, appoint Coveler and Peeler as agent to establish election date and times, and ratify the use of the Hart Intercivic election equipment.

Two things are required for payment, HART Intercivic election equipment fee and storage fee. Storage facility is locked, secured, and sprinklered.

Mike Jones made a motion to call for election, appoint Steve Sheridan as voting clerk and appoint Coveler and Peeler as agent for election date and times, and the use of Hart Intercivic elections equipment. Dan Dronberger seconded the motion with unanimous approval of the board.

### **2010 Lease Purchase Modification**

FCW - write up after our mini meeting last week our solution is to pay the balloon payment. Dan Langford - that way we don't have the 3 or 4 months of bidding and attorney fees. The interest we saved \$70,500.00. Proposal to approve balloon payment not to exceed 370,000.00.

Mike Jones made a motion to pay PNC financial the balloon payment for 2010 Pierce Velocity engines not to exceed \$370,000.00. Dan Dronberger seconded the motion with unanimous approval of the board.

**To review and take action to retain the law firm Coveler & Peeler, P.C. to serve as District counsel.**

Ira Covelor – you received the new engagement letter. DL - I have some questions, page 3, second sentence; regularly attend district meeting. DL - We would rather it say when attendance requested. IC - Not my intention to sneak in that statement. DL – Sentence 5 to include Ponderosa Volunteer Fire Department, Chief Fred C. Windisch on all communications and information in addition to commissioners.

FCW - Can anyone on the board engage you in a project? IC - we would always circle back to the board. FCW – an example of when we had a situation with a commissioner, he was engaging with auditor and attorney and it caused a ripple and costs to the board. IC - We do use discretion. Dan Langford agrees to engagement for legal services subject to revisions listed above.

Mike Jones made a motion to engage Coveler and Peeler as legal counsel for 2018. Dan Dronberger seconded the motion with unanimous approval of the board.

**To review and take action on District 2018 Investment policy**

IC - Investment policy is same as prior years. Dan Dronberger signed resolution to adopt investment policy.

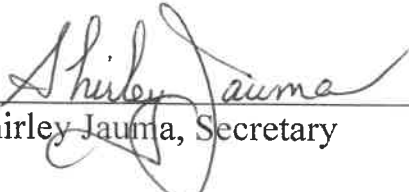
Mike Jones made a motion to accept the Investment Policy for 2018. Dan Dronberger seconded the motion with unanimous approval of the board.

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

No Meeting.

**Adjourn**

Mike Jones made a motion to adjourn at 5:48 pm. Dan Dronberger seconded the motion with unanimous approval of the board.

  
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Shirley Jauma, Secretary