

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28



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

May 20, 2019

Members in Attendance:

Mike Jones, President

Ken Koenig, Treasurer

Dan Dronberger, Vice President

Excused Members:

Shirley Jauma, Secretary

Others in Attendance:

Fred Windisch, Fire Chief

Dana Schmanski, Office Manager

Jennifer Day, MGSB PLLC, Auditor

CALL TO ORDER

Mike Jones called to order the May 20, 2019, ESD Board meeting starting at 5:00 p.m.

MINUTES

Mike Jones asked if there were any additions or corrections to the minutes from the April 15, 2019 Board Meeting.

ESD Board Member Title changes decided previous meeting.

Dan Dronberger made a motion to approve minutes with above changes. Ken Koenig seconded with unanimous approval of the board.

PUBLIC COMMENTS

No public in attendance.

FINANCIAL REPORT

Ken Koenig reviewed report on sources and uses of cash for the month of April 2019. We moved the bulk of the money over to Texas CLASS Account, in thirteen days interest income increased greatly. Discussion held by the board.

Ken Koenig submitted the report on the bank balances in our various accounts as of April 30, 2019.

Checking Account: We had a beginning balance of \$242,177.16 with deposits totaling \$4,044,751.02 (which includes an interest deposit of \$99.18); and checks and debits totaling \$4,256,334.59 for an ending balance of \$30,593.59.

Money Market Account: We started with a beginning balance of \$2,154,566.69, with deposits totaling \$226,332.30 (which includes an interest deposit of \$1,332.30), and checks and debits totaling \$2,129,566.69 for an ending balance of \$251,332.30.

Sales Tax Money Market Account: Beginning balance of \$1,906,969.06, with deposits totaling \$109,046.77 (which includes an interest deposit of \$1,157.78), and checks and debits totaling \$1,764,858.05; for an ending balance of \$251,157.78

Texas CLASS Account: Beginning balance of \$1,002,292.52, with deposits totaling \$3,929,141.39 (which includes an interest deposit of \$5,730.79), for an ending balance of \$4,931,433.91

We have (9) bill to pay this month as follows:

Trustmark National Bank	\$373,712.47	Station 63 Loan Payment
Coveler & Peeler P.C.	\$371.11	April Legal Fees
Harris County Appraisal District	\$6,013.00	Qtr#3 Quarterly Assessment
McCall Gibson Swedlund & Barfoot PLLC	\$10,000.00	2018 Auditing Fee Interim
Sales Tax Assurance, LLC	\$3,870.00	Retainer Fees and Commissions
The Texas Network, LLC	\$75.00	ESD Website Domain Rental
PVFA	\$515,000.00	May 2019 Draw
Trustmark National Bank	\$200,000.00	Additional Principal Payment - Station 63 Building Loan
Dan Dronberger	\$65.00	2 CCE Hours - Reimbursement

ESD Commissioner Compensation – June 2019

PVFA Draw – May 2019

FCW – request May 2019 Draw \$515,000.00. Used contingency funds for payroll processing.

Dan Dronberger made a motion to approve the May Draw of \$515,000.00. Ken Koenig seconded the motion with unanimous approval of the board

Ken Koenig - in review of the revised forecast, the \$200,000.00 additional principal payment on Station 63 building payment. We may be a little over in our forecast.

New Ladder Truck

Ken Koenig - If we purchase new ladder truck in three years, what is cost increase? FCW – about \$100,000.00. KK - let us review numbers and look at buying by the end of the year. FCW – an earlier purchase will increase current ladder truck's trade-in value, the cost of a new one is not going down. Discussion held by the board.

ESD 2019 Budget

Dan Dronberger - with revised forecast should we revise the budget? Discussion held by the board. No changes to 2019 Budget.

Texas CLASS, Sales Tax Revenue and Ad Valorem Tax Revenue Transfers

We have two money market accounts with Prosperity Bank, with the liquidity of funds at Texas CLASS we should draw one account to the minimum balance and transfer to Texas CLASS. The second Money Market account as reserve with a balance of \$250,000.00.

Dan Dronberger made a motion to approve the financials and checks written. Ken Koenig seconded the motion with unanimous approval of the board.

FIRE CHIEF REPORT

Fire Responses – 213 Responses in April

Major Responses:

04/24 Civilian Burns (2nd Degree) from cooking fire; not transported against medical advice CCEMS

04/27 Apartment Fire, 311 Highland Cross, major damage

Rescue Tools - Carrousel received and mounted with rescue tools. In service on Rescue 61.

CJC Fund Grant - One of our volunteers diagnosed with cancer. Mistakenly told him he had coverage on our Critical Illness Policy. After further review, he was not included. The PVFA board made a decision to grant \$5,000.00 to him from CJC Fund to cover lost wages and medical bills from his surgery. Volunteer was sincerely grateful.

2012 Ford Pickup – Our Assistant Chief is purchasing his own pickup truck. At this time, it is a surplus vehicle. Our intent is to sell to another Fire Department. Otherwise, we will strip it and sell to an individual in a sealed bid process.

Future planning: May replace 2013 F150 Pickup, if this occurs it will be end of 2020.

GTT traffic preemption program

Nothing new to Report

BBQ Cook-Off

FCW - BBQ Cook-Off Team received \$12,750.00 in donations. Expenses to date of \$10,123.00. All expenses should arrive by next meeting. FCW will provide a reconciliation for review next meeting. All funds deposited into Non-ESD Funds Account and transferred to checking to cover expenses. Possible refund for excess donations transferred back to Non-ESD Funds Account.

Other Current and Long-Range Information Exchange

Audit Review, Jennifer Day, Auditor – Page 1 & 2 – Our Opinion Letter, the best opinion you can get. Says you provided the information needed to complete audit. Page 10 - Profit and Loss Statement, you have \$991,000.00 fund balance, net change. \$3,271,000.00 Net Position. Almost enough to cover a year of expenses. Page 24 - Budget \$421,000.00 more revenue due to Sales Tax Revenue increase. \$58,000.00 more in expenses than budgeted, due to debt service payments to PVFA for truck payment. Otherwise, your expenses would have been under budget.

Any questions. Discussion by the board.

Dan Dronberger made a motion to accept the 2018 Audit as presented, move forward and finalize audit. Ken Koenig seconded the motion with unanimous approval of the board.

Former Board President, Dan Langford

FCW - We received a copy of his "Will" today. PVFA willed to receive 25% of Dan Langford's estate. More information forth coming.

June 1, 2019, a celebration of Life to be held at the Fountain Head Tavern on Ella Boulevard, Houston, TX, 77090 from 2:30pm – 5:30pm.

Once we received the donation from Dan Langford's Estate, do we need any special documentation or are there any unknowns before recording donation?
Jennifer Day – if "no conditions" presented with donation, funds are available for any use.

Discussion held by the board.

Review, Discuss and Take Action Board Commissioner Replacement

FCW – does anyone know of a candidate for the open board member position?
None at this time.

Legislative Discussion

FCW - SB2 looks as if it is going to pass in its current format, only hospitals and community colleges are exempt. More to follow.

Station 62 Staffing Proposal

FCW - Station 62 staffing proposal submitted to both ESD#16 and ESD#7. If all goes well in proposal current format, we would see a revenue increase of \$200,000.00 from each entity. No response received to date.

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

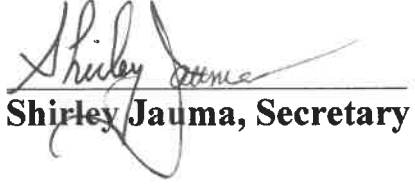
Mike Jones – Red Cross changed representative.

Schedule upcoming meetings and consider agenda items

Next Regular Meeting June 17, 2019.

Adjourn

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


Shirley Jauma, Secretary