

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28



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

March 16, 2020

Members in Attendance:

Dan Dronberger, V. P.
Shirley Jauma, Secretary

Ken Koenig, Treasurer
Michael Jenkins, Assistant
Secretary Treasurer

Others in Attendance:

Fred Windisch, Fire Chief
Dana Schmanski, Office Manager

Public:

Erika Smiley

Members Excused:

Mike Jones

CALL TO ORDER

Dan Dronberger called to order the March 16, 2020, ESD#28 Board meeting starting at 5:06 p.m.

MINUTES

Dan Dronberger asked if there were any additions or corrections to the minutes from the February 17, 2020 meeting.

Minute section of February 17, 2020 meeting should read: any additions or corrections to the January 20, 2020 minutes.

Shirley Jauma made a motion to accept the February 17, 2020 minutes with the above changes. Mike Jenkins seconded the motion with unanimous approval of the board.

PUBLIC COMMENTS

Public present, no comment

FINANCIAL REPORT

Ken Koenig reviewed report on sources and uses of cash for the month of February 2020 with the board.

Bank balances in our various accounts as of February 29, 2020:

Checking Account: Beginning balance of \$996,894.94, with deposits totaling \$991,969.21 (which includes an interest deposit of \$175.82); and checks and debits totaling \$1,895,190.21, for an ending balance of \$93,673.94.

Money Market Account: Beginning balance of \$15,007.63, with an interest deposit of \$3.57, and checks and debits totaling \$7.63, for an ending balance of \$15,003.57.

Sales Tax Money Market Account: Beginning balance of \$250,175.50, with an interest deposit of \$158.54; and checks and debits totaling \$175.50, for an ending balance of \$250,158.54.

Texas CLASS Account: Beginning balance of \$4,244,479.46, with deposits totaling \$1,423,739.87 (which includes an interest deposit of \$6,921.01), for an ending balance of \$5,668,219.33.

Ken Koenig – reviewed with the board a five-year forecast of income and expenses. Attachment.

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

| | | |
|----------------------------------|------------|--------------------------|
| Coveler & Peeler P.C. | \$2,544.83 | February 2020 Legal Fees |
| Harris County Appraisal District | \$6,557.00 | Quarterly Assessment |

| | | |
|-----------------------|--------------|-----------------------------------|
| Hart Intercivic, Inc. | \$775.00 | Poll Pad SW, Case, Stand, Stylus, |
| PVFA Draw | \$575,000.00 | March 2020 Draw |

ESD Commissioner Compensation – March 2020

Commissioner Compensation request forms received from commissioners.

PVFA Draw – March 2020

FCW – we had to use contingency funds for payroll. Draw will cover two months of expenses. Request approval for March Draw in the amount of \$575,000.00.

Mike Jenkins made a motion to accept the financials, checks written, Commissioners Compensation, and March Draw of \$575,000.00. Shirley Jauma seconded the motion with unanimous approval of the board.

ESD 2020 Budget

Ken Koenig – budget stands for now, will review again after CoVid-19.

FCW – Cypresswood Estates donation moved to account 53800 miscellaneous income initially posted to 2019 Tax Receipts. Additionally, by moving sales tax dollars to 2019 for January & February, this shows we drew \$760,000.00 instead of the actual \$585,000.00. If it remains in 2019, it will as look as though we are over budget. KK - they are prepaid expenses and the auditors will make this adjustment after audit. FCW – of course, but remember this when our numbers are over the annual budgeted amount, we calculate and operate on cash basis not accrual.

FIRE CHIEF REPORT

Fire Responses – 157 Responses in February

Major Fires in our District:

02/18 Ponderosa East, house fire fully involved; accidental – possible fireplace firebox defect

02/24 Apartment interior fire, Parramatta; accidental – possible TV failure or a candle

New squad F-150 Ford pickup will be here any day. Checks are ready and funds from 2019 budget.

Corona Virus exposure - patient in Houston hospital area exposed our member March 1, 2020, tests were inconclusive. Exposed again by different patient last week, this caused concern here at Station 61. Our member showed signs and symptoms, as of today self-quarantined at home, tested negative for Flu A and B. Results of CoVid -19 not complete. Staff have been quarantined here, no signs or symptoms. Monday will end quarantine.

We eliminated minor EMS responses, we will be dispatched to minor but we will not respond unless CPR needed and/or major incidents, to reduce exposure.

Tomorrow firefighters will remain at Station 62 & 63 with two fire engines. Three additional people for 24 hours. Keeping exposed people here at Station 61 another day. Should receive results tomorrow. Additionally, janitorial service will do a deep clean in upstairs dorm area tomorrow.

Followed everyday with CDC Control Measures. No signs or symptoms of any employees. Wednesday is the fifth day and we have already done as much as we can.

Station 62 HVAC System - adding dehumidifiers in dorm and day room areas. We will order tomorrow, member will install, equipment cost \$3,300.00 with labor should not exceed \$5,000.00. The engineering study do not divulge new information.

Electricity contacts - signed agreement for all three facilities, effective date June 1, 2020 with a lower rate.

Langford Last Will & Testament – Nothing new, all up in the air.

GTT Traffic Preemption Program

GTT - County intersections delayed. Meeting held Friday with Commissioner Cagel, Harris County Fire Marshal, and four IFR representatives, they resolved issues internally. All intersections will be up and running in three to four weeks.

Replacement Fire Trucks

No plan yet. Next scheduled replacement is 2014 pumper, on eight-year cycle. Might consider specking truck in 2021 with delivery in 2022. More information to follow as time draws closer.

Review PVFA/ESD#28 Agreement for Services

FCW will review for any internal modifications and forward to Ira Coveler, attorney. Currently operating under a good agreement, do not foresee many changes unless state law affects the verbage.

Other Current and Long-Range Information Exchange

Replacement Ladder Truck

FCW - Preconstruction meeting March 31, 2020 via company plane. Siddons Martin cancelled all FD trips for preconstruction meeting utilizing commercial flights.

Computer Network Upgrade

In process, operating fine cannot have interruptions.

ESD#28 2020 Elections Cancelled

Separate minutes

Cyber Security Training

Cyber Security training for ESD Commissioners and Employees. Two dollars a month per email address. June 14th must be complete classes. Four classes total: First course; 30 minutes, Second – Fourth course; 15 minutes.

Champions ESD#29 currently using, Cyber company monitor and send out phishing emails. If you open the phishing scheme, you will have to take courses again. Over a period, the phishing emails continually decrease.

Furthermore, likely to engage all members who have PVFA email accounts. To prevent unnecessary risks to our system.

Shirley Jauma made a motion to move forward and engage Prime ITS to incorporate Cyber Security to our members. Mike Jenkins seconded the motion with unanimous approval of the board.

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

FCW – All Fire Chiefs wish to reduce EMS responses and the load to our systems. How can we reduce our load? Also, requesting a new process of reimbursing FD's for supplies used. Discussion held was positive.

Closed Session

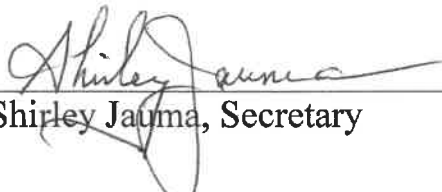
No Closed Session

Schedule upcoming meetings and consider agenda items.

Next Meetings: April 20, 2020

Adjourn

Shirley Jauma made a motion to adjourn at 5:57 PM. Mike Jenkins seconded the motion with unanimous approval of the board.


Shirley Jauma, Secretary