

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28

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

May 18, 2020

Members in Attendance:

Mike Jones, President	Dan Dronberger, V. P.
Ken Koenig, Treasurer	Shirley Jauma, Secretary
Michael Jenkins, Assistant Secretary Treasurer	

Others in Attendance:

Fred Windisch, Fire Chief
Dana Schmanski, Office Manager
Bob Schmanski, ESD#7 Commissioner
Scott Seifert, Fire Chief, Spring Fire Department

Public:

Erika Smiley

CALL TO ORDER

Mike Jones called to order the May 18, 2020, ESD#28 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 18, 2020 regular meeting minutes.

Dan Dronberger made a motion to accept the April 18, 2020 minutes as written. Ken Koenig seconded the motion with unanimous approval of the board.

PUBLIC COMMENTS

Public present, no comment

FINANCIAL REPORT

Ken Koenig reviewed the report on sources and uses of cash for the month of April 2020.

Bank balances in our various accounts as of April 2020:

Checking Account: Beginning balance of \$16,846.05, with deposits totaling \$139,281.87 (which includes an interest deposit of \$12.68); and checks and debits totaling \$135,126.66, for an ending balance of \$21,001.26.

Money Market Account: Beginning balance of \$15,005.66, with an interest deposit of \$1.23, for an ending balance of \$15,006.89.

Sales Tax Money Market Account: Beginning balance of \$250,274.73 with an interest deposit of \$82.06, for an ending balance of \$250,356.79.

Texas CLASS Account: Beginning balance of \$5,350,018.70 with deposits totaling \$124,879.24 (which includes an interest deposit of \$4,879.24), for an ending balance of \$5,474,897.94.

Mike Jenkins made a motion to accept the financials. Shirley Jauma seconded the motion with unanimous approval of the board.

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

Trustmark National Bank	\$373,712.47	Station 63 Annual Building Payment
Coveler & Peeler, P.C.	\$816.88	April Legal Fees
PVFA	\$585,000.00	May Draw

ESD Commissioner Compensation – June 2020

PVFA Draw – May 2020

FCW – Handout for the board, requesting \$585,000.00 for the May 2020 Draw.

ESD 2020 Budget

Ken Koenig – In the budget is an additional \$200,000.00 to be applied to the principal balance of Station 63's building loan, recommend waiting until June or July due to Pandemic. Discussion held by the board.

Dan Dronberger made a motion to accept the checks written, May 2020 draw, and postpone additional principal payment. Mike Jenkins seconded the motion with unanimous approval of the board.

FIRE CHIEF REPORT

Fire Responses – 162 Responses in April

Major Fires in our District:

04/13 South Cypress Station Drive very large warehouse exposed with some damage from large compression dumpster; six civilians with smoke inhalation injuries none transported; this event is not listed in the mutual aid report.

04/18 Back to back vehicle extrications assisting Spring FD; second extrication very severe; all extrication and stabilization tools were used from R61 and Spring FD's Rescue Truck.

04/19 Apartment fire, cooking, medium interior damage; one of our firefighters experienced an electric shock while removing dishwasher during overhaul procedures.

Average 182 responses, EMS dropped from 95 to 78.

GTT Traffic Preemption Program

Moving forward with program and looking into phase two. Effect to ESD#28 is approximately \$2,000.00 year moving forward.

Replacement Fire Trucks

We are considering selling the Mini Pumper at Station 63, using the funds to convert one of the heavy utility vehicles into a highway blocking vehicle for safety, adding lift gate and improved lighting. Not confirmed, currently in discussion.

Next year we may begin specifications to replace 2014 Pumper for delivery in 2022. This is a continuation of our 8-year replacement cycle, which includes trade-in value.

Station 63 training Tower - Must replace the entire wooden portion of the roof, wood is rotten. ESD#28 owns the building, repairs could be paid by ESD#28 or PVFA. Approximate cost \$3,000.00. First bid received was \$1,900.00 but does not include everything needed.

Hiring – three firefighters will start tomorrow. District Chief promotions, we are currently reviewing administrative policies before the final decision to promote Captains. May occur in June.

Review PVFA/ESD#28 Agreement

Nothing new to report.

Other Current and Long-Range Information Exchange

Replacement Ladder Truck

FCW - We are 99.8% completed on specifications.

Computer Network Upgrade

FCW - We have restarted at a slower pace due to CoVid-19.

CoVid-19

FCW - Today received a supply of N95 masks and gloves. Still have not received new ordered gowns, current gowns are sleeveless. Order from Amazon delayed, but they are keeping us informed. All members are practicing precautions and no new exposures. Discussion held by the board.

Audit Review McCall, Gibson, Swedlund & Barfoot PLLC

DMS - Audit is complete for ESD#28. Auditor will attend next meeting.

To review, discuss and take action regarding adoption of the District's 2020 Investment Policy

DMS – Investment policy for 2020 reviewed with the board. No changes from previous Investment Policy. Discussion held by the board. Board agreed to accept

Investment policy for 2020, to include attachments A and B. Kenneth Koenig recorded as Treasurer in accordance with Chapter 2256 of the Government Code.

Dan Dronberger made a motion to accept the Investment Policy for 2020 and Resolution of Kenneth Koenig as Treasurer "Attachment B". Mike Jenkins seconded the motion with unanimous approval of the board.

Shirley Jauma made a motion to adopt the written Investment Policy of 2020 and "Attachment A" set forth in the Investment Policy Document. Mike Jenkins seconded the motion with unanimous approval of the board.

To review and take action on requirements of Government Code 2054.5191[HB 3834 (2019)] and District compliance with cybersecurity training.

FCW – emails sent to all commissioners. Discussion held by the board.

Shirley Jauma made a motion requiring all HCESD#28 commissioners and employees to comply with cybersecurity training under Government Code 2054.5191[HB 3834 (2019)]. Mike Jenkins seconded the motion with unanimous approval of the board.

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

No meeting due to CoVid-19 pandemic.

Closed Session

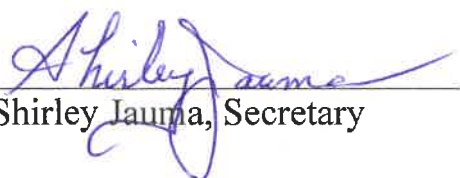
No Closed Session

Schedule upcoming meetings and consider agenda items.

Next Meetings: June 15, 2020

Adjourn

Dan Dronberger made a motion to adjourn at 5:34 PM. Shirley Jauma seconded the motion with unanimous approval of the board.


Shirley Jauma, Secretary