

# HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28



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

June 15, 2020

### Members in Attendance:

Mike Jenkins, President  
Ken Koenig, Treasurer  
Erika Smiley, Assistant  
Secretary Treasurer

Edson "Dan" Dronberger, V. P.  
Shirley Jauma, Secretary

### Others in Attendance:

Fred Windisch, Fire Chief  
Dana Schmanski, Office Manager  
Ira Coveler - Coveler & Peeler, PLLC, Attorney  
Jennifer Day - McCall, Gibson, Et al, Accountant

### Public:

No Public

### **Call to order, roll call and establishment of a quorum**

Mike Jenkins called to order the June 15, 2020, ESD#28 Board meeting starting at 5:00 p.m.

### **To administer oath(s) to newly elected/re-elected and/or appointed District commissioners.**

DMS - administered the Oath of Office to Michael Jenkins, Edson "Dan" Dronberger, Ken Koenig, and Erika Smiley. The above recited the Oath of Office and the Statement of Elected/Appointed Officer. Oath of Office and Statement of Elected/Appointed Officer signed by each of the four District commissioners.

**Public Comments - Individual must be recognized by the chair with a time limit to be negotiated at the beginning, applies to all agenda items.**

No Public

**To review and discuss the appointment of a new District commissioner to fill the Board vacancy as permitted by Texas Health and Safety Code §775.0445.**

Discussion held by the board. Board appoints Edson “Dan” Dronberger as District commissioner to fill vacancy of resigned District commissioner Mike Jones.

Erika Smiley made a motion to appoint Edson “Dan” Dronberger as District commissioner. Ken Koenig seconded the motion with unanimous approval of the board.

**To Elect District officers**

Discussion held by the Board in review of District officers. District officer positions have been accepted by District commissioners as follows:

Mike Jenkins as District President

Edson “Dan” Dronberger as District Vice President

Ken Koenig as District Treasurer

Shirley Jauma as District Secretary

Erika Smiley as District Assistant Secretary Treasurer

Erika Smiley made a motion to accept the District positions as agreed by the District commissioners. Shirley Jauma seconded the motion with unanimous approval of the board.

**Review, modify and approve the minutes of prior meeting(s).**

Mike Jenkins asked if there were any additions or corrections to the minutes from the May 18, 2020, regular meeting minutes.

Shirley Jauma made a motion to accept the May 18, 2020, minutes as written. Edson “Dan” Dronberger seconded the motion with unanimous approval of the board.

**To receive a financial report from the District Treasurer and to consider and approve payment for invoices as submitted and other financial matters as necessary:**

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

Bank balances in our various accounts as of May 2020:

Checking Account: Beginning balance of \$21,001.26, with deposits totaling \$1,148,367.31 (which includes an interest deposit of \$44.10); and checks and debits totaling \$959,656.70, for an ending balance of \$209,711.87.

Money Market Account: Beginning balance of \$15,006.89, with an interest deposit of \$1.27, for an ending balance of \$15,008.16.

Sales Tax Money Market Account: Beginning balance of \$250,356.79 with an interest deposit of \$63.62, for an ending balance of \$250,420.41.

Texas CLASS Account: Beginning balance of \$5,474,897.94 with interest deposit totaling \$3,161.03, and withdrawals totaling \$940,000.00, for an ending balance of \$4,538,058.97.

We have (2) bills to pay this month as follows:

Coveler & Peeler, P.C.	\$846.23	May Legal Fees
Harris County Appraisal District	\$6,566.00	Third Quarter Assessment

**ESD Commissioner Compensation – June 2020**

Commissioners compensation forms received from District commissioners for the second quarter of 2020.

**PVFA Draw – July 2020**

**ESD 2020 Budget**

Ken Koenig – Reviewed budget with the board. We have a decrease in interest rates due to CoVid-19 Pandemic. We collected 100.52% of Ad Valorem Tax Revenue. Sales Tax revenue is currently over budget, May 2020 projection was \$154,00.00, collected \$170,000.00. Discussion held by the board.

Shirley Jauma made a motion to accept the financials, checks written, and commissioner's compensation as submitted. Edson "Dan" Dronberger seconded the motion with unanimous approval of the board.

## **FIRE CHIEF REPORT**

Fire Responses – 192 Responses in May

Major Fires in our District: No major fires in our District in May 2020

### **GTT Traffic Preemption Program**

Planning for Phase 2, low financial impact. Three intersections sharing with Spring FD, and ESD#11. Once completed information will be included in Board Package. New intersections are working perfectly.

### **Replacement Fire Trucks**

Nothing new to report

### **Review PVFA/ESD#28 Agreement for Services**

It is time to renew our contract between ESD#28 and PVFA. Current contract included with notes of possible changes to existing contract. Requesting your feedback for review at next month's meeting.

Items to consider: Transfer of Assets. If PVFA as "service provider" went away, our current contract states all items over \$5,000.00 in value will be transferred to ESD#28. We need to secure proper verbiage to include all items are returned to ESD#28 in the event of a new "service provider".

Current contract is renewed every three years and is like an evergreen contract. Once both boards have reviewed, we will forward to Coveler & Peeler, PLLC, for their review. Discussion held by the board.

**Email concerning CCEMS & ESD#11** – Area Fire Chiefs and others attended the ESD#11 meeting on June 9, 2020. They are modifying their practices and management of their systems. Their CEO retired, and we think they will be able to work together in the future by focusing on their mission. It looks as though CCEMS will continue as the service provider. Discussion held by the board.

## **Other Current and Long-Range Information Exchange**

### **Replacement Ladder Truck**

FCW - Little things, new seats will include our patch. They requested thread colors and patch design.

### **Computer Network Upgrade**

FCW – In the beginning did not go well, but now it is wonderful and the new computers are much faster.

### **CoVid-19**

FCW – Good on supplies now, SETRAC our regional advisory group is acting as a distribution point. We now have all PPE gear we need. The second delivery of items from SETRAC we forwarded some to CCEMS.

### **Audit Review McCall, Gibson, Swedlund & Barfoot PLLC**

Jennifer Day – We have completed the audit for ESD#28 for period ending December 31, 2019. Our opinion letter enclosed, same as previous years, with one addition; new paragraph concerning CoVid-19, to recognize its presence due to the unknown. Requesting board approval to finalize the ESD#28 2019 Audit.

Shirley Jauma made a motion to accept the 2019 ESD#28 Audit as presented. Ken Koenig 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 for the meeting scheduled for July 20, 2020**

No agenda items added.

## **Adjourn**

Shirley Jauma made a motion to adjourn at 5:40 PM. Edson "Dan" Dronberger seconded the motion with unanimous approval of the board.

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Shirley Jauma, Secretary