

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28



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HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 28 MINUTES OF BOARD OF COMMISSIONERS MEETING

April 18, 2022

Members in Attendance:

Dan Dronberger, V. P.
Shirley Jauma, Secretary

Ken Koenig, Treasurer
Erika Smiley, Asst. Sec/Treasurer

Others in Attendance:

Fred Windisch, Fire Chief
Dana Schmanski, Office Manager
Jennifer Day, McCall, Gibson, Swedlund, Barfoot, PLLC

Members Excused:

Mike Jenkins, President

Public:

No Public

Call to order, roll call and establishment of a quorum.

Dan Dronberger called to order the April 18, 2022, ESD No. 28 Board meeting starting at 5:00 p.m., with a quorum.

To receive public comment.

No public

To approve the Minutes of prior meeting.

Dan Dronberger asked if there were any additions or corrections to the minutes from the February 22, 2022, cancel the election meeting and the March 21, 2022, meeting minutes.

Erika Smiley made a motion to accept the February 22, 2022, Cancel the election meeting minutes and the March 21, 2022, regular meeting minutes as written. Shirley Jauma seconded the motion with unanimous approval of the board.

To receive a financial report from the District Treasurer and to pay District bills, including approval of commissioner fees.

Ken Koenig reviewed the report on Profit and Loss Budget Performance with Percentages for the month of March 2022.

Bank balances in our various accounts as of March 31, 2022:

Checking Account: Beginning balance of \$747,089.56, with deposits totaling \$272,724.11 (which includes an interest deposit of \$95.50); and checks and debits totaling \$915,522.10 for an ending balance of \$104,291.57.

Money Market Account: Beginning balance of \$14,653.64, with an interest deposit of \$.62; for an ending balance of \$14,654.26.

Sales Tax Money Market Account: Beginning balance of \$250,061.37, with an interest deposit of \$21.24 for an ending balance of \$250,082.61.

Texas CLASS Account: Beginning balance of \$6,783,850.27, with deposits totaling 301,705.80 (which includes an interest deposit of \$1,705.80), for an ending balance of \$7,085,556.07.

We have (7) bills to pay this month as follows:

| | | |
|---|--------------|---|
| Coveler & Peeler | \$1,462.45 | March Legal Fees |
| McCall, Gibson, Swedlund, Barfoot, PLLC | \$11,000.00 | Interim Billing |
| PVFA | \$390,000.00 | April Draw |
| TECC-Texas Emergency Comm. Center | \$20,071.35 | First Quarter 2022 |
| Trustmark National Bank | \$373,712.47 | Annual Station 63 Loan Payment |
| Trustmark National Bank | \$200,000.00 | Additional Principal Payment Station 63 |
| Shirley Jauma | \$211.18 | Mileage for Safe-D, April 16-19, 2022 |

Shirley Jauma made a motion to approve the financials and checks written. Erika Smiley seconded the motion with unanimous approval of the board.

To review and take action on the payment of operations funding pursuant to year 2022 budget and service agreement with the Ponderosa Volunteer Fire Department.

Draw – April 2022

FCW – Our request for the April draw is \$390,000.00. This includes two months for this draw.

Ken Koenig made a motion to approve the April draw in the amount of \$390,000.00. Erika Smiley seconded the motion with unanimous approval of the board.

To receive a report from the Ponderosa Fire Department (“Department”)

Fire Responses March 2022 – 219 Responses

Major Fires:

03/05 Apartment fire Parramatta east of IH45 discarded cigarette.

03/05 Condo fire Red Oak Townhomes, Cooking.

03/10 Apartment fire 505 Wells Fargo; PFD firefighter heat exhaustion not transported; electrical.

03/29 545 FM 1960 Palace Inn, unintentional; victim smoke inhalation and injuries from jumping from 2nd floor; transported by ESD11.

TAFR BBQ Cookoff – this weekend April 22-23, 2022, we will compile expenses and create a report for review.

Astronomy Club – will begin to meet here once per month on Friday night.

Sexual Awareness Month – event on April 30, 2022 here at Station 61. Starbucks is providing beverages, Chick-fil-A is providing food. Discussion held by the board.

Diesel fuel – this month Shell statement was \$1,300.00 more than previous month with generally the same amount of fuel. Cost was \$2.69 per gallon, today it is \$4.42 per gallon. Trying to reduce consumption of fuel. Discussion held by the board.

Fan 62 – incident occurred in the middle of the night, trailer came off the truck hitch and was damaged. This trailer has had issues from the beginning, replacement of lights and other items. We are purchasing a new trailer to remount the fan. Cost is about \$1,700.00.

To review, discuss and take action regarding the purchase of capital equipment including apparatus.

FCW - delivery estimated August 15, 2022

To review, discuss and take action on the Radio System Modification.

FCW – still waiting on microwave parts

To review, discuss and take action regarding acquiring new election equipment for the District.

FCW – nothing new to report

To review, discuss and take action regarding adding District information to the trucks and apparatus owned by the district.

FCW – the colors are very close. The blue is a little darker. Showed final example to the board. Ordering in near future.

To review, discuss and take action regarding building at 1603 Ash Meadow Drive.

FCW – CCEMS out of building as of Saturday. HART (Holistic Assistant Response Team) requested to rent the property. PVFA has looked at the contract and they will pay \$500 a month for rental of property. HART is currently located on Harwin Drive in west Houston, now they will be centrally located. ESD11 was contacted about the building, no response. Discussion held by the board.

To review, discuss and take action to remodel Station 63 dorms to accommodate personnel.

FCW - BRW Architects document requested; to go to bid, design and everything, cost is \$59,600.00 with mechanical and electrical certs, permits, etc. To include full permitting and re-occupancy permitting by Harris County. We have an alternative after talking with attorney. He said if LDF Construction can do sketches and know the scope of work, he will take the information and place a 7-day limited bid notification, keeping us in compliance with bidding requirements. SJ – if we decline BRW Architects proposal we will save \$59,000.00. Discussion held by the board.

Erika Smiley made a motion to decline BRW Architects proposal and have attorney place a 7- day limited bid notification and move forward with LDF Construction. Ken Koenig seconded the motion with unanimous approval of the board.

To designate the Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax rate calculations for 2022.

Discussion held by the board. No changes from prior years.

Ken Koenig made a motion to designate Harris County Tax Assessor-Collector's office to prepare the District's No New Revenue Tax Rate and related calculations for 2022. Shirley Jauma seconded the motion with unanimous approval of the board.

To review and take action on Granting Exemptions for 2022.

DD – would like to consider raising the senior exceptions from \$30,000.00 to \$50,000.00. What would be the financial impact be to change to \$50,000.00?
FCW – will run the numbers and report financial impact at next meeting.

To conduct annual review of the District's Investment Policy and take any necessary action.

Discussion held by the board, renew Investment Policy the same as previous year.

Erika Smiley made a motion to renew the Investment Policy with no changes from the previous year. Ken Koenig seconded the motion with unanimous approval of the board.

To review and discuss 2021 annual audit review by McCall Gibson Swedlund and Barfoot PLLC.

Jennifer Day - ESD No. 28 provided what was needed to complete the audit.

Pages 1-3 we have a new opinion letter, our opinion is the best opinion we could give, there were no issues. Our opinion is now at the beginning of the letter with more detail on the audit.

Page 11 - revenue fund balance increase of \$588,000.00, general fund as of December 31, 2022, \$5,415,923.00.

Page 24 - TECC (Texas Emergency Communication Center) we still need the agreement.

FCW – Thank you for asking the question, we now have the agreement to approve from last August.

Page 26 - budget comparison, revenues \$450K more than expected and expenses were higher than expected due to fire truck purchase with negative variance of \$213,000.00.

KK in the long run it is better than paying interest.

FCW This is the last truck we will see under one million dollars. And now delivery is 24 months after order. the issue is the supply chain and how many trucks they are selling at Pierce Manufacturing.

Discussion held by the board.

Shirley Jauma made a motion to approve the financial audit prepared by McCall, Gibson, Swedlund, Barfoot, PLLC subject to attorney's review. Ken Koenig seconded the motion with unanimous approval of the board.

To review, discuss and take action on TECC Agreement.

FCW – we have the agreement for TECC (Texas Emergency Communications Center and ESD No's. 7, 13, 16, 28, and 29.

ES – what if additional members want to come on board with TECC?

FCW- Ira Coveler said we can modify anytime.

ES - do they have an attorney?

FCW – yes, Ira.

Discussion held by the board. Table and defer action until next month and hold special meeting if needed.

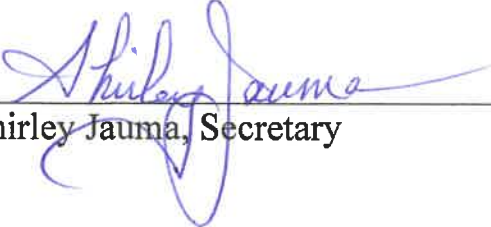
To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel.

No closed session.

To set meeting date for April 18, 2022, regular meeting.

Adjournment.

Erika Smiley made a motion to adjourn at 5:46 PM. Shirley Jauma seconded the motion with unanimous approval of the board.



Shirley Jauma, Secretary