

# HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28



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

June 19, 2023

### Members in Attendance:

Mike Jenkins, President

Ken Koenig, Treasurer

Erika Smiley, Asst. Sec/Treasurer

Dan Dronberger, V. P.

Shirley Jauma, Secretary

### Others in Attendance:

Fred Windisch, Fire Chief

Dana Schmanski, Office Manager

### Public:

No Public

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

Mike Jenkins called to order the June 19, 2023, 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.**

Mike Jenkins asked if there were any additions or corrections to the minutes from the May 15, 2023, Regular Meeting minutes.

Dan Dronberger motion to accept the May 15, 2023, regular meeting minutes as written. Erika Smiley 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 May 31, 2023.

Bank balances in our various accounts as of May 31, 2023:

Checking Account: Beginning balance of \$6,223.23, with deposits totaling \$400,288.89 (which includes an interest deposit of \$23.49); and checks and debits totaling \$379,448.73, for an ending balance of \$27,063.39.

Money Market Account: Beginning balance of \$10,017.72, with an interest deposit totaling \$9.36; for an ending balance of \$10,027.08.

Sales Tax Money Market Account: Beginning balance of \$251,006.53 with an interest deposit of \$636.11; for an ending balance of \$250,642.64.

Texas CLASS Account: Beginning balance of \$6,253,474.74, with an interest deposit of \$27,452.77; and debits totaling \$86,000.00, for an ending balance of \$6,194,927.51.

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

Harris County Appraisal District	\$7,662.00	3rd Quarter Assessment
Kaiden Simons	\$3,000.00	Station 61 Gate
LDF Construction	\$6,025.00	Station 63 Dorm: Base, Clean Up, Painting
McCall, Gibson, Swedlund, Barfoot PLLC	\$2,000.00	Final 2022 Audit Fee
PVFA Draw	\$360,000.00	June Draw
PVFA	\$4,200.00	Station 61 Gate: Reimburse PVFA for Deposit \$3,000.00, \$1,200 Painting
Reliable Fire Protection	\$3,126.00	Station 63 Sprinkler Heads Dorm Remodel
Coveler & Peeler P.C.	\$1,523.48	May Legal Fees

**To review and take action on the payment of operations funding pursuant to year 2022 and the 2023 budget and service agreement with the Ponderosa Volunteer Fire Department.**

FCW – requesting June Draw not to exceed \$360,000.00.

Dan Dronberger made a motion to approve the financials, checks written, June Draw in the amount of \$360,000.00 and commissioners' compensation. Erika Smiley seconded the motion with unanimous approval of the board.

**To receive a report from the Ponderosa Fire Department (“Department”).**  
Fire Responses – May 2023 – 175 Responses

**Major Fires:**

05/13 – 220 Bammel Westfield AC unit

05/15 – Ponderosa Elk River, medium damage due to outdoor cooking unattended

05/15 – 220 Bammel Westfield unattended kitchen fire

05/18 – 18001 Cypress Trace unattended kitchen fire (minor damage)

05/28 – 17714 Red Oak small fire, accidental

Avg Responses – 191

Avg EMS Responses – 81

**Hiring**

Four applications received. Cut off is June 20, 2023.

**TAFR Cookoff, April 14<sup>th</sup> and 15<sup>th</sup> in Waller, TX**

Cook off compilation next month. \$250.00 less than sponsor donations.

**Station 63 Lightning**

Our IT provider is fixing all the computers. Submitting claim to VFIS, approximately \$12,500.00 in repairs less our \$5,000.00 deductible.

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

FCW – F250 ordered, delivery is approximately 6 weeks at \$56,350.00.

F150 is supposedly in Pearland as of last week, no delivery date.

EQ62 will be listed for sale at \$70,000, we will accept \$65,000.00.

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

FCW – waiting for delivery of ceiling lights. The work surfaces are now being built.

**To review, discuss and take action regarding a new fence installation at Station 61.**

FCW – Fence is completed, next is painting.

Our next-door neighbor wants a quote for fencing with two motorized gates. If they decide to install the fence, we would like to consider adding a fencing section to connect our northeast building corner to their fence. This would block access to the rear of the building for additional security.

**To review, discuss and take action regarding Houston Housing Authority.**

FCW – HHA has granted exemption to 18203 Westfield Place at a value of \$26 million. Our cost is \$800.00 per apparatus to respond to their property in lieu of property taxes. We need the policy discussed with our attorney on file to begin billing “For Profit Tax Exempt” properties for responding to incidents.

**To review, discuss and take action regarding Care’s Act-Employee Retention Tax Credit Refund.**

DMS – we received two checks from the Internal Revenue Service for the Employee Retention/Care’s Act for the second quarter of 2021. Funds deposited into PVFA checking, waiting for invoice from Innovation Refunds for their twenty five percent fee, then we will prepare a check to ESD No. 28 for deposit.

FCW – Page 21 is a list of items we would like to purchase with the Employee Retention/Care’s Act refund:

- Currently we have two CDs at Independent Financial totaling \$255,000.00 and need an additional \$145,000.00. We are requesting approval to move forward with replacing our SCBA Equipment. We are only a couple of years out of the required replacement and due to supply and demand we need to order early.
- Our next highest priority is to add a second set of gear for our firefighters. Currently once their gear is used at an incident, it must be decontaminated prior to a second use. A second set will give them adequate time to properly clean and dry their gear. The approximate cost is \$132,000.00.

- Replace hydraulic extrication tools with battery operated equipment.

Discussion held by the board.

Ken Koenig made a motion to proceed with the above purchases. Dan Dronberger seconded the motion with unanimous approval of the board.

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

No Closed Session

**To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.**

No Closed Session

**To set meeting date for July 17, 2023, regular meeting to be held at Station 63, 21455 Imperial Valley Drive, Houston, TX 77073**

#### **Adjournment**

Dan Dronberger made a motion to adjourn at 5:46 PM. Ken Koenig seconded the motion with unanimous approval of the board.



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Shirley Jauma, Secretary