

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28



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

September 18, 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 September 18, 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 August 21, 2023, Tax Setting Meeting and Regular Meeting minutes.

Notice of Tax Setting Minutes

Page 2 of 3, 4th Paragraph add a period at end of sentence.

Page 3 of 3, Adjournment was 5:50 p.m.

Shirley Jauma made a motion to accept the August 21, 2023, Tax Setting Meeting minutes with the above changes. Erika Smiley seconded the motion with unanimous approval of the board.

Dan Dronberger made a motion to accept the August 21, 2023, 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 August 31, 2023.

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

Checking Account: Beginning balance of \$6,238.92, with deposits totaling \$1,123,101.89 (which includes an interest deposit of \$19.83); and checks and debits totaling \$1,114,478.29; for an ending balance of \$14,862.52.

Money Market Account: Beginning balance of \$10,045.53, with an interest deposit totaling \$9.39; for an ending balance of \$10,054.92.

Sales Tax Money Market Account: Beginning balance of \$251,256.08, with an interest deposit of \$639.05; and debits totaling \$1,256.08, for an ending balance of \$250,639.05.

Texas CLASS Account: Beginning balance of \$6,787,837.91, with deposits totaling \$550,549.63 (which includes an interest deposit of \$31,549.63) and checks and debits totaling \$570,000.00 for an ending balance of \$6,768,387.54.

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

Coveler & Peeler P.C.	\$3,919.63	August Legal Fees
PVFA	\$330,000.00	September Draw
Reliable Fire Protection	\$2,760.00	Station 61 remove & replace fire sprinklers for HVAC replacement in Training Room
Strategic Electrical Solutions	\$22,975.00	Station 61 Generator

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 September Draw not to exceed \$330,000.00.

Dan Dronberger made a motion to approve the financials, checks written, commissioners' compensation and September Draw in the amount of \$330,000.00. Erika Smiley seconded the motion with unanimous approval of the board.

To receive a report from the Ponderosa Fire Department (“Department”).
Fire Responses – August 2023 – 319 Responses

Major Fires:

No Major Fires

100 responses over normal with a total of 167 EMS responses. Brought this up at the UAB meeting, everyone was very busy because of the excessive heat. Discussion held at the meeting that this is not sustainable. Currently we are on track for the normal number of responses.

Avg Responses – 218

Avg EMS Responses – 98

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

FCW – Nothing new to report.

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

FCW – Nothing new to report.

To review, discuss and take action regarding imposing fees for excessive False Alarms.

FCW – we only had 15 false alarms this month, our member is doing a great job working with commercial properties with false alarms.

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

FCW – Nothing new to report.

To review, discuss and take action regarding Station 61 Generator

FCW – we have received three quotes for the Station 61 generator. The Board approved up to \$70,000.00, the first quote is insufficient. Of the two other quotes, we have decided to go with SES for \$44,450.00. This includes all electrical wiring, gas lines, etc. Also, we are relocating the generator to behind the station, closer to the gas line connection with less associated costs. We are asking for approval to move forward and pay the invoice after installation.

Ken Koenig made a motion to accept the quote for SES and authorize FCW to move forward with generator installation and payment. Dan Dronberger seconded the motion with unanimous approval of the board.

To review, discuss and take action regarding flooring at Station 61

FCW – flooring installation starts on Friday with commercial vinyl planks in high traffic areas and carpet in the fire chief's and office manager's office. Total cost \$7,900.00.

To review, discuss and take action regarding Station 61 north end HVAC replacement.

FCW – Hunton Services worked very hard, they started on Thursday and came in on Saturday. No invoice received. Hunton Services is waiting for the soft start switch to come in and be installed.

To review, discuss and take action regarding safe d conference, February 22-24, 2024.

DMS – Ken Koenig, Mike Jenkins and Shirley Jauma will attend. Dan Dronberger will not attend, Erika Smiley undecided until a later date.

To review, discuss and take action on newsletter development.

FCW – we will set up a meeting with Lyn Jenkins. Shirley Jauma would like to be of assistance.

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 October 16, 2023, Regular meeting at Station 61, 17061 Rolling Creek Drive, Houston, TX 77090.

Adjournment

Ken Koenig made a motion to adjourn at 5:31 PM. Shirley Jauma seconded the motion with unanimous approval of the board.


Shirley Jauma, Secretary