

# HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28



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

October 16, 2023

### Members in Attendance:

Mike Jenkins, President  
Ken Koenig, Treasurer

Dan Dronberger, V. P.  
Shirley Jauma, Secretary

### Others in Attendance:

Fred Windisch, Fire Chief  
Dana Schmanski, Office Manager

### Public:

No Public

### Excused Members:

Erika Smiley, Asst. Sec/Treasurer

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

Mike Jenkins called to order the October 16, 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 September 18, 2023, Regular Meeting minutes.

Dan Dronberger made a motion to accept the September 18, 2023, Regular Meeting minutes as written. Ken Koenig 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 September 30, 2023.

Bank balances in our various accounts as of September 30, 2023:

Checking Account: Beginning balance of \$14,862.52, with deposits totaling \$646,006.79 (which includes an interest deposit of \$6.63); and checks and debits totaling \$651,651.12; for an ending balance of \$9,218.19.

Money Market Account: Beginning balance of \$10,054.92, with an interest deposit totaling \$9.09; for an ending balance of \$10,064.01.

Sales Tax Money Market Account: Beginning balance of \$250,639.05, with an interest deposit of \$618.01; for an ending balance of \$251,257.06.

Texas CLASS Account: Beginning balance of \$6,768,387.54, with deposits totaling \$315,008.50 (which includes an interest deposit of \$31,008.50) and checks and debits totaling \$362,000.00 for an ending balance of \$6,721,396.04.

We have (8) bills to pay this month as follows:

Coveler & Peeler	\$397.48	September Legal Fees
Empire Today LLC	\$7,384.68	Station 61 Flooring
Municipal Emergency Services	\$95,713.31	28 Sets of Tailcoats and Tail Pants
PVFA Draw	\$430,000.00	October Draw
TECC	\$17,458.08	3 <sup>rd</sup> Quarter Call Volume 14.75% of \$118,397.19
Prime ITS	\$504.00	Microsoft Office 365 Renewal
Hunton Services	\$44,550.00	New HVAC Station 61 Training Room

Erika Smiley	\$461.77	Replacement Checks for Ck #2557, 2612, 2641. Commissioners Compensation
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**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 October Draw not to exceed \$430,000.00. We have three payroll periods this month due to how the calendar fell, and our workers compensation quarterly payment is due.

Shirley Jauma made a motion to approve the financials, checks written, and October Draw in the amount of \$430,000.00. Dan Dronberger seconded the motion with unanimous approval of the board.

**To receive a report from the Ponderosa Fire Department (“Department”).**  
**Fire Responses – September 2023 – 210 Responses**

**Major Fires:**

- 09/05 505 Cypress Station, vacant apt; unknown cause.
- 09/16 Supposed to be kitten in engine compartment; nothing found.
- 09/20 diesel fuel spill in subdivision; county pollution contacted Cypressdale.
- 09/26 16250 Ella, small fan cooler smoldering.

Large fire October 12<sup>th</sup>, 2023, a 39-year-old female passed away in the bathtub. Firefighters had to go through two apartments because the structure was unsafe to recover the deceased. Friday, we received an information request from the attorney, they want everything including photos. These are buildings with tar roofs that they added gables to the roof line. 3 ladder pipes going at the same time extinguished the fire. No firefighter injuries during the fire.

Avg Responses – 217  
 Avg EMS Responses – 98

**HVAC in Training Room**

99.91% complete. Invoice to be sent on Thursday just waiting on the wiring harness. Asking for approval to prepare the check for payment when it arrives.

Ken Koenig made a motion to approve and pay invoice for the HVAC system from Hunton when invoice arrives. Shirley Jauma seconded the motion with unanimous approval of the board.

Christmas party December 8<sup>th</sup>

DMS - This year we are doing something different; we are hosting a casino night to include roulette table, craps table, and 10 blackjack tables. Vendor will set up and tear down casino props and all supplies. PVFA will buy prizes to place your tickets in from your winnings or if you do not wish to play you can place them in the boxes associated with the prize of your choice. FCW – Gift/Prizes will be useful items and not expensive. Casino night will end at 10:30 and tickets will be drawn for the winners. Need not be present to win, but you must place your name on the ticket.

PVFA Audit

Should have final audit status this week. DMS – with this being their first year to audit PVFA they are required to do a two-year review, auditing 2021 before they audit 2022. Additionally, many items were retrieved from McCall Gibson Swedlund Barfoot PLLC.

Workers Compensation Insurance

Texas Mutual workers compensation insurance audit. Since 2020 costs for one employee was \$195,000.00 the other was \$134,000.00. They will fall off January 1, 2023, it is a 3-year window. The losses of this year have been good. We should see a deduction in our premiums.

Annual Joint Meeting

December 11, 2023, at 5:00 PM. Both ESD28 Board and PVFA Board for review of PVFA Budget for 2024, with a meal.

**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 – Rocky has collected \$30,184.00 in false alarm fees. That money goes back to the ESD and reduces the draw. This is the peak of collections, from here the fees will go down. Many of the commercial properties have addressed the problem.

All are encouraged to fix the issues causing false alarms. He is also working on Knox Box entry at commercial properties.

**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 – Generator will be installed very soon.

**To review, discuss and take action regarding Safe D conference, February 22-24, 2024.**

DMS – Attending Safe-D: Shirley Jauma, Ken Koenig, Erika Smiley, Mike Jenkins. Registration begins November 6, 2023. We will register board members for Safe-D conference and hotel.

**To review, discuss and take action on newsletter development.**

FCW – worked on the skeleton contract and forwarded the draft to Lyn. We decided on \$500.00 per month payable to Lyn Jenkins to create the newsletter. DMS - I did some review of a Bulk Rate Permit. Most companies want us to use their service and their addresses. Discussion held by the board.

**To review, discuss and take action to add Payee Match to Positive Pay.**

DMS – during the PVFA audit our accountant recommended us to add Positive Pay. Although we have this in place an additional level of security is now available called Payee match. The cost is an additional \$5.00 per month and \$.02 per check processed. Check fraud has increased 140% since Covid. Discussion held by the board.

Ken Koenig made a motion to add Payee Match to Positive Pay at Prosperity Bank. Shirley Jauma seconded the motion with unanimous approval of the board. Mike Jenkins signed the contract to be forwarded to Prosperity Bank.

**To review, discuss and take action to replace bay fixtures with LED Lighting**

FCW – awaiting installation of LED Lighting.

**To review, discuss and take action to paint Station 62 front bay doors.**  
FCW – after review, all bay doors will need to be repainted. Waiting for the final quote.

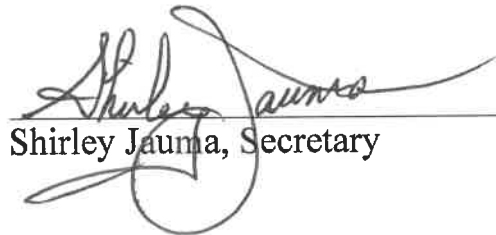
**To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel.**  
No Closed Session

**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 November 20, 2023, Regular meeting at Station 61, 17061 Rolling Creek Drive, Houston, TX 77090.**

**Adjournment**

Ken Koenig made a motion to adjourn at 5:47 PM. Shirley Jauma seconded the motion with unanimous approval of the board.

  
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Shirley Jauma, Secretary