

# HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28



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

December 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 December 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 November 20, 2023, Regular Meeting minutes.

Page 6, third paragraph, second sentence changed to: Quote includes a 10% discount of \$7,519.00 off basic fire extinguisher training simulation for an actual cost of \$68,481.00.

Dan Dronberger made a motion to accept the November 20, 2023, Regular Meeting minutes with the above changes. 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 November 30, 2023.

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

Checking Account: Beginning balance of \$8,083.02, with deposits totaling \$1,038,418.07 (which includes an interest deposit of \$38.87); and checks and debits totaling \$732,770.53; for an ending balance of \$313,730.56.

Money Market Account: Beginning balance of \$10,073.41, with an interest deposit totaling \$9.11; for an ending balance of \$10,082.52.

Sales Tax Money Market Account: Beginning balance of \$251,897.25, with an interest deposit of \$621.12; for an ending balance of \$252,518.37.

Texas CLASS Account: Beginning balance of \$6,428,486.33, with an interest deposit of \$339,331.29 and checks and debits totaling \$720,000.00 for an ending balance of \$6,047,817.62.

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

Coveler & Peeler	2,034.98	November Legal Fees
Dana Schmanski	805.00	Liberty Art Works Chief Award and Gift Card Reimbursement. Annual Christmas Party
Harris County Appraisal District	\$9,377.00	Quarterly Assessment
Lyn Jenkins	\$500.00	December Newsletter
Shirley Jauma	\$264.70	VCOS Expenses Reimbursement
Strategic Electrical Solutions	\$21,815.00	Station 61 Generator Deposit
PVFA	\$660,000.00	December Draw to include January Insurance

PVFA	\$16,654.49	Reimbursement: Flaim Extinguisher Prop, AlphaGraphics for Newsletter, and Safe-D registration and fees Feb 22-24, 2024
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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 December Draw not to exceed \$660,000.00, including insurance prepay for January insurance premiums.

Dan Dronberger made a motion to approve the financials, checks written, and December Draw in the amount of \$660,000.00 and commissioner’s compensation. Erika Smiley seconded the motion with unanimous approval of the board.

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

Fire Responses – November 2023 – 187 Responses

**Major Fires:**

11/01 Grand Valley, Ponderosa east; faulty fireplace construction; smoke explosion.

11/08 1960/ beaver Springs; electrical, two alarm fire for personnel; also found family living in another unit (illegal), 1 adult and 3 kids transported for smoke minor effects.

11/12 411 Highland Cross apartments; held to originating apartment; cooking fire 2 alarm as precaution during the early stages of the fire.

Avg Responses – 211

Avg EMS Responses – 99

**Annual Christmas Party**

The feedback was very positive. We will do the same for next year with a few changes concerning the number of tickets issued.

**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 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 complete

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

FCW – Newsletters will go out in the mail Wednesday or Thursday.

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

FCW – Completed.

**To review, discuss and take action to paint Station 62 bay doors.**

FCW – Waiting on rear door to be painted.

**To review, discuss and take action regarding review of the terms of the evergreen audit engagement with McCall Gibson Swedlund Barfoot PLLC.**

Discussion held by the board.

Shirley Jauma made a motion to renew evergreen audit engagement with McCall Gibson Swedlund Barfoot PLLC. Ken Koenig seconded the motion with unanimous approval of the board.

**To review and take action to approve the PVFA 2024 Budget.**

Discussion held by the board.

Ken Koenig made a motion to approve the 2024 PVFA budget as presented. Dan Dronberger seconded the motion with unanimous approval of the board.

**To renew PVFA Contract with Emergency Services District No. 28 for 2024.**

Discussion held by the board.

Shirley Jauma made a motion to renew PVFA Contract with Emergency Services District No. 28 for 2024. 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

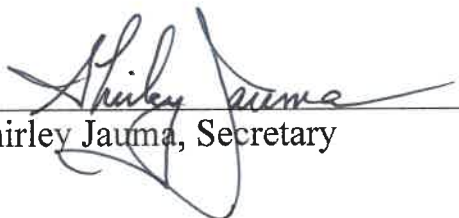
**To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.**

No Closed Session

**To set a meeting date for January 15, 2024, Regular Meeting held at 17061 Rolling Creek Drive, Houston, TX 77090.**

**Adjournment**

Ken Koenig made a motion to adjourn at 5:32 PM. Erika Smiley seconded the motion with unanimous approval of the board.

  
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Shirley Jauma, Secretary