

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #28



17061 Rolling Creek
Houston, TX 77090-2411
281-444-8465
FAX 281-444-8052
www.hcesd28.com
www.ponderosavfd.org



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

January 22, 2024

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
Ira Coveler, Attorney

Public:

No Public

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

Mike Jenkins called to order the January 22, 2024, ESD No. 28 Board Meeting starting at 2:29 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 December 11, 2023, Joint Meeting and December 18, 2023, Regular Meeting minutes.

Changes: Regular Meeting page 3 of 29, Major Fires, Capitalize B in Beaver Springs.

Dan Dronberger made a motion to accept the December 11, 2023, Joint Meeting Minutes and December 18, 2023, regular meeting minutes with the above changes. 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 December 31, 2023.

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

Checking Account: Beginning balance of \$313,730.56, with deposits totaling \$2,083,912.80 (which includes an interest deposit of \$58.26); and checks and debits totaling \$2,061,954.81; for an ending balance of \$335,688.55.

Money Market Account: Beginning balance of \$10,082.52, with an interest deposit totaling \$9.42; for an ending balance of \$10,091.94.

Sales Tax Money Market Account: Beginning balance of \$252,518.37, with an interest deposit of \$642.16; and debits totaling \$2,518.37 for an ending balance of \$250,642.16.

Texas CLASS Account: Beginning balance of \$6,047,817.62, deposits totaling \$82,592.10 (which includes an interest deposit of \$26,592.10) and debits totaling \$1,175,000.00 for an ending balance of 4,955,409.72.

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

Coveler & Peeler	\$387.48	December Legal Fees
Global Traffic Technologies	\$36,083.36	2024 Annual Maintenance, 13 Managed Services
Lyn Jenkins	\$500.00	Newsletter Preparation
PVFA	\$425,000.00	January Draw
The Texas Network	\$1,020.00	Annual Website Hosting

VFIS of Texas	\$1,848.00	Renewal Commercial Insurance Package
Municipal Emergency Services	\$37,609.52	11 sets - Coats and Pants PPE
Texas Emergency Communications Center TECC	\$129,579.52	4 th Quarter Call Volume and 2024 Operational Cost

To review and take action on the payment of operations funding pursuant to year 2023 and the 2024 budget and service agreement with the Ponderosa Volunteer Fire Department.

FCW – requesting January Draw not to exceed \$425,000.00, includes a \$275,000.00 deduction from December Draw prepaid for insurance premiums due January 2, 2024.

Dan Dronberger made a motion to approve the financials, checks written, and January Draw in the amount of \$425,000.00. Erika Smiley seconded the motion with unanimous approval of the board.

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

Fire Responses – December 2023 – 182 Responses

Major Fires:

12/04 905 Cypress Station, accidental, held to apartment of origin.

12/10 Beaver Springs Ponderosa East mother and child rescued and are recovering.

12/20 Laundry room; smoke only.

12/25 House, Ponderosa West gated community; incense under a Christmas tree caused tree to ignite; removed father (recent back surgery), transported for smoke inhalation.

Avg Responses – 209

Avg EMS Responses – 99

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 – 11 sets of Coats and Pants received, Hut 63 & 64 we will paint and replace the tires.

To review, discuss and take action on newsletter development.

FCW – Nothing new to report.

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

FCW – Waiting for the rear doors to be painted, weather has not permitted.

To review and discuss Scissor Life and Forklift partnership with Aldine FD

FCW - new trailer purchased on January 3, 2024, with Aldine FD to be used for the Scissor Lift and Forklift.

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

Discussion held by the board and attorney.

Erika Smiley made a motion to reaffirm and renew the ESD No. 28 Investment Policy on January 22, 2024. Ken Koenig 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 February 19, 2024, the Regular Meeting will be held at 17061 Rolling Creek Drive, Houston, TX 77090.

Adjournment

Ken Koenig made a motion to adjourn at 2:52 PM. Erika Smiley seconded the motion with unanimous approval of the board.


Shirley Jauma, Secretary