

# 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

February 19, 2024

### Members in Attendance:

Mike Jenkins, President  
Ken Koenig, Treasurer

Dan Dronberger, V. P.  
Erika Smiley, Asst. Sec/Treasurer

### Others in Attendance:

Fred Windisch, Fire Chief  
Dana Schmanski, Office Manager  
Ira Coveler, Attorney

### Excused Members:

Shirley Jauma, Secretary

### Public:

No Public

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

Mike Jenkins called to order the February 19, 2024, 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 January 19, 2024, regular meeting, and January 16, 2024, "Call for Election" meeting minutes.

22

Dan Dronberger made a motion to accept the January 15, 2024, regular meeting minutes and the "Call for Election" 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 January 31, 2024.

Bank balances in our various accounts as of January 31, 2024:

Checking Account: Beginning balance of \$335,688.55, with deposits totaling \$3,757,111.52 (which includes an interest deposit of \$85.31); and checks and debits totaling \$4,083,268.18; for an ending balance of \$9,531.89.

Money Market Account: Beginning balance of \$10,091.94, with an interest deposit totaling \$9.40; for an ending balance of \$10,101.34.

Sales Tax Money Market Account: Beginning balance of \$250,642.16, with deposits totaling \$230,451.42 (which includes an interest deposit of \$451.42); and debits totaling \$230,000.00 for an ending balance of \$251,093.58.

Texas CLASS Account: Beginning balance of \$4,955,409.72, deposits totaling \$3,249,334.50 (which includes an interest deposit of \$29,234.50) and debits totaling \$1,338,000.00 for an ending balance of 6,866,744.22.

We have (9) bills to pay this month as follows:

PVFA	\$175,000.00	Advance Draw for payroll and cash flow
AlphaGraphics	\$1,167.48	Postage for Newsletter
Conroe McCafferty	\$9,050.00	Bay Light Fixtures Station 62
Coveler & Peeler	\$1,681.73	Legal Fees January
HDL Companies	\$1,500.00	Sales Tax Consulting Quarter: February, March, April
Houston Chronicle	\$59.80	Legal Notice of our location
Lyn Jenkins	\$500.00	Newsletter preparation
W.S. Darley & Company	\$58,275.00	Flaim Trainer T3

PVFA	\$545,000.00	February Draw
------	--------------	---------------

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

FCW – requesting February Draw not to exceed \$720,000.00, we have two payrolls before the next meeting. This also includes replacing \$135,000.00 into contingency fund. ESD No. 28 approved \$720,000.00, which includes the \$175,000.00 advance to cover cash flow expenses.

Erika Smiley made a motion to approve the financials, checks written, and February Draw in the amount of \$720,000.00. Dan Dronberger seconded the motion with unanimous approval of the board.

**To receive a report from the Ponderosa Fire Department (“Department”).**  
Fire Responses – January 2024 – 203 Responses

**Major Fires:**

No Major Fires

Avg Responses – 203

Avg EMS Responses – 91

**Hiring**

We are not hiring from this group, after going through the process, with interviews being the big determinant, none of them fit our requirements.

**Workers Compensation**

One of our Captains has a knee injury. May require surgery.

**Workers Compensation Audit**

We will have our annual audit tomorrow at 1:30 pm

**False Alarms**

Since January 1<sup>st</sup>, we have collected \$8,500.00 in false alarm charges.

**Harris County**

Harris County has called for boundaries information of each district for voting purposes.

**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 on newsletter development.**

FCW – Newsletter submitted to printer; postage payment included in tonight's checks.

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

FCW – Nothing new to report.

**To review and discuss Scissor Lift and Forklift partnership with Aldine FD**

FCW – Scissor Lift and Forklift purchased in January. We added four new tires and are waiting on the control cable. IC – recommends having something in writing between Ponderosa FD and Aldine FD.

**To review and discuss 401K forfeiture funds from One America Financial**  
DMS – LT Trust had forfeiture funds that belonged to Ponderosa from the 401K account. In January we were told about the excess funds. We have received \$21,711.76 in forfeiture funds. IC - contact them for a total balance of forfeiture funds remaining.

**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 March 18, 2024, the Regular Meeting will be held at 17061 Rolling Creek Drive, Houston, TX 77090.**

**Adjournment**

Ken Koenig made a motion to adjourn at 5:19 PM. Erika Smiley seconded the motion with unanimous approval of the board.

---

Shirley Jauma, Secretary