

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

December 15, 2025

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 December 15, 2025, ESD No. 28 Board Meeting starting at 5:00 p.m., with a quorum.

To receive Public Comments

No Public

To approve the Minutes of prior meeting.

Mike Jenkins asked if there were any additions or corrections to the minutes from November 17, 2025, Regular Meeting.

Shirley Jauma – Page 4, Seventh paragraph – change “We” to “TECC Board”.

Dan Dronberger made a motion to accept November 17, 2025, 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 November 30, 2025.

Bank balances in our various accounts as of November 30, 2025:

Checking Account: Beginning balance of \$5,661.25, with deposits totaling \$819,549.54 (which includes an interest deposit of \$8.94); and checks and debits totaling \$817,600.00; for an ending balance of \$7,610.79.

Money Market Account: Beginning balance of \$10,014.21, with an interest deposit totaling \$5.89; for an ending balance of \$10,020.10.

Sales Tax Money Market Account: Beginning balance of \$200,669.89, with an interest deposit of \$307.60; for an ending balance of \$200,977.49.

Texas CLASS Account: Beginning balance of \$8,590,815.56, deposits totaling \$305,404.60 (which includes an interest deposit of \$28,904.60) and debits totaling \$543,200.00, for an ending balance of \$8,353,020.16.

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

AlphaGraphics	\$1,060.95	Newsletter Postage
AlphaGraphics	\$8,272.15	Newsletter Printing
Aretta Jenkins	\$550.00	Newsletter Preparation
Coveler & Peeler	\$2,202.39	November Legal Fees
Erika Smiley	\$531.86	VCOS Expense Reimbursement
HDL Companies	\$1,500.00	Quarterly Retainer Nov., Dec., Jan.
PVFA	\$803,000.00	December Draw
VFIS of Texas	\$1,971.00	ESD Commercial Insurance
Shirley Jauma	\$518.63	VCOS Expense Reimbursement

To review and take action on the payment of operations funding pursuant to the 2025 budget and service agreement with the Ponderosa Volunteer Fire Department.

FCW – requesting November Draw not to exceed \$803,000.00.

Dan Dronberger made a motion to approve the financials, checks written, November draw for \$803,000.00, and Commissioners Compensation. Shirley Jauma seconded the motion with unanimous approval of the board. Mike Jenkins abstains.

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

Fire Responses – November 232 Responses

Major Responses

January EMS Responses 178 – 61%

February EMS Responses 182 – 68%

March EMS Responses 190 – 67%

April EMS Responses 159 – 60%

May EMS Responses 152 – 58%

June EMS Responses 123 – 60%

July EMS Responses 117 – 55%

August EMS Responses 130 - 57%

September EMS Responses 112 – 52%

October EMS Responses 126 – 51%

November EMS Responses 122 – 53%

E64

Received the insurance estimate of \$248,000.00 for I-45 wreck of Engine 64, we expect insurance check this week. PVFA recommends depositing the funds and issuing a check to ESD No. 28, for placement in the Texas CLASS account until E64 repairs are complete, approximate time is six months.

Erika Smiley made a motion to deposit funds into the Texas CLASS Account until repairs are complete for Engine 64. Ken Koenig seconded the motion with unanimous approval of the board.

PVFA 2026 Budget

FCW – reviewed with the board on December 8, 2025. Requesting approval from the ESD No. 28 Board.

Ken Koenig made a motion to approve the 2026 PVFA Budget as presented. Erika Smiley seconded the motion with unanimous approval of the board.

Hiring

FCW – four new firefighters started today and will work four straight days and will be attending the Christmas Party.

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

FCW – While at Pierce Manufacturing construction meeting in November we made modifications to the equipment compartments adding more space. Cost associated changes will be remarkably close to the quoted price from 2022.

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

DMS – received ERC Check from second quarter of 2020 for \$240,747.94, we deposited and prepared check to Innovation Refunds for their 25% and another check to ESD No. 28 for \$180,269.10 to be deposited into Texas CLASS Account. All ERC refund requests paid in full by the Internal Revenue Service.

To review and discuss FEMA Reimbursement Submission from Hurricane Beryl.

FCW – FEMA approved \$40,000.00 plus, now TDEM must approve before disbursement.

To review and discuss district newsletter Contract with L. Jenkins.

FCW – another wonderful newsletter.

To review and discuss Texas Emergency Communications Center

MJ – On January 21, 2026, interviews scheduled with four architects, two before lunch two after lunch. On January 22, 2026, at our regular meeting, we plan to select an architectural firm. Discussion held by the board.

To review and discuss commitment to purchase of 2013 Impel Engine replacement for E64 engine.

FCW – Engine 65 delivered to Station 61. Firefighters have equipped with everything except the antenna, waiting on delivery.

To review, discuss and take action on an engagement to receive governmental affairs services from Coveler & Peeler, P.C., and their related contractors.

Discussion held with Ira Coveler and the board.

To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel.

Closed Session Began 5:48 p.m.

Closed Session Ends 6:13 p.m.

Governmental affairs and to include approximate associated costs.

Ken Koenig made a motion to allow Coveler and Peeler to represent ESD No. 28 in governmental affairs. Erika Smiley seconded the motion with unanimous approval of the board.

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, 2025, regular meeting at 17061 Rolling Creek Drive, Houston, TX 77090.

Adjournment

Dan Dronberger made a motion to adjourn at 6:14 P.M. Ken Koenig seconded the motion with unanimous approval of the board.

Shirley Jauma, Secretary