

# **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**

November 17, 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  
Ira Coveler, Attorney

### **Excused Members:**

Dana Schmanski, Office Manager

### **Public:**

No Public

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

Mike Jenkins called to order November 17, 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 October 20, 2025, Regular Meeting.

Shirley Jauma – Page 2, First paragraph – Add minutes to “regular meeting minutes”.

Shirley Jauma made a motion to accept October 20, 2025, regular meeting minutes with the above changes. Erika Smiley 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 October 31, 2025.

Bank balances in our various accounts as of October 31, 2025:

Checking Account: Beginning balance of \$14,366.74, with deposits totaling \$859,131.23 (which includes an interest deposit of \$17.11); and checks and debits totaling \$867,836.72; for an ending balance of \$5,661.25.

Money Market Account: Beginning balance of \$10,006.99, with an interest deposit totaling \$7.22; for an ending balance of \$10,014.21.

Sales Tax Money Market Account: Beginning balance of \$201,329.60, with an interest deposit of \$340.29; for an ending balance of \$200,669.89

Texas CLASS Account: Beginning balance of \$8,924,751.19, deposits totaling \$279,064.37 (which includes an interest deposit of \$32,164.37) and debits totaling \$613,000.00, for an ending balance of \$8,590,815.56.

We have (4) bills to pay this month as follows:

Aretta Jenkins	\$550.00	Newsletter
Coveler & Peeler	\$2,475.98	October Legal Fees
PVFA	\$530,000.00	October Draw
Harris County Appraisal District	\$10,115.00	First Quarter Assessment

**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 \$530,000.00.

Dan Dronberger made a motion to approve the financials, checks written, and November draw for \$530,000.00. Erika Smiley seconded the motion with unanimous approval of the board. Mike Jenkins abstains.

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

### **Fire Responses – October 126 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%

Average responses – 244  
Average EMS responses – 147

#### **False Alarm Fees**

FCW - We received \$48,407.20 in false alarm fees in 2025.

#### **Hiring**

We have thirteen new applicants for firefighter positions; we have moved the Physical ability tests for one applicant to Saturday to accommodate Lone Star College testing.

#### **Neris**

January 1, 2026, we are ready to change over to Neris software for incidents reports.

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

FCW – New Engines, went to Pierce Manufacturing for final construction meeting. The new engines could be finished in May, and the final amounts are expected to be very close to \$1,100,000.00 each. We removed the ladder locks and made changes to several cabinets.

**E64** – The tank has been removed, and they are pulling the body off this week. They are still identifying the extent of the damage and are working with VFIS Insurance throughout the process. They will also determine whether the party responsible has assets and proceed accordingly.

**Replacement Engine (E65)** – The power steering boxes has been replaced. Once we receive the unit, we will add lights, the computer, and other required equipment. We may keep this engine after E64 is repaired, as the cost is much lower in terms of response, and it could be utilized for EMS calls.

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

FCW – we have received a letter from IRS for an ERC payment of \$241,000.00 from the second quarter of 2020 from federal taxes, after paying Innovation Refunds we will keep about \$180,000.00. Another letter stating \$42,000.00 is coming without an explanation. More information when office manager returns.

**To review and discuss FEMA Reimbursement Submission from Hurricane Beryl.**

FCW - \$5,000 deductible and it offset the draw. We have another \$42,000.00 for Beryl approved by FEMA. Then TDEM now must approve.

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

FCW – It is wonderful — she is very talented.

IC - how does the process work? Who receives the newsletter? FCW - We currently send it to all single-family residences.

*TECC BOARD*  
**To review and discuss Texas Emergency Communications Center**

MJ – ~~We~~ have selected three architectural firms to interview for the development of the new Communication Center.

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

FCW – approved at the last meeting not to exceed 185,000.00

**To review, discuss and take action regarding the purchase of warranties related to District election equipment**

IC – We are required to maintain insurance on the election equipment under the extended warranty, with the cost divided among all participating departments. Approximate cost of \$1,600.00 per district.

Ken Koenig made a motion to approve the cost of \$1,600.00 for extended warranty of Election Equipment. Shirley Jauma seconded the motion with unanimous approval of the board.

**To review and take action on the ratification of a continuing contract with a private law firm pursuant to §6.30 of the Tax Code for the collection of delinquent District ad valorem property taxes and providing for the payment of up to 20% of the delinquent taxes, penalties, and interest which are collected by the attorney under said contract.**

IC -review with the board the costs and process of engaging the firm Linebarger Goggan Blair and Sampson, LLP. For delinquent taxes, penalties and interest. Discussion held by the board.

Dan Dronberger made a motion of continuing contract with firm Linebarger, Goggan, Blair, and Sampson, LLP. Ken Koenig seconded the motion with unanimous approval of the board.

**To discuss and take action on the imposition of additional penalty on delinquent taxes pursuant to §33.07 of the Tax Code and adoption of a resolution regarding same for taxes.**

Dan Dronberger made a motion of continuing contract with firm Linebarger, Goggan, Blair, and Sampson, LLP. Ken Koenig seconded the motion with unanimous approval of the board.

**To discuss and take action on the imposition of additional penalty on delinquent taxes to defray costs of collection by the District's tax attorney, pursuant to §33.08 of the Tax Code and adoption of a resolution regarding same.**

Dan Dronberger made a motion of continuing contract with firm Linebarger, Goggan, Blair, and Sampson, LLP. Ken Koenig seconded the motion with unanimous approval of the board.

**To discuss and take action on the imposition of early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to §33.11 of the Tax Code and adoption of a resolution regarding same.**

Dan Dronberger made a motion of continuing contract with firm Linebarger, Goggan, Blair, and Sampson, LLP. 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 December 8, 2025, Joint Meeting PVFA and ESD No. 28 at 17061 Rolling Creek Drive, Houston, TX 77090.**

### **Adjournment**

Erika Smiley made a motion to adjourn at 5:47 P.M. Shirley Jauma seconded the motion with unanimous approval of the board.

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Shirley Jauma, Secretary