HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 28
Minutes of Board of Commissioners Meeting

June 15, 2026

Members in Attendance:

Mike Jenkins, President
Dan Dronberger, V. P.
Ken Koenig, Treasurer
Shirley Jauma, Secretary
Erika Smiley, Asst Treasurer/Secretary

Others in Attendance:

Fred Windisch, Fire Chief
Dana Schmanski, Office Manager
Bob Schmanski, ESD#7 Board Commissioner

Public

No Public

Call to Order

- The ESD 28 board meeting was called to order at 5 p.m.

To approve the Minutes of prior meeting (s).

- The minutes from the previous meeting were presented. Change: Page 5 first sentence at Station 61 versus "here". Page 6 correct spelling of Jauma.
- Motion made by Shirley Jauma. Second by Erika Smiley. All in Favor.

To receive a Financial Report from the District Treasurer and to pay District bills, including approval of commissioner's fees.

- **Financial Report and Cash Balances**
    - Total cash balance increased by $ 222,000 to $11.9 million; 20% higher than in May of last year ($9.9 million).

- Texas CLASS account decreased by $220,000; ending $11.7 million vs. $9.7 million last year (20% increase).
- Projected Texas CLASS balances: $11.5 million (June 26) and $9.9 million (July).
- May revenues: $326,000 (property tax $23,000; sales tax $295,000; penalty/interest $4,000; other income $4,000).
- YTD revenues: $5.9 million (68.5% of budget).
- Property tax collected for 2025 levy through May: 5.0 million vs. budget just under $5.1 million (98.7% of budget).
- Sales tax: May $295,000 (1.75% less than last year); YTD collections $270,000 (6.42% less than last year). June collections were $251,000 (3.81% over last year); YTD $981,000 (4% less than last year). Statewide collections: 9.06% for the month; 9.2% YTD.
- Expenses YTD (excluding CARES Act): 3.4 million (46% of budget vs. expected 42%); PVFA withdrawal 550,000 in May and 3.1 million YTD (45.4% of budget). January spikes annual expenses; trend expected to normalize.
- Other YTD expenses: communication center $168,000; relations $55,000; district newsletter $21,000; Harris County Appraisal District $20,000; traffic control $19,000; legal $18,000; audit $14,000; payroll $6,000.
- CARES Act expenditure approved: $11,382; remaining CARES balance $385,000; Interest income: Texas CLASS earned $38,000 in May; $1,200/day, dropping to $1,100/day after June bills; expected $35,000 (June), $33,000 (July). May rate 3.785% to 3.774%; last year 4.46% to 4.19%.
- Funds allocated across general fund, capital improvement (trucks), and building funds totaling $11.6 – 11.7 million.
- Estimated TECC building cost: $3 million; recommendation to move $500,000 from investment fund to building fund.
- Potential grant could cover 75% of the building; local share would be $750,000 if successful.
- Conclusion: Motion approved to accept the treasurer's report, pay bills (including commissioner compensation), and transfer $500,000 from the investment fund to the building fund.

- **Bills and Payments**

  - PVFA June draw $450,000.
  - TECC architect/Joiner $10,857.
  - McCall Gibson Swedlund Barfoot Ellis auditor $3,000.
  - Coveler & Peeler PLLC attorney $947.20.

- Aretta Jenkins newsletter $550.
- Commissioner's Compensation payroll $1,225.
- 2027 Budget due in August; draft shared for review; minor changes noted.
- Conclusion: Motion made by Erika Smiley to pay listed bills; transfer $500,000 From Texas CLASS investment fund to building fund. Second, Shirley Jauma. Mike Jenkins Abstains.

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

- **Department Activity and Donations**
  - Park bench ordered for Inverness Forest; next for Ponderosa West; funded with Non-ESD funds.
  - Station maintenance: Bay door number two, opener replaced ($4,200); original door from 1999.
  - Annual barbecue reconciliation shows $343 owed to the district; suggestion to waive due to insignificance.
  - Old fire station (1603 Ash Meadow): HOA signed special warranty deed; $10 paid; deed to be mailed to attorney (Bill Cronin) for county clerk submission to place property in Ponderosa Fire Departments name; address change noted; office manager will mail copy of check and documents to Bill Cronin.
  - Conclusion: Maintenance addressed; deed processing moving forward; park benches proceeding.

- **New Hires, Celebration Probation Completed, Ride Along Report**
  - Hiring: six hired; one terminated for attempting to use a sick day for a Houston FD interview.
  - Family celebration ceremony for probation completion of new firefighters (orange hat to black hat tradition).
  - Shirley Jauma ride-along: shift responded to a nursing home entrapment; FCW an elevator access key acquired recently via Amazon. Shirley Jauma observed training on apparatus placement; visited prior fire scene for after-action learning; visited Siddons Martin Emergency Group shop for vehicle repair; noted the crews professionalism; one firefighter member returning from injury to full duty.

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

- **Capital Equipment and Apparatus Status**

- Three trucks are in production at Siddons Martin; units show stages (pump housing, rear body, cab, frame).
- Unit sequencing: 2 ahead of 3, ahead of 1; estimated completion around the first week of August.
- Conclusion: Production progressing; August delivery target.

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

- **CARES Act Security Project**
    - CARES documentation separated for clarity; electricians engaged for station surge protection and "umbilical's," starting with Station 1.
    - Electrical phase surge protection planned due to utility voltage issues; reimbursement from CenterPoint is unlikely.
    - Proposal to trade old rescue tools for a $4,000 credit; equip engines with spreaders and cutters on all four engines.

To review and discuss district newsletter.

- **District Newsletter**
    - Another fabulous newsletter.

To review, discuss and take action on 2026 Budget revision.

- Discussion Held no motion.

To review and discuss Texas Emergency Communications Center, to include review of construction cost.

- **TECC Cost Sharing Model Revision**
    - Schematic and layout shared via email; rough schedule and probable cost include significant IT components.
    - IT overview by Dennis Malvano (West Comm experience); strong redundancy planned.
    - Noted West Comm's $300,000 camera/access system; consensus this level/cost will not be pursued due to recurring subscriptions and footprint differences.
    - Building location shifted on the property to reduce dirt work and preserve trees; flood control constraints acknowledged; retention pond expansion expected.
    - Discussion about a cul-de-sac required by the City of Houston/Precinct 4; prior engineering missteps caused re-approvals; potential helipad repurposing mentioned.

  - Fire suppression: preference for wet sprinkler or clean agent; ensure storage room considerations for suppression design.
  - Backup dispatch capability: current call center may serve as backup; potential ESD 11 participation noted but not awaited.
  - Conclusion: IT to be centrally approved; security scope to be right-sized; site plan adjusted; suppression approach leaning away from halon; backup strategy contemplated.

To review, discuss and take action regarding Regional Radio Grant.

- Grant radios: joint purchase with six agencies; district pays 10% pending grant award.

To administer Oaths of Office to elected Commissioners.

- DMS administered Oaths to Dan Dronberger and Shirley Jauma; notarization and signatures required on pages provided.
- Clarification on campaign funds discussed in general terms; not directly related to district operations.
- Terms: four years; officer selection occurs every two years due to staggered seats.
- Conclusion: Oaths completed.

To Elect Board Officers.

- Board officer selection: positions to remain the same; treasurer acknowledged for strong performance.
- Conclusion: Board officer positions unchanged.

Next Meeting and Adjournment
To set a meeting date for July 20, 2026, regular meeting at 17061 Rolling Creek Drive, Houston, TX 77090.

Adjournment
Ken Koenig made a motion to adjourn at 5:54 P.M. Second, Dan Dronberger, all in favor.

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Shirley Jauma, Secretary