

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #4
HUFFMAN, TEXAS 77336

Minutes of February 10, 2020

Ray Jones, Leslie Deen, Christy Graves and Shareen Redus were present constituting a quorum. Commissioner Ken Gregory did not attend the meeting. Others attending were: Chief Tyler Shirley, William Crawford and Richard Hancock-HFD; Buckley Taylor-EMS, District Administrator Kourtney Ball; District Bookkeepers Adam Charanza & Kaye Townley of Municipal Accounts & Consulting, LLP; and District Counsel Adam Tabak of Coveler & Peeler, P.C.

The District considered and acted upon the following matters:

1. President Jones called meeting to order at 6:03 pm. Those present recited the pledge of allegiance.
2. Quorum established by President Ray Jones.
3. No public comment.
- 4a.-i Christy Graves made a motion, second by Shareen Redus to approve the order calling for an election. Motion approved unanimously.
5. Shareen Redus made a motion, seconded by Ray Jones, to approve the minutes. Motion was approved by a vote of 4-0.
6. Christy Graves reported on the FEMA Grant for Hurricane Harvey. FEMA will only pay 90% on the building payoff due to the late submittal of the request. They advised that we pay off the building to Mobile Modular then submit it immediately to receive reimbursement for the entire building. Kourtney will get a payoff amount from Mobile Modular. Christy Graves will file for the extension that will last approximately 6 months. Motion by Leslie Deen, second by Shareen Redus to purchase the Admin Building for payoff amount with motion approved unanimously.
7. Adam Charanza presented the District's financial report and advised that the figures in the report reconcile to the bank statements. The Board discussed the sales tax. District to look at retaining Sales Tax Assurance when at Safe-D conference. Motion by Shareen Redus, seconded by Christy Graves, to accept the Bookkeeper's Report. Motion was approved by a vote of 4-0.
8. Motion by Shareen Redus, seconded by Ray Jones, to pay the District's bills. Motion was approved by a vote of 4-0.
9. The ESD reviewed the Huffman EMS operations report because Kacey Sammons did not attend the meeting. Christy suggested that the EMS Operations Report be revised to include the previous year's data alongside the current year for future months. Kourtney Ball did not have the EMS financial report due to a trip to the ER. Motion made by Leslie Deen, second by Shareen Redus, to authorize attorney to to make arrangements for payment of invoice for new ambulance. Motion was approved by a vote of 4-0.
10. Chief Tyler presented the fire department's monthly operations report. Chief Tyler advised he will add the previous year's data to the report. Harris County ESD #4 (dba Huffman Fire Department) was approved for TCFP Compliance at inspection today (2/10/2020). Chief Shirley advised the hose lost at KMCO explosion was replaced with Key Hose which has same warranty. Motion by Leslie Deen, seconded by Shareen Redus, to accept HVFD Operations Report. Motion was approved by a vote of 4-0.
11. No action needed to review the Department's financial reports and bank statements. The fire-related items will be expanded on the future Municipal Accounts & Consulting, L.P. report. Discussion on keeping the

- two Huffman Fire accounts for 2 months while everything clears. There will be 1 week of Huffman Fire payroll coming out.
12. Christy Graves made the motion to approve the Operations Invoice for \$13,415.76 and personnel costs for \$42,830.13, second by Shareen Redus, with motion approved unanimously.
 13. No action needed for training requests by District personnel.
 14. The Board decided to postpone taking action on financing the acquisition of the new engine until closer to delivery because it will take 8 months to build the unit. Discussion that Huffman EMS personnel will go to Florida at the end of February for inspection of new ambulance.
 15. No action needed on the maintenance and repair of District assets.
 16. Treasurer Redus advised that the \$60,000 allocated for the employee insurance is going to be sufficient as the dental insurance company was changed. Shareen Redus made motion, second by Leslie Deen, to accept the amendment to the 2020 budget.
 17. Motion by Shareen Redus, second by Christy Graves to keep the Employee Health Insurance within budget and go with the following plans to offer to employees (Two that we offered previously G652CHC and P610ADT. Along with adding the following plans G9E3ADT, S643ADT, B661ADT and B9E1ADT. So employees will have a choice of one of the 6 plans offered) additionally the District will replace the current Dental Insurance provider from Blue Cross Blue Shield to Beam. The policy change will lower the monthly cost by \$17 per employee and Beam supplies each employee with a free electric toothbrush with supplies. The employee will be able to choose one of the Health Insurance plans for themselves but the District will only pay up to \$336.03 per month for the Employee's Health insurance. The Employee will need to pay any additional costs (if any) for the health plan selected as well as any additional costs required to cover the employees dependents. Motion passed unanimously.
 18. No action needed on salvage or surplus property.
 19. No action needed on the storm water quality certification.
 20. The Board did not go into executive session.
 21. No action needed on Huffman Fire transition.
 22. Discussion by Christy Graves regarding policies for concealing a handgun. Chief Shirley advised that no handguns are allowed on fire personnel or in any of the buildings. They are allowed to be stored in the fire department personal vehicle according to Texas law. Discussion that there is no video surveillance on the ESD #4 property. ESD #5 is looking at changing their policy regarding this. No action needed on ESD policies and procedures at this time but should be addressed at the March meeting.
 23. Christy Graves made motion, second by Shareen, to hire the Huffman Volunteer Fire Department employees as District employees at the same rate of pay. Motion approved unanimously.
 24. The Board did not go into executive session.
 25. The Board did not go into executive session.
 26. Shareen Redus made motion to adjourn at 7:59 pm, second by Ray Jones, with motion approved unanimously.

Leslie Deen

Leslie Deen, ESD Secretary