

**MINUTES OF THE SEPTEMBER 12, 2022, REGULAR MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 4**

Notice is hereby given that the Board of Commissioners of the **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 4** will hold a meeting on **September 12, 2022 at 6:00 p.m.** at the **District Administration Building** located at **12207 Huffman Oaks Ln., Huffman, Texas 77336.**

The District will consider and act upon the following matters:

1. CALL TO ORDER AND RECITE THE PLEDGE OF ALLEGIANCE.

2. The meeting was called to order at 6:00 p.m. by Commissioner **Jones**, Board President, who announced that a quorum was present. Those Commissioners present were:

Ray Jones	Present
Shareen Redus	Present
Ken Gregory	Present
Christy Graves	Absent
Wyatt Watkins	Present

Others attending when the meeting began were Tyler Shirley, Fire Chief; William Crawford, Fire Captain; Jenelle Honey, District Administrator; Ricardo Martinez, Martinez Architects; David Manley, District Attorney; Katie Norris, RIT Financial.

3. To receive public comment.

No public comment.

4. TO APPROVE THE MINUTES OF PRIOR MEETING(S).

Motion made by Commissioner **Redus**, seconded by Commissioner **Jones** to accept the minutes of prior meetings. The motion was passed by the vote of 4 -0.

5. TO REVIEW, DISCUSS AND ACT ON ISSUES RELATED TO THE REMODEL AND CONSTRUCTION OF THE DISTRICT FACILITIES, INCLUDING, BUT NOT LIMITED TO, PLANNING, DESIGN AND BUDGETING, FINANCING, AND TO ENGAGE AN ENGINEER AND ARCHITECT.

ADA Inspection should be soon for Station #4. Ricardo Martinez will check with TexDot on relining the entrance for Station #3. Ricardo Martinez will meet with Tyler Shirley and Ken Gregory about this issue.

6. TO RECEIVE A REPORT REGARDING APPLICATIONS FOR FEMA GRANTS ARISING FROM EMERGENCY SERVICES RENDERED.

Ray Jones sent bids to FEMA. Christy Graves must sign documents and Jenelle Honey will email them back to FEMA. Ray Jones requested Jenelle Honey to find out when the review will commence.

7. TO RECEIVE AND APPROVE THE DISTRICT'S FINANCIAL REPORT, INCLUDING THE FINANCIAL CONDITION OF THE DISTRICT AND THE DISTRICT'S INVESTMENTS, TO PAY THE DISTRICT'S BILLS, AND ACT ON RESOLUTIONS REQUIRED RELATED TO BANK ACCOUNTS.

Katie Norris with RIT Financial provided an overview of the District's financial position and presented the bills for approval. Motion by Commissioner **Redus**, seconded by Commissioner **Gregory** to approve the financial report and pay the District's bills presented. The motion passed by a vote of 4 -0. Commissioner **Redus** made

motion and seconded by Commissioner **Jones** to approve Resolutions as presented to provide access to all bank accounts with Wells Fargo for David Manley and Katie Norris. Motion passed with a vote 4-0.

8. TO RECEIVE A REPORT FROM JENELLE HONEY ON THE BUSINESS CONTINUITY PROJECT AND TAKE ANY NECESSARY ACTION RELATED TO THE REPORT.

Ray Jones and Jenelle Honey will have a meeting on handbook to add tablets etc. Ray also requested tablets for himself and Commissioner Watkins to test website and apps for District meetings.

9. TO REVIEW AND REVISE THE DISTRICT'S 2022 BUDGET.

No Action.

10. TO RECEIVE A REPORT FROM THE HUFFMAN FIRE AND EMS DEPARTMENT.

Chief Shirly gave report for Fire and EMS. Commissioner **Redus** made motion and seconded by Commissioner **Gregory** to approve reports. Motion passed with the vote of 4-0.

11. TO REVIEW, DISCUSS AND ACT ON THE ACQUISITION AND FINANCING OF NEW VEHICLES, EQUIPMENT, AND APPARATUS.

No action. Kacey Sammons is still working on grant for Ambulance.

12. TO REVIEW AND APPROVE EXPENDITURES REQUIRED FOR THE REPAIR, MAINTENANCE AND REPLACEMENT OF THE DISTRICT'S REAL PROPERTY, SIGNAGE, VEHICLES, APPARATUS AND EQUIPMENT.

No Action.

13. TO APPROVE THE SALE OR DISPOSAL OF SURPLUS AND/OR SALVAGE PROPERTY PURSUANT TO TEXAS HEALTH AND SAFETY CODE §775.251.

No Action.

14. TO REVIEW AND ACT ON THE PURCHASE, SALE OR LEASE OF REAL PROPERTY, INCLUDING FINANCING.

No Action.

15. TO CREATE, MODIFY OR ADOPT ESD POLICIES AND PROCEDURES.

No Action.

16. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL REGARDING PENDING OR CONTEMPLATED LITIGATION, SETTLEMENT OFFERS OR ON MATTERS WHICH REQUIRE CONFIDENTIALITY UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS AND TAX CODE §323.3022 TO DISCUSS SALES TAX MATTERS.

Closed Session at 6:45p.m. Open at 7:18p.m.

17. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS.

No Action.

18. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.074 TO DISCUSS PERSONNEL MATTERS.

No Action.

19. TO REVIEW AND ACT ON MATTERS DISCUSSED IN CLOSED SESSION.

No Action

20. TO REVIEW, DISCUSS AND ACT ON DISTRICT PERSONNEL MATTERS INCLUDING COMPENSATION, BENEFITS, SCHEDULING, RETENTION, HIRING AND/OR TERMINATION OF DISTRICT EMPLOYEES.

Commissioner **Redus** made motion to approve annual raise, seconded by Commissioner **Watkins**. Motion accepted with the vote of 4-0

21. ADJOURNMENT.

Commissioner **Redus** made motion to Adjourn, seconded by Commissioner **Gregory**. Meeting adjourned with the vote of 4-0 at 7:21 p.m.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 4**

Shareen Redus, Acting Secretary