

**MINUTES OF THE AUGUST 8, 2022, REGULAR MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 4**

A Meeting was duly called of the Board of Commissioners of **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 4**, which was held, **AUGUST 8, 2022**, at the offices of the District Administrative Office, 12207 Huffman Oaks Lane, Huffman, Texas 77336.

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	Present
Wyatt Watkins	Absent

Others attending when the meeting began were Tyler Shirley, Fire Chief; William Crawford, Fire Captain; Kacey Sammons, Asst. Chief of EMS; Sarah Reed & Ricardo Martinez, Martinez Architects; David Manley, District Attorney; Katie Norris and Randall Parr, RIT Financial. Harold Payne, Citizen.

3. TO RECEIVE PUBLIC COMMENT.

Harold Payne, Minister and Citizen - From Vine Life Ministries, has been in ministry 42 years. He has done youth ball with the community as well as served with law enforcement as chaplain and support. Has been available for death notifications or for supporting the fire departments mission.

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

Motion made by Commissioner **Redus** and seconded by Commissioner **Gregory** to accept the minutes of prior meetings. The motion was passed by a 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.

Discussion on small change orders submitted.

Discussion by Commissioner Gregory on revising the new station plan. A discussion on future growth and placement of staff as well as apparatus within the district. Chief Shirley discussed where he made budget cuts for the new station concept. All agree the District will need to have more sleeping arrangements for this station site. Motion by Commissioner **Gregory** second by Commissioner **Redus** to approve payment of change order #1 for small changes to renovations of Station 52 in the amount of \$1,186.55. The motion was passed by a vote of 4 – 0.

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

The building has been paid off. The District will submit receipts. No action.

7. TO RECEIVE AND APPROVE THE DISTRICT'S FINANCIAL REPORT, INCLUDING THE FINANCIAL CONDITION OF THE DISTRICT AND THE DISTRICT'S INVESTMENTS, AND TO PAY THE DISTRICT'S BILLS.

Randy Parr with RIT Financial provided an overview of the District's financial position and presented the bills for approval. For a more detailed overview of the District's financial condition, see the financial report on file with the District. Motion by Commissioner **Redus**, second by Commissioner **Jones** to approve the financial report and pay the District's bills as presented. The motion was passed by a vote of 4 – 0.

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

Commissioner Jones provided an update of the project. He discussed allowing Chief Shirley to decide who he may add to profile to receive information. Commissioner Jones and Commissioner Watkins will each test an Ipad. No action taken.

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

No amendments to budget. all other amendments have been applied.

10. TO PROPOSE DISTRICT'S 2023 BUDGET.

Chief Shirley is working with RIT on the budget for 2023. No action taken.

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

Chief Tyler and Chief Sammons provided summaries of significant events and activities. For more detailed information, please see reports on file with the District. Motion by Commissioner **Redus**, second by Commissioner **Gregory** to accept Chief Shirley's report. Motion approved by a vote of 4 – 0.

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

No action.

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

Motion made by Commissioner **Graves** second by Commissioner **Redus** to purchase antenna replacements for overhead doors at \$100 and 2 coffee pots at \$750 each. Motion approved by a vote of 4 – 0.

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

No action.

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

No action.

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

No action.

17. 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.

No action.

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

No action.

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

No action.

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

No action.

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

Assistant Chief Sammons informed the Board that Paramedic Cody Nance was hired to do clinical supervision for EMS department (FTO).

22. ADJOURNMENT.

There being no further business brought before the Board, and no objection made to concluding the meeting, Commissioner **Gregory** made a motion to adjourn, seconded by Commissioner **Redus**. Motion approved by a vote of 4 – 0. The meeting adjourned at 7:40 p.m.

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

Christy Graves, Secretary