

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #4

MINUTES OF OCTOBER 11, 2021

A Meeting was duly called of the Board of Commissioners of **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 4**, which was held, October 11, 2021, at the offices of the District, 12207 Huffman Road, Huffman, Texas 77336. Those commissioners present when the meeting commenced were Leslie Deen, Ray Jones, Ken Gregory and Shareen Redus, constituting a quorum. Others attending when the meeting began were EMS Director Kacey Sammons, ESD #4 Fire Chief Tyler Shirley, District Administrator Jenelle Honey, and David Manley, District legal counsel.

1. Ray Jones called meeting to order at 6:01 p.m.
2. Quorum established.
3. No public comment.
4. Commissioner Redus made motion, seconded by Commissioner Deen to approve the minutes of both September meetings. Motion passed by a vote of 4 - 0.
5. Discussion regarding remodeling of Station #2 but no action needed.
6. They have requested the FEMA grant be closed out and are still waiting on that.
7. Motion by Leslie Deen, second by Shareen Redus to accept Bookkeeper's report. Motion passed 4 – 0.
8. A motion was made by Commissioner Redus, seconded by Commissioner Gregory to pay the District's bills. Motion passed 4 - 0.
9. A motion was made by Commissioner Gregory, seconded by Commissioner Redus to approve the District's 2021 Investment Policy. Motion passed 4 – 0.
10. Jenelle Honey reviewed the ESD policies and procedures regarding COVID and working remotely. A motion was made by Commissioner Redus, seconded by Commissioner Deen to approve deleting the provision related to staff members working from home during COVID-19. Motion passed 4 - 0.
11. Jenelle Honey advised that the desktop computers have been installed. Commissioner Jones advised the next part of the project will be to begin scanning in all the documents and store them on a SSID. Kacey Sammons also advised that the lack of scanning ability from new desktop is causing her problems. Commissioner Gregory advised all titles should be stored in the safe. No action taken.
12. No action needed.
13. No action needed.
14. A motion to accept the EMS reports was made by Commissioner Redus, seconded by Commissioner Gregory. Motion passed 4 - 0.
15. A motion to accept the Fire Department's report was made by Commissioner Redus, seconded by Commissioner Gregory. Motion passed 4 -0.
16. No action needed.
17. No action needed.
18. No action needed.
19. No action needed.

20. No action needed.
21. The Board went into Executive Session at 7:07 pm to discuss personnel issues. The Board came out at Out of Executive Session at 8:10 pm.
22. No action needed.
23. No action needed.
24. No action needed.
25. A motion was made by Commissioner Deen, seconded by Commissioner Redus to adjourn meeting at 8:10 pm. Motion passed 4 – 0.

Leslie Deen,
HC ESD 4 Secretary