

**MINUTES OF THE MARCH 20, 2023, 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 **March 20, 2023**, at the offices of the District Administrative Office, 12207 Huffman Oaks Lane, Huffman, Texas 77336.

The District will consider and act upon the following matters:

1. **CALL TO ORDER AND RECITE THE PLEDGE OF ALLEGIANCE.** 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
Christy Graves	Present (Arrived at 6:19 p.m.)
Wyatt Watkins	Present

Others attending when the meeting began were Tyler Shirley, Fire Chief; Kacey Sammons, Asst. EMS Chief; Jenelle Honey, District Administrator; David Manley, District Attorney; William Crawford, Fire Captain, Shannon Lenox, Community Member.

2. **TO RECEIVE PUBLIC COMMENT.**

No public comment.

3. **TO APPROVE THE MINUTES OF PRIOR MEETING(S).**

Commissioner **Redus** made motion to approve Minutes of January, seconded by Commissioner **Watkins**. Motion passed with a vote of 3-0.

4. **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.**

Jenelle Honey gave the report. Ricardo Martinez was unable to be here. T.L.E. anticipates TxDOT drainage approval within the next month. T.L.E. submitted our main drive to TxDOT for permitting. Fill is needed to raise the site. Lab work is suggested during fill work. We are still at least 5-6 months away from starting construction. No action.

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

Commissioner Graves to write a narrative and resubmit request. No action.

6. **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.**

Commissioner **Redus** made motion, seconded by Commissioner **Jones**, to accept financial report and pay bills. Motion passed with a vote of 4-0.

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

Commissioner Jones advised a service program could provide IT tech regularly. Commissioner Jones added a cyber security training tab on intranet portal. No action.

8. **TO REVIEW AND REVISE THE DISTRICT'S 2023 BUDGET.**

Commissioner Redus made motion to approve Chief Shirley's proposed changes for 2023 Budget, seconded by Commissioner Watkins. Motion passed with a vote of 4-0.

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

Chief Shirley gave report for Fire Dept. & EMS. There is an ESO Go Live date of 4/1/2023. The District is currently in the process of a Texas Mutual audit and an ISO audit. Commissioner Redus made motion to approve report, seconded by Commissioner Graves. Motion passed with a vote of 4-0.

10. **TO REVIEW, DISCUSS AND ACT ON MATTERS RELATED TO THE EMPLOYEE RETIREMENT BENEFITS THROUGH TCDRS.**

No action.

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

No action.

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.**

A draft has been uploaded the most recent draft of policies to the portal. Chief Shirley has combined policies from different departments. No action.

16. **TO REVIEW, DISCUSS AND ACT ON CREATION OF DISTRICT LOGO FOR HCESD 4 BY WAY OF HOLDING A CONTEST IN WHICH SURROUNDING AREA SCHOOL STUDENTS ENTER ARTWORK FOR SAME.**

Jenelle Honey gave a report that the logo contest will run from 4/3/23 – 4/21/23. HCESD4 will purchase the rights to use the art at \$50 each. One winner from each school. 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.

The Board went into closed session at 7:32 p.m. to discuss personnel matters.

The Board came out of close session at 7:58 p.m.

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.

No action.

22. ADJOURNMENT.

There being no further business before the Board, Commissioner **Redus** made a motion to adjourn, seconded by Commissioner **Watkins**, Motion passed with a vote of 4-0 and the meeting adjourned at 8:07 pm

HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 4


Christy Graves, Secretary