

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #4
HUFFMAN, TEXAS 77336

Minutes of September 14, 2020

Those commissioners present when the meeting commenced were Ken Gregory, Leslie Deen, Ray Jones, and Shareen Redus, constituting a quorum. Others in attendance when the meeting began were District Bookkeeper Adam Charanza of Municipal Accounts & Consulting, LLP; District Counsel Adam Tabak of Coveler & Peeler, P.C; and, from ESD 4, EMS Director Kacey Sammons, Assistant Chief Richard Hancock, and Administrative Director Jenelle Honey.

The District considered and acted upon the following matters:

1. Ray Jones called meeting to order at 6:10 pm.
2. Quorum established by President Ray Jones.
3. No public comment.
4. Shareen Redus made a motion, seconded by Ray Jones, to approve minutes of prior meeting. Motion was approved by a vote of 4-0.
5. Christy Graves was not in attendance so Jenelle Honey addressed the Board regarding the status of the FEMA grant. At this point, she advised that she only needed backup data for the stipends given to the Huffman Fire & Rescue personnel for Hurricane Harvey. Asst. Chief Hancock advised that either he or Tyler Shirley can look at the Department's Quicken accounts from 2017 to see what is there. The Board took no action on this item.
6. Adam Charanza presented the District's financial report and advised that the figures in the report reconcile with the bank statements. Motion by Ken Gregory, second by Shareen Redus, to accept the Bookkeeper's Report. Motion was approved by a vote of 4 to 0.
7. Motion by Shareen Redus, seconded by Ken Gregory, to pay the District's bills. Motion was approved by a vote of 4-0.
8. No action needed to modify the 2020 budget. This can be removed from agenda.
9. No action needed to modify the 2021 budget.
10. Kacey Sammons presented the Huffman EMS report. The fan in the Station 2 men's restroom is not working. Shareen Redus made motion, seconded by Leslie Deen, to accept the report. By a vote of 4 – 0, the motion carried. Jenelle Honey presented the EMS Financial report. Jenelle requested to make the Ready Refresh water an ESD expense because both Fire & EMS personnel use it. Shareen Redus made motion, second by Leslie Deen, to approve EMS Financial report.
11. Asst. Chief Hancock presented the Fire Department's report. Motion Shareen, second by Ken, to accept the report. Motion by Shareen, second by Leslie, to host an Employee Appreciation Dinner over three different days so all Fire/EMS employees could participate when on shift and to purchase plaques.
12. The Board then addressed the Harris County Basic Plan. District Counsel Adam Tabak been unable to download a copy of the Harris County Basic Plan. Kacey Sammons has a copy of the Basic Plan

on a flash drive and will provide it to Asst. Chief Hancock. Discussion regarding the ESD having contingency plan in the case of a disaster. No action needed.

13. No action needed on Covid-19 pandemic.

14. No action needed on CARES Act.

15. No action needed on requests for District personnel training.

16. The Board addressed the acquisition and financing of vehicles and equipment. The new pumper should be delivered in January or February of 2021 at a final cost of \$640,023.31. The District wants to finance the cost for 10, 12 or 15 years. Motion by Leslie Deen, second by Ken Gregory, to authorize District Counsel Adam Tabak to solicit loans from lenders and for Ray Jones to sign the documents. By a vote of 4 to 0, the motion carried.

Chief Sammons advised the decontamination system has arrived and displayed it to the board.

17. No action needed on repairs, maintenance and replacement of real property, vehicles, and equipment.

18. Table this item.

19. Jenelle Honey discussed the bids for video surveillance systems at the District's facilities:

ADT (\$6000-Huffman Oaks / \$3400-Sta #2)

Verkada (\$35,000)

Lakeshore Security provided 2 bids of \$3000 or \$5000.

Jenelle Honey will set up a meeting with Lakeshore Security for Ray Jones to review their bid.

20. No action needed on the sale or disposal of surplus and salvage property.

21. The Board went into a closed session at 7:55 pm to discuss personnel matters. Out of closed session at 8:45 pm.

22. The Board then addressed the District's employee benefits and health insurance. Jenelle Honey stated that VFIS provided the costs based on Blue Cross Blue Shield. She will continue to pursue other health insurance options. No action needed .

23. No action needed for creating or modifying the ESD policies and procedures.

24. Motion by Leslie Deen, second by Ray Jones, to upgrade Jenelle Honey from probationary to full time and to increase her salary in accordance with her offer letter dated June 15, 2020. By a vote 4 to 0, the motion carried.

25. The Board did not meet in closed session to discuss sales tax matters.

26. The Board did not meet in closed session to discuss real estate matters.

27. Ken Gregory made motion, second by Ray Jones, to adjourn at 8:57 pm with motion approved unanimously.

Leslie Deen

Leslie Deen, ESD Secretary