

**MINUTES OF THE OCTOBER 10, 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, **October 10, 2022**, at the offices of the District Administrative Office, 12207 Huffman Oaks Lane, Huffman, Texas 77336.

The District considered and acted upon the following matters:

1. **CALL TO ORDER AND RECITE THE PLEDGE OF ALLEGIANCE.**
2. **ROLL CALL AND ESTABLISHMENT OF A QUORUM.**

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; Richard Austin, Asst. Fire Chief; Kacey Sammons, Asst. EMS Chief; 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).**

A Motion was made by Commissioner **Redus**, seconded by Commissioner **Jones** to accept the minutes of September 12, 2022. 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.**

Mr. Martinez reported the ADA inspection has not come yet. He informed the Board that the developer of the subdivision surrounding Station #3 is attempting to obtain permits from TexDot for a median cut for driveways. No action taken.

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

Ms. Honey reported Commissioner **Graves** signed all papers for FEMA and they have been submitted. No action taken.

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. A Motion by Commissioner **Redus**, seconded by Commissioner **Gregory** to approve the financial report and pay all District's bills presented. The motion passed by the vote of 4-0.

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

Ms. Honey informed the Board she has ordered 2 Apple iPads. Commissioner Jones requested that the other commissioners review the website for final approval. No action was taken.

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 Shirley provided an information report summarizing the departments Fire and EMS activities. Commissioner **Redus** made motion seconded by Commissioner **Jones** to approve the report. 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.**

Chief Tyler informed the Board that Frazer has offered to sell the District a demo ambulance, with no difference in warranty, and that would be available in March 2023. Commissioner **Redus** made a Motion to order the ambulance, for an amount not to exceed \$350,000.00, seconded by Commissioner **Watkins**. After review and discussion, the Motion passed with the vote of 4-0.

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

Commissioner **Gregory** made motion to purchase a Speed Queen dryer seconded by Commissioner **Redus**. Motion passed with the vote of 4-0.

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

Commissioner **Redus** made motion to dispose of old dryer, that was declared to have a \$0.00 value, seconded by Commissioner **Watkins**. Motion passed with the vote of 4-0.

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.**

Chief Shirley is working on the policies to identify the official District Holidays. No action taken.

16. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING A MEMORANDUM OF UNDERSTANDING AMONGST HARRIS COUNTY FIRST RESPONDERS REGARDING ACTIVE SHOOTER AND HOSTILE EVENT INCIDENTS.

Chief Shirley and Mr. Manley reviewed the proposed Memorandum of Understanding amongst Harris County First Responders regarding active shooter and hostile event incidents. Commissioner **Gregory** made a Motion to approve the Memorandum, seconded by Commissioner **Redus**. Motion passed with the vote of 4-0.

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.

No action.

22. ADJOURNMENT.

Commissioner **Redus** made a Motion to adjourn at 7:21p.m., seconded by Commissioner **Gregory**. Motion passed with the vote of 4-0.

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

Shareen Redus, Acting Secretary