

**MINUTES OF THE JULY 11, 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, **JULY 11, 2022**, at the offices of the District Administrative Office, 12207 Huffman Oaks Lane, Huffman, Texas 77336.

**1. CALL TO ORDER AND RECITE PLEDGE OF ALLEGIANCE.**

2. The meeting was called to order at 6:11 p.m. by Commissioner **Jones**, Board President, who announced that a quorum was present. Those Commissioners present were:

<b>Ray Jones</b>	Present
<b>Shareen Redus</b>	Present
<b>Ken Gregory</b>	Present
<b>Christy Graves</b>	Present
<b>Wyatt Watkins</b>	Absent

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

**3. TO RECEIVE PUBLIC COMMENT.**

No public comment.

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

Commissioner **Redus** made a motion, seconded by Commissioner **Jones**, to approve the minutes of the June 13, 2022. After review and discussion, 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.**

Final walk through will be on 7/12/2022. Final Pay Request has not been received. Report was given verbally by Sarah Reed.

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

Repairs were made to the AC units and a new AC unit was installed before paying for the Admin building.

**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 reviewed the bookkeeper report for June 2022. Cash balances have increased. \$300,000 was transferred from Wells Fargo account 2494 into operating account. Sales tax, notice there was a typo on the report. Should read \$909,690.00. Total receipts for property taxes through 7/11/2022 is \$1,271,000.00. 96% of property tax has been collected for 2022. Total cash value at 7/11/2022 was \$3,609,791 vs \$ 2,413,896 last year. Request made to close EMS account 7641 at Wells Fargo that is no longer being used. Motion made by Commissioner Graves second by Commissioner **Redus** to close the EMS operating account. The motion was passed by a vote of 4 – 0. Motion made by Commissioner **Jones**, seconded by Commissioner **Redus** to use

the Wells Fargo savings account for payroll and to deposit both property and sales tax receipts into the Texas class account. The motion was passed by a vote of 4 – 0. Randy Parr is projecting we will receive 1,640,000.00 in sales tax for this year. Scheduled loan payments for the first six and one-half months of the year have been paid. A payment to Government Leasing is included in the check run. Motion by Commissioner **Redus** and second by Commissioner **Gregory** to accept the financial report. 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.**

Rollout of new website is pushed back to August due to company still working on transfer of information. Update given by Jenelle Honey.

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

Presented by Chief Shirley: \$2,913,000.00 is the estimated budget for both response systems, salary and wages included. Medical director was added as it was an EMS expense. Any additional funding was allocated to staffing the north station. Discussion that the department should be exempt from federal unemployment. David Manley to research if we can remove line item due to exemption of being a governmental entity. Commissioner **Jones** made motion second by Commissioner **Gregory** to approve budget amendments as presented by Chief Shirley. The motion was passed by a vote of 4 – 0.

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

Presented by Chief Shirley: Generator in medic needs repair \$690.97 total cost. Brush 51 filing claim with VFIS for repair. Engine 52 air leak and foam system repaired. Medic 3: Inspection due, PM complete brake work and tie rods. Tanker 52: 10 new tires. William Crawford provided the Board with an update of current fire and rescue operations, and Kacey Sammons provided the Board with an update of current EMS operations. Commissioner **Redus** made motion, seconded by Commissioner **Gregory** to accept and approve the reports as presented. After review and discussion, the motion was passed by a vote of 4 – 0.

**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.**

Update given by Jenelle Honey that ice machines at both stations will be replaced.

**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.**

Discussion on COVID policy. Motion by Commissioner **Gregory**, second by Commissioner **Redus** to change COVID policy to meet the CDC guidelines. The motion was passed by a vote of 4 – 0. Motion made by Commissioner **Graves**, second by Commissioner **Gregory** to extend up to 48 hours of COVID time for full-

time employees who test positive for COVID. This will require a test from a physician or Department Officer. The motion was passed by a vote of 4 – 0.

**16. 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.

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

No action.

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

No action.

**19. TO REVIEW AND ACT ON MATTERS DISCUSSED IN CLOSED SESSION.**

No action

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

No action

**21. 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 7:35p.m.

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

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Christy Graves, Secretary