

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #4
HUFFMAN, TEXAS 77336

Minutes of January 11, 2021

Those commissioners present when the meeting commenced were Ken Gregory, Leslie Deen, Ray Jones, Christy Graves and Shareen Redus, constituting a quorum. Others in attendance when the meeting began were District Bookkeeper Adam Charanza of Municipal Accounts & Consulting, LLP; and District Counsel Adam Tabak of Coveler & Peeler, P.C. From ESD 4: Fire Chief Tyler Shirley, EMS Director Kacey Sammons and District Administrator Jenelle Honey were also in attendance.

The District considered and acted upon the following matters:

1. Ray Jones called meeting to order at 6:15 pm.
2. Quorum established by President Ray Jones with all present.
3. No public comment.
4. Leslie Deen made a motion, seconded by Shareen Redus, to approve minutes of prior meeting. Motion was approved by a vote of 5-0.
5. Regarding the application for FEMA grants arising from Hurricane Harvey, Jenelle Honey advised she received a form today which required a signature. She got it signed and will mail it back.
6. Adam Charanza presented the District's financial report and advised that the figures in the report reconcile with the bank statements. Motion by Shareen Redus, second by Leslie Deen, to accept the Bookkeeper's Report. Motion was approved by a vote of 5-0.
7. Motion by Shareen Redus, seconded by Leslie Deen, to pay the District's bills. Motion was approved by a vote of 5-0.
8. No action on modifications to the 2021 budget.
9. Kacey Sammons presented Huffman EMS report. Shareen Redus made motion, seconded by Ray Jones, to accept the EMS report. By a vote of 5 – 0, the motion carried.

Jenelle Honey presented EMS Financial Report. Motion by Shareen Redus, second by Leslie Deen to always retain \$100,000 in the EMS Collections account and transfer the overage to Texas CLASS. Motion passed 5-0.

Shareen Redus made motion, second by Leslie Deen, to approve the EMS Financial report. By a vote of 5 – 0, the motion carried.

10. Chief Shirley presented fire department report. Chief Shirley discussed converting Tanker-52 into tanker/pumper by adding ladders and other rescue equipment so that it is dual certified. It can then be later used at future Station 3 without having to purchase a new one.

Asst. Chief Richey replaced the WAP at the admin building at a cost of \$300. Ken Gregory made motion, second by Shareen Redus, to accept the Fire report. By a vote of 5 – 0, the motion carried.

11. Regarding matters relates to COVID-19, Kacey Sammons presented Covid-19 PTO guidelines and the Covid-19 Employee Guidelines. The Board then discussed the guidelines. Motion by Christy Graves, second by Shareen Redus, to adopt the Covid-19 Employee guidelines for PTO with the addition of a negative Covid-19 test being required for return to work and no overtime. By a vote of 5 - 0, the motion carried.

12. No action needed on training.

13. Attorney Tabak advised that he contacted the vendor for the truck financing and they will be sending the documentation.

14. The Board discussed upgrading the tanker in its review of requested expenditures for the repair, maintenance, and replacement of real property, vehicles, apparatus and equipment. Motion by Ken Gregory, second by Shareen Redus, to approve the upgrades to the tanker necessary for it to receive dual certification. By a vote of 5 – 0, the motion carried.

15. The Board discussed proposals received for the remodel of Station 2. No action.

16. Motion by Ken Gregory, second by Christy Graves, to retain Martinez Architects to design the remodel of Station 2, the overall building plans for the District and to authorize President Jones to sign all documents.

17. No action on the sale or disposal of salvage or surplus property

18. Go into closed session at 7:45 pm to discuss personnel matters. Out of closed meeting at 8:39 pm.

19. No action on employee benefits and health insurance.

20. The Board then discussed the pension and retirement plans. Commissioner Ray Jones will meet with Edward Jones tomorrow to discuss pension/retirement plans. The Board then discussed the requirements of the TCDRS plan requiring all full-time employees to participate.

21. No action needed on ESD policies and procedures Administrator Jenelle Honey was instructed to create the policies discussed.

22. Tabled the discussion on District personnel matters including compensation and benefits until next meeting.

23. The Board did not meet in closed session with its attorney.

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

25. No action needed on the purchase, sale or lease of real property.

26. Shareen Redus made motion, second by Ray Jones, to adjourn at 8:47 pm with motion approved unanimously.

A handwritten signature in blue ink that reads "Leslie Deen". The signature is written in a cursive, flowing style.

Leslie Deen, ESD Secretary