

**MINUTES OF THE APRIL 10, 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 **April 10, 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 6:10 p.m. by Commissioner Redus, Board Treasurer, who announced that a quorum was present. Those commissioners present were:

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

Others attending when the meeting began were 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; William Crawford, Fire Captain; Shannon Lenox, Community Member.

**2. TO RECEIVE PUBLIC COMMENT.**

No public comment.

**3. TO REVIEW AND DISCUSS POSSIBLE CANDIDATES TO FILL THE BOARD VACANCY AS PERMITTED BY TEXAS HEALTH & SAFETY CODE §775.0445.**

Commissioner **Watkins** made a motion to have a questionnaire created and put on the HCESD4 website for interested parties, seconded by Commissioner **Redus**. Deadline to apply is 5:00 Monday May 8<sup>th</sup>. Motion passed with a vote of 3-0.

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

No action.

**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.**

Discussion by Ricardo Martinez. Drainage has been approved. Main drive is still waiting on approval. No action.

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

Commissioner Graves is still working on the letter for FEMA.

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.**

Commissioner **Redus** made a motion, seconded by Commissioner **Watkins**, to accept the financial report and pay bills. Motion passed with a vote of 3-0.

8. **TO REVIEW AND TAKE ACTION ON GRANTING EXEMPTIONS FOR 2023.**

Commissioner **Watkins** made a motion, seconded by Commissioner **Graves** to approve the following exemptions for 2023:

Homestead:	0%
Over 65:	\$5,000
Disability:	\$5,000

Motion passed with a vote of 3-0.

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

Jenelle Honey reported that she will be purchasing a laptop for Asst. Fire Chief Richard Austin. No action.

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

No action.

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

Asst. Fire Chief Austin gave report for Fire Dept. & EMS. Commissioner **Redus** made a motion to approve the report, seconded by Commissioner **Graves**. Motion passed with a vote of 3-0.

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

A wire needs to be sent to Frazer for the new ambulance in the amount of \$187,092. No action.

13. **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.

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

No action.

15. **TO REVIEW AND ACT ON THE PURCHASE, SALE OR LEASE OF REAL PROPERTY, INCLUDING FINANCING.**

No action.

16. **TO CREATE, MODIFY OR ADOPT ESD POLICIES AND PROCEDURES.**

Chief Shirley is still working on the updated ESD policies and procedures. No action.

17. 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.

The contest is underway and will be over on April 21<sup>st</sup>. No action.

18. 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.

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

No action.

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

No action.

21. TO REVIEW AND ACT ON MATTERS DISCUSSED IN CLOSED SESSION.

No action.

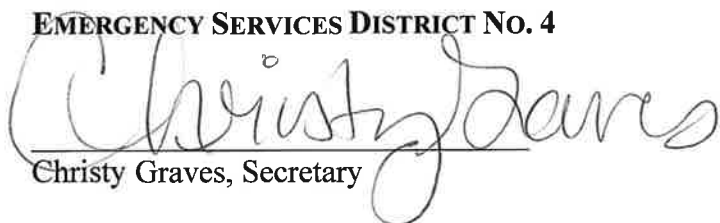
22. TO REVIEW, DISCUSS AND ACT ON DISTRICT PERSONNEL MATTERS INCLUDING COMPENSATION, BENEFITS, SCHEDULING, RETENTION, HIRING AND/OR TERMINATION OF DISTRICT EMPLOYEES.

Commissioner **Graves** made a motion to close the John Hancock account, seconded by Commissioner **Redus**. Jenelle Honey to send a letter of intent to cancel to John Hancock. Motion passed with a vote of 3-0.

23. 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 3-0 and meeting adjourned at 7:07 p.m.

HARRIS COUNTY  
EMERGENCY SERVICES DISTRICT NO. 4

  
Christy Graves, Secretary