

## **HARRIS COUNTY EMERGENCY SERVICES DISTRICT #4**

**HUFFMAN, TEXAS 77336**

### **MINUTES OF JULY 12, 2021**

Those commissioners present when the meeting commenced were Ray Jones, Ken Gregory, Christy Graves and Shareen Redus constituting a quorum. Others attending when the meeting began were District Bookkeeper Adam Charanza of Municipal Accounts & Consulting, LLO; District Counsel Nicole Pierce of Coveler & Peeler, PC; Ricardo Martinez with Martinez Architects; EMS Director Kacey Sammons; ESD #4 Fire Chief Tyler Shirley; District Administrator Jenelle Honey; Fire Captain William Crawford; and Fire Captain Richard Hancock.

The District considered and acted upon the following matters:

1. Ray Jones called meeting to order at 6:00 p.m.
2. Quorum established by Ray Jones, President, with those present.
3. No public comment.
4. Shareen Redus made motion to approve Minutes of June meeting, seconded by Ray Jones, motion approved by all.
5. Ricardo Martinez reported to Board that 100% Construction Documents completed, The Construction Documents have been submitted to Harris County for Permitting 06/29/2021. The County moved project to large project but in 10-15 days should move back to small project. Proposed date for issue for Solicitation July 22-29<sup>th</sup> and receive Bids August 5, 2021. Ray Jones received the invoice for Project with Total amount \$42,000.00, this month payment \$24,150.00. Ken Gregory made motion to move forward with project seconded by Shareen Redus, motion passed with all in favor.
6. Christy Graves and Jenelle Honey have asked that FEMA to close out this account, still waiting to hear back from FEMA. No action needed.
7. Adam Charanza presented the financial report. Shareen Redus made motion to approve report, seconded by Ken Gregory. Motion passed with all in favor.
8. Shareen Redus made motion to pay all District Bills, seconded by Ken Gregory. Motion passed with all in favor.
9. Nicole Pierce, District Counsel, advised the Board that they needed to get the 2022 Budget ready for next month's meeting so District could set 2021 Tax Rate. No action needed at this time.
10. Ken Gregory made motion to designate Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax rate calculations for 2021, seconded by Shareen Redus. Motion passed with all in favor.
11. Shareen Redus made motion to authorize District Counsel to publish the necessary 2021 Tax Rate setting notices, seconded by Christy Graves. Motion passed with all in favor.
12. No action on ESD policies and procedures.
13. Ray Jones proposed a 3 Phase approach for IT Business Resiliency Plan for Continuity of Service. The project is to focus on preserving operations from natural disaster/pandemic events, reducing exposure to ransom ware, reducing exposure to device failure IT issues and introducing new security standards-general best practices and compliance. Phase 1 will establish Standard Acquisition Mechanism through CDWG and include a 3-year lease for the 4 Desktop PCs in the Admin office. (An annual payment of \$2110.27 for 36 months for the 4 desktop PCs). It will also establish Software Standards; Backup/Encryption: Carbonite, Office 365, PDF Creator Foxit and Trend Micro for an Antivirus.

For Phase 2 the Digital Office will start using Cloud based storage and digitizing documents using the Foxit PDF Software and equipment from Phase 1. Additionally, one initial Trail Tablet (ESD Owned low-cost asset, approximately \$500) will be purchased to trail along with a NAS for local storage and archival of digital information.

Phase 3 Digital Board Meetings. This equipment will be proposed later based off of testing using the equipment in Phase 1 and 2.

Ray Jones made motion to approve Phase 1 and Phase 2 proposals, seconded by Shareen Redus, Motion passed with all in favor.

14. No action on employee benefits and health insurance.

15. No action on amendments to District 2021 Budget.

16. Kacey gave report on EMS report and Jenelle Honey gave report on EMS Financial report. Shareen Redus made motion to approve both reports, seconded by Ken Gregory. Motion passed with all in favor.

17. Tyler gave report on HFD and Financial report. He reported the need to buy a new lawnmower because of costs to repair old one compared to value left. Motion by Christy Graves to buy new lawnmower in an amount not to exceed \$5000.00, seconded by Shareen Redus. Motion passed with all in favor. Ken Gregory made motion to approve all reports, seconded by Christy Graves. Motion passed with all in favor.

18. No action on training requests by District personnel.

19. No action on acquisition and/or financing on new vehicles, equipment and apparatus.

20. Ken Gregory made motion to purchase grill guard for new EMS vehicle, seconded by Ray Jones. Motion passed with all in favor.

21. Ken Gregory made motion to declare old lawnmower as salvage property, seconded by Ray Jones. Motion passed with all in favor.

22. Jenelle Honey provided information on the water coolers and ice machines for the Department's stations. After discussion, the Board decided to hold this item for a future meeting. No action at this time.

23. No action on the sale or lease of real property.

24. The Board went into Closed Session at 7:29 p.m. The Board came out of Closed Session at 8:47 p.m.

25. No action related to District personnel matters.

26. No Closed Session was required related to real estate matters.

27. No action related on real estate matters.

28. Motion by Ray Jones to adjourn meeting at 8:48 p.m., seconded by Shareen Redus. Motion passed with all in favor.