

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #4
HUFFMAN, TEXAS 77336
MINUTES OF NOVEMBER 8, 2021

Those commissioners present when the meeting commenced were Leslie Deen, Ray Jones, Ken Gregory, and Shareen Redus constituting a quorum. Others attending when the meeting began were EMS Director Kacey Sammons, ESD #4 Fire Chief Tyler Shirley, Huffman Fire Captain William Crawford, Sarah Reed & Ricardo Martinez with Martinez Architects, District Attorney David Manley, and District Administrator Jenelle Honey.

The district considered and acted upon the following matters:

1. Ray Jones called meeting to order at 6:00 p.m.
2. Quorum established.
3. No public comment.
4. Shareen Redus made motion, seconded by Ray Jones to approve the minutes of October meeting. Motion approved 4-0.
5. Report by Martinez Architects regarding remodeling of Station #2 with expected start date of November 15, 2021 and expected completion date of March 2022. Discussion regarding 1 hour wall rating required for sleeping quarters will need to be added as required by the building permit. The original permit application was correct, but the building was not built according to the permit application. Estimated demolition should be completed by November 29, 2021. Kacey advised that she had let the contractor know that she would be the contact person since she is in the office consistently. Motion by Ken Gregory, second by Shareen Redus to start the remodeling on November 15, 2021. Motion approved 4-0. Motion by Leslie Deen, seconded by Shareen Redus to utilize First Financial for the financing with annual payments. Motion approved 4-0.
6. They have requested the FEMA grant be closed out and are still waiting on that. No action taken.
7. Motion by Shareen Redus, seconded by Ken Gregory to accept Bookkeeper's report. Motion approved 4-0. Motion by Shareen Redus, second by Leslie Deen to pay the district's bills. Motion approved 4-0.
8. Motion by Shareen Redus, seconded by Ray Jones to participate in pool to purchase new election equipment. Motion approved 4-0.
9. No action needed as District Investment Policy as approved last month.
10. Discussion regarding the ESD policies and procedures that Attorney had sent. No action taken.
11. Jenelle advised that the desktop computers have been installed. She has scanned the Vehicle papers and the titles are now stored in the safe. No action taken.
12. No action needed.
13. No action needed.
14. Motion by Shareen Redus, seconded by Ken Gregory to ratify continuing contract with law firm pursuant to §6.30 of the Tax Code for the collection of delinquent District ad valorem

- property taxes and providing for the payment of up to 20% of the delinquent taxes, penalties, and interest which are collected by the attorney under said Contract. Motion approved by a vote of 4-0.
15. Motion by Shareen Redus, seconded by Ken Gregory to impose additional penalty on delinquent taxes pursuant to §33.07 of the Tax Code and adoption of a Resolution regarding same for taxes. Motion approved by a vote of 4-0.
 16. Motion by Shareen Redus, seconded by Ken Gregory to impose additional penalty on delinquent taxes pursuant to §33.08 of the Tax Code and adoption of a Resolution regarding same for taxes. Motion approved by a vote of 4-0.
 17. Motion by Shareen Redus, seconded by Ken Gregory to impose early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to §33.11 of the Tax Code and adoption of a Resolution regarding same. Motion approved by a vote of 4-0.
 18. Kacey Sammons gave Huffman EMS report. She ran into someone at a conference last week that is a grant writer, and she had some suggestions on the recent grant application. The usual cost is 5% to the grant writer but she's doing this first one at no charge. Jenelle gave the Treasurer Report and asked Adam Charanza about moving more money into their bank account. Shareen Redus made a motion to accept both EMS reports, seconded by Leslie Deen. Motion approved by a vote of 4-0.
 19. Chief Shirley gave Fire Department report. Motion by Leslie Deen, seconded by Shareen Redus to approve the fire report. Motion approved by a vote of 4-0.
 20. No action needed.
 21. No action needed.
 22. Motion by Ken Gregory, seconded by Shareen Redus to approve renewal of the EMS agreement with Zoll for \$3,051.00. Motion approved by a vote of 4-0.
 23. No action needed.
 24. No action needed.
 25. Went into closed session at 7:34 pm. Out of closed session at 8:05 pm.
 26. Motion by Shareen Redus, seconded by Leslie Deen to purchase 50 of the Koozie Speaker Koolers for the Fire/EMS staff and commissioners. Motion approved by a vote of 4-0.
 27. No action needed.
 28. No action needed.
 29. Motion by Leslie Deen, seconded by Shareen Redus to adjourn meeting at 9:15 pm. Motion approved by a vote of 4-0.

Leslie Deen,
HC ESD 4 Secretary