

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #4

HUFFMAN, TEXAS 77336

Minutes of April 13, 2020

Due to the state of emergency caused by the COVID-19 pandemic, the meeting was conducted via teleconference at (844) 932-0886. Those commissioners present when the teleconference commenced were Ken Gregory, Leslie Deen, Ray Jones and Shareen Redus, constituting a quorum. Others in attendance were Tyler Shirley, Fire Chief; District Bookkeeper Adam Charanza of Municipal Accounts & Consulting, LLP; District Counsel Adam Tabak of Coveler & Peeler, P.C; Kourtney Ball, ESD Administrator; and Kacey Sammons, EMS Director.

The District considered and acted upon the following matters:

1. Ray Jones called meeting to order at 6:03 pm.
2. Quorum established by Ray Jones.
3. No public comment.
4. Leslie Deen made a motion, second by Shareen Redus to approve minutes of prior meeting. Motion was approved by a vote of 4-0.
5. No action until May meeting on application for FEMA grants arising from Hurricane Harvey. Kacey Sammons advised that Kourtney and Commissions Graves were still working on the FEMA grant.
6. Adam Charanza presented the District's financial report and advised that the figures in the report reconcile to the bank statements. Adam Charanza will send checks by courier on Tuesday morning around 10 am to ESD #4 Admin Office for Ken Gregory (Vice-President) and Shareen Redus (Treasurer) to sign, once approved during this meeting. Kacey Sammons will advise Shareen Redus when the checks arrive and Ken Gregory will sign in the afternoon. Adam Charanza advised they sent records to McCall & Gibson for 2019 Audit Report. Motion by Leslie Deen, second by Shareen Redus, to accept the Bookkeeper's Report. Motion was approved by a vote of 4-0.
7. Motion by Ken Gregory, seconded by Shareen Redus, to pay the District's bills. Motion was approved by a vote of 4-0.
8. Motion by Leslie Deen, second by Ken Gregory, to grant no tax exemptions for 2020. Motion was approved by a vote of 4-0.
9. Kacey Sammons presented the Huffman EMS operations report. She stated they have been advising patients to avoid unnecessary trips to the hospital during Covid 19. EMS provided no mutual aid last month. They pre-screen each call for Covid-19 and wear all PPE on every call. They are doing wellness and temp checks every 12 hours. Motion made by Leslie Deen, second by Shareen Redus, to accept the report. Motion was approved by a vote of 4-0. Ms. Sammons also advised that the A/C unit went out in EMS Station. It was subsequently discovered that the air filter had not been changed out in a long time. A reminder has been set for both her and the EMS personnel to check filters monthly. Costco membership was renewed last month, and they may purchase the furnishings from Station 2 there.

Discussion to renew Stryker Service Agreement for 10 AED's and Lucas for 3 years for \$17,258.40. Shareen advised she had budgeted \$20,000 for service agreements for EMS. Motion by Ken Gregory, second by Shareen Redus, to approve the Stryker Service Agreement renewal with 3 annual payments of \$5,752.80. Motion was approved by a vote of 4-0.

Blood Drive remains scheduled for May. Rhonda Lockwood is going to check with the Blood Center as to whether they still want to hold it.

Kourtney Ball gave the EMS treasurer report. Motion by Leslie Deen, second by Shareen Redus, to accept the EMS Treasurer Report. Motion was approved by a vote of 4-0.

10. Chief Shirley presented the fire department's monthly operations report. Chief Shirley advised they received the credit cards in April, but some payments for March had to come out of old checking account. Asst. Chief Hancock reached out to get bids on security cameras for ESD building. Motion by Leslie Deen, seconded by Shareen Redus, to accept the fire operations and financial report. Motion was approved by a vote of 4-0.

11. No action needed. Ray Jones advised that Commissioner Adrian Garcia had reached out to him asking if the ESD needed any assistance. Both Chief Shirley and Chief Sammons advised they have had to pay some overtime due to our part-time personnel not being allowed to work

12. No action needed on requests for training made by District personnel.

13. No action needed on the acquisition and financing of new vehicles, equipment and apparatus. After last month's meeting, Adam Tabak worked with BB&T to get loan proceeds wired to the District for the new ambulance. He worked with Municipal Accounts to get funds sent to Siddons-Martin to complete the purchase of the ambulance..

14. No action needed to review and approve expenditures required for the repair, maintenance and replacement of the District's real property, vehicles, apparatus and equipment.

15. No action needed on the District's insurance policies. It was reported to the Board that the paperwork has been completed for the employees' insurance to take effect beginning on May 1, 2020.

16. No action on regarding the safety and security of District properties and facilities. They have not been able to obtain building surveillance camera bids due to Covid-19.

17. No action needed on salvage or surplus property.

18. No action needed on the storm water quality certification. Adam Tabak received the letter sent by Harris County and contacted the engineering company to seek an updated.

19. Motion by Leslie Deen, second by Ken Gregory to approve the contract with Green Mountain Energy effective 6/1/2020. Motion was approved by a vote of 4-0.

20. The Board did not meet in closed session to discuss personnel matters.

21. No action needed on ESD policies and procedures

22. No action needed on personnel matters

23. The Board did not meet in closed session to consult with District Counsel.

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

25. Shareen Redus made motion to adjourn at 7:04 pm, second by Leslie Deen, with motion approved unanimously.



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Leslie Deen, ESD Secretary