

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #4  
HUFFMAN, TEXAS 77336

Minutes of December 14, 2020

Those commissioners present when the meeting commenced were Ken Gregory, Leslie Deen, Ray Jones, and Shareen Redus, constituting a quorum. Commissioner Christy Graves did not attend the meeting. Others in attendance when the meeting began were District Bookkeeper Adam Charanza of Municipal Accounts & Consulting, LLP; District Counsel Adam Tabak of Coveler & Peeler, P.C; and, from ESD 4: Assistant Fire Chief Richard Hancock, and Jenelle Honey, Administrative Director.

The District considered and acted upon the following matters:

1. Ray Jones called meeting to order at 6:02 pm.
2. Quorum established by President Ray Jones with four commissioners present.
3. No public comment.
4. Shareen Redus made a motion, seconded by Ken Gregory, to approve minutes of prior meeting. Motion was approved by a vote of 4-0.
5. Jenelle Honey advised there is no new action regarding applications for FEMA grants arising from Hurricane Harvey.
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 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. No action on modifications to the 2021 budget.
9. Jenelle Honey presented the EMS financial report. Shareen Redus made motion, second by Leslie Deen, to approve the EMS financial report. By a vote of 4 – 0, the motion carried.  
Rhonda Lockwood presented the Huffman EMS operations report. Shareen Redus made motion, seconded by Ken Gregory, to accept the EMS report. By a vote of 4 – 0, the motion carried.
10. Asst. Chief Hancock presented the fire department report. Shareen Redus made motion, second by Ray Jones, to accept the fire report. By a vote of 4 – 0, the motion carried.
11. No action regarding COVID-19.
12. The Board took no action to review and approve requests for training made by District personnel. It was discussed that Ray Jones will set Jenelle Honey up as an administrator on SkillPath Learning to authorize classes and receive reports in order to avoid paying to have Ray Jones as an additional user.
13. Motion by Leslie Deen, second by Shareen Redus, to approve the proposal for acquisition financing submitted by US Bancorp Government Leasing & Finance for the purchase of a new Pierce

Enforcer with a 7-year term at the rate of 1.45 percent, and to authorize Ray Jones to execute the loan agreements. By a vote of 4 – 0, the motion carried. for.

14. No action needed on expenditures required for the repair, maintenance and replacement of the District's real property, vehicles, apparatus and equipment.
15. Ricardo Martinez with Martinez Architects presented proposal for the remodel of Station 2.
16. No action at this time on the remodel of Station 2.
17. No action on the modification, repair, and installation of security systems.
18. Discussion regarding the sale or disposal of surplus and salvage property. The dryer still has not been moved to the EMS station and discussion that the washer was supposed to be moved also. Christopher Cook was handling this, so Asst. Chief Hancock will get with him.
19. The Board went into a closed session at 7:05 pm to discuss personnel matters. Out of closed meeting at 8:15 pm. Ken Gregory left meeting.
20. Motion by Leslie Deen, second by Shareen Redus, to retain ADP to handle payroll processing beginning on January 8, 2021, subject to review of agreement by Coveler & Peeler. Motion passed 3-0.
21. Discussion on HSA accounts for employees.
22. Motion by Shareen Redus, second by Leslie Deen, to adopt a retirement plan with ABG to start January 8, 2021. Motion approved 3-0.
23. District Administrator Jenelle Honey was instructed to create the policies discussed for modification of ESD policies and procedures.
24. The Board took no action on personnel matters.
25. The Board did not go into executive session to discuss matters with its attorney.
26. The Board did not go into executive session to discuss real estate.
27. Ken Gregory made motion, second by Shareen Redus to adjourn at 9:04 pm with motion approved unanimously.



Leslie Deen, ESD Secretary