

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #4

HUFFMAN, TEXAS 77336

MINUTES OF JANUARY 10, 2022

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, District Administrator Jenelle Honey, Adam Charanza-Municipal Accounts & Consulting, Sarah Reed & Ricardo Martinez-Martinez Architects, and District Attorney David Manley.

The district considered and acted upon the following matters:

1. Ray Jones called meeting to order at 6:05 p.m.
2. Quorum established.
3. No public comment.
4. Motion by Ken Gregory, seconded by Shareen Redus to approve an Order calling for an election under Texas Health and Safety Code Section 775.0345 approving and appointing an Agent for the Election, appointing an Early Voting Clerk and Deputy Early Voting Clerk, establishing and designating Election Precincts and Polling Places, establishing and designating Early Voting Polling Places, adopting Form of Notice of District Election and to approve a contract with Hart InterCivic, Inc. for election services and a contract with KNOWiNK for election services. Motion approved unanimously.
5. Shareen Redus made motion, seconded by Ken Gregory to approve the minutes of December meeting. Motion approved unanimously.
6. Report by Martinez Architects regarding remodeling of Station #2 with start date of January 3, 2022 and an expected completion date of May 13, 2022. Motion by Ken Gregory, seconded by Shareen Redus to approve the payment of \$11,352.50 for Pay Request number 1. Motion approved unanimously.
7. Ray Jones was notified regarding the FEMA Harvey grant being closed out and are still waiting on FEMA to close the grant.
8. Motion by Shareen Redus, seconded by Ken Gregory to approve financial report and pay the district's bills. Motion approved unanimously.
9. All computers are received, and the last file cabinet has been completely scanned. The other 2 cabinets had already been scanned. At 6:30 pm, Ken Gregory had to leave due to a HFD call. Ray Jones advised he is researching storing all documents on a community cloud that another company manages but will research this more at the SAFE-D conference in February.
10. Was on December agenda and action taken.
11. No action needed.
12. Shareen Redus reviewed the FY 2022 Draft Budget, but Chief Shirley had to leave on a call, and she had some questions for him but has made some changes to it.
13. Jenelle Honey gave Huffman EMS Treasurer report. Kacey Sammons gave Huffman EMS report. She did meet with one of Christy Graves employees to work on a MERC form for repairs. She is writing specifications for a grant for a new ambulance which will only be purchased if we receive the grant. We will only have to cover 5% of the total cost and she has sent the request to her grant writer. She has bought more COVID tests. Motion to accept report by Shareen Redus, seconded by Ray Jones. Motion approved. Ken Gregory came back to meeting at 6:59 pm.

14. Tyler Shirley came back to meeting at 7:15 pm and gave Huffman FD report. Motion to accept report by Shareen Redus, seconded by Leslie Deen. Motion approved unanimously.
15. No action needed.
16. No action needed. Currently have room reservations and conference payment will be made for Ray Jones, Christy Graves, and Jenelle Honey at this time. She will ask Tyler Shirley whether he can attend.
17. No action needed.
18. No action needed.
19. No action needed.
20. No action needed.
21. EMS Director presented some revised COVID-19 Employee Guidelines. Motion by Ken Gregory, seconded by Shareen Redus to follow CDC Guidelines until Attorney Manley provides Kacey Sammons with a revised version. An employee currently has COVID.
- 22-24 The Board went into executive session at 7:00 pm. Come out of Executive Session at 7:46 pm.
25. No action needed.
26. No action needed.
27. No action needed.
28. Motion by Leslie Deen, seconded by Shareen Redus to adjourn meeting at 7:59 pm. Motion passed with all in favor.

Leslie Deen,

HC ESD 4 Secretary