

## HARRIS COUNTY EMERGENCY SERVICES DISTRICT #4

HUFFMAN, TEXAS 77336

### MINUTES OF AUGUST 9, 2021

Those commissioners present when the meeting commenced were Ray Jones, Leslie Deen, 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 David Manley 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.

The district considered and acted upon the following matters:

1. Ray Jones called meeting to order at 6:08 p.m.
2. Quorum established by Ray Jones, President, with those present.
3. No public comment.
4. Leslie Deen made motion, second by Shareen Redus to approve 2022 Budget as modified. Discussion about changes made and possibly putting those numbers back in. Adam Charanza will send revised 2022 Budget tomorrow.
5. Shareen Redus made motion, second by Ray Jones to approve \$0.10000 statutory tax rate as shown in Scenario 5. Motion approved.

Meeting for budget adjourned at 6:26 pm.

1. Not applicable.
2. Ray Jones called regular meeting to order at 6:27 pm.
3. No public comment.
4. Shareen Redus made motion to approve Minutes of July meetings, seconded by Christy Graves, motion approved by all.
5. Ricardo Martinez reported to Board that the Construction Documents have been submitted to Harris County for Permitting 06/29/2021 but not approved yet. There are 6-7 contractors interested in bidding on project. Bids will be received and opened at their office on 8/10/2021 at 2:00 pm. Board members are welcome to call in and listen, but Jenelle Honey will.
6. Christy Graves and Jenelle Honey have asked that FEMA to close out this account. No action needed.
7. Adam Charanza presented the financial report. Shareen Redus made motion to approve report, seconded by Christy Graves. Motion passed with all in favor.
8. Shareen Redus made motion to pay all District Bills, seconded by Christy Graves. Motion passed with all in favor.
9. Ray Jones was contacted by Sales Tax Assurance now HDL Reporting. Ray Jones made motion, second by Shareen Redus to proceed with contracting with HDL Reporting, pending legal review.
10. Kacey Sammons & Tyler Shirley met and reviewed the ESD policies and procedures to make sure they were in line with each division and recommended revisions. Motion by Leslie Deen, second by Shareen Redus to approve these changes with revisions suggested by board. Motion passed with all in favor. Ray Jones requested a change form process be implemented for all computer, etc changes and requested the Fire & EMS Chiefs along with Jenelle to work on this.
11. Ray Jones requested

12. No action needed on employee benefits and health insurance as they renewed in May.

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.

12. No action on employee benefits and health insurance as this was renewed in May 2021.

13. Shareen Redus, second by Leslie Deen to approve the amendments to District 2021 Budget.

14. 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 Christy Graves. Motion passed with all in favor.

15. Tyler gave report on HFD and Financial report. Leslie Deen made motion to approve all reports, seconded by Shareen Redus. Motion passed with all in favor.

16. No action on training requests by District personnel.

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

18. No action needed.

19. No action needed.

20. No action at this time and will be removed from agenda.

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

22. The Board went into Closed Session at 8:38 p.m. The Board came out of Closed Session at 8:47 p.m.

23. No action related to District personnel matters.

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

25. No action related on real estate matters.

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

Leslie Deen,

HC ESD 4 Secretary