

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #4

HUFFMAN, TEXAS 77336

MINUTES OF FEBRUARY 14, 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, Fire Captain William Crawford, District Administrator Jenelle Honey, Adam Charanza-Municipal Accounts & Consulting, Sarah Reed & Ricardo Martinez-Martinez Architects, and David Manley, District Attorney.

The district considered and acted upon the following matters:

1. Ray Jones called meeting to order at 6:01 p.m.
2. Quorum established.
3. Karl Englund and Wyatt Watkins announced they would be running for Commissioner during the May 7, 2022 election and introduced themselves to the Board. No Action taken.
4. No Action required.
5. Shareen Redus made motion, seconded by Ken Gregory to approve the minutes of January meeting. Motion approved unanimously.
6. Report on construction progress by Martinez Architects regarding remodeling of Station #2 with start date of January 3, 2022, and expected completion date of May 13, 2022. Mr. Martinez reported that the \$25,000 contingency was almost gone. Motion by Ken Gregory, seconded by Shareen Redus to approve change order as presented and to approve the payment of \$59,958.98 for payment 2. Motion approved unanimously.
7. Robin Humphrey with HdL summarized the District's Sales Tax Snapshot. Ms. Humphrey informed the Board that she would communicate any issues with Jenelle Honey, District Administrator, or Ray Jones, Board President. Ray asked about the forecasting tools, and she said it was complete. Ken Gregory gave her the name of ARS which is north of Meyer Road and indicated that he would expect that company would be listed in the top 10. Tyler Shirley advised they may be using the name of Slip Response. Ms. Humphrey stated she would follow up.
8. Ray Jones was notified regarding the FEMA Harvey grant being closed out and that they are still waiting on FEMA to close the grant. Jenelle discussed possible reimbursement of rental expenses related to the rental of the portable Administration building. Ray was advised FEMA would just need to change the scope of the project.
9. Motion by Shareen Redus, seconded by Ray Jones to accept the financial report. Motion approved unanimously. Motion by Ken Gregory, seconded by Shareen Redus to pay the district's bills. Motion approved unanimously.
10. Charlie LaConti with Municipal Accounting reviewed their current bookkeeper functions and advised they will be increasing their base rates by approximately \$900 - \$1,200 a month. Our current rate is \$39,000 per year and he reported that they rate is expected to increase to about \$54,000 per year. The Board decided to take the proposal under consideration and further explore their options going forward.
11. 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. No action required.
12. No action needed.
13. Kacey gave Huffman EMS reports. Motion by Leslie Deen, seconded by Shareen Redus to approve the training request of \$3,150 for Amanda Crystal to take an advanced EMT class. Ken Gregory questioned if she should be required

to remain with the District for 2 years after training. Jenelle asked whether they should keep the District checks and Ray Jones advised to keep them in the safe in case of emergencies. Suggested we move to monthly basis on Quick Books after our membership is up. Shareen Redus made a Motion, seconded by Ken Gregor to accept the report as presented and approve the training. Motion approved unanimously

14. Tyler Shirley gave Huffman FD report. Motion to accept report by Leslie Deen, seconded by Shareen Redus. 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.

17. No action needed.

18. No action needed.

19. No action needed.

20. Kacey Sammons discussed the COVID-19 guidelines and informed the Board that she follows CDC guidelines regarding when to send someone home who had been exposed to COVID, or who was experiencing COVID-19 symptoms. Mr. Manley provided a Quarantine Policy that complies with State law. Motion by Ken Gregory, seconded by Shareen Redus to accept and approve the proposed Quarantine policy as presented. Motion approved unanimously

21. No action needed.

22. No action needed.

23. Board went into executive session at 7:21 pm. to discuss a personnel matter. The Board came out of Executive Session at 7:46 pm.

24. No action needed.

25. No action needed.

26. No action needed.

27. Motion by Leslie Deen, seconded by Shareen Redus to adjourn meeting at 8:22 pm. Motion passed with all in favor.

Leslie Deen,

HC ESD 4 Secretary