

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #4

HUFFMAN, TEXAS 77336

Minutes of July 13, 2020

Those commissioners present when the meeting commenced were Ken Gregory, Leslie Deen, Ray Jones, Christy Graves and Shareen Redus, constituting a quorum. Others in attendance were District Bookkeeper Adam Charanza of Municipal Accounts & Consulting, LLP; District Counsel Adam Tabak of Coveler & Peeler, P.C; and EMS Director Kacey Sammons.

The District considered and acted upon the following matters:

1. Ray Jones called meeting to order at 6:00 pm.
2. Quorum established by President Ray Jones.
3. No public comment.
4. Leslie Deen made a motion, seconded by Shareen Redus, to approve minutes of prior meeting. Motion was approved by a vote of 5-0.
5. Christy Graves has not had time to work on the FEMA grant since last meeting. She plans to work on it this month. The HVFD compensation during Hurricane Harvey is the last piece. She did send FEMA letter that we were not including the Administration Building in the grant.
6. Adam Charanza presented the District's financial report and advised that the figures in the report reconcile to the bank statements. Motion by Shareen Redus, second by Leslie Deen, to accept the Bookkeeper's Report. Motion was approved by a vote of 5-0.
7. Motion by Shareen Redus, seconded by Ray Jones, to pay the District's bills. Motion was approved by a vote of 5-0.
8. Joseph Ellis, McCall Gibson Swedlund Barfoot, PLLC presented the 2019 Annual Financial Report which was accepted with motion by Shareen Redus, second by Ken Gregory. Motion approved by a vote of 5-0.
9. Discussion by Shareen Redus on Acct 16630 to revise the District Administrator salary in the budget. Motion by Shareen Redus to amend salary to \$55,000 for 2020, second by Ray Jones with motion approved by a vote of 5-0.
10. No action on 2021 budget.
11. Designate the Harris County Tax Assessors Office ????. Motion by Shareen Redus, second by Leslie Deen with motion approved by a vote of 5-0.
Motion by Ray Jones, second by Leslie Deen to designate Shareen Redus to calculate the tax rate and send it to Coveler & Peeler. Motion approved by a vote of 5-0.
12. Kacey Sammons presented Huffman EMS report. Kacey Sammons will contact a commercial HVAC company to check out the A/C Unit at Station 2.
13. Ken Gregory presented the Huffman Fire Report. Huffman Fire Dept had 8 fire fighters with Covid but most are getting well. There was 52 hours of overtime in June. More fire fighters are back to work but trying to limit contact between the fire fighters. We should not have any overtime for July. Truck 51 still getting pump worked on. Christy Graves discussed some sprayers they purchased at Crosby EMS that have been highly effective.
14. Motion by Christy Graves to purchase a decontamination system, second by Ken Gregory, as long as it can be obtained in an acceptable time frame. Motion approved by a vote of 5-0.

15. No action needed on CARES Act.
16. No action needed on District personnel training.
17. No action needed for vehicle, equipment, or apparatus.
18. Motion by Ken Gregory, second by Shareen Redus to authorize expenditure for an amount not to exceed \$3000 to repair the brush truck. Motion approved unanimously.
17. No action needed.
18. Motion by Shareen Redus, second by Ken Gregory to authorize Kacey Sammons to contact 2-3 commercial HVAC companies to check out the A/C Unit at Station 2 for removal of condensation. Motion approved unanimously.
19. Motion by Christy Graves, second by Ken Gregory to form a committee to brainstorm ideas for the future of the ESD and building of the Administration Building on the property at 12210 Huffman Oaks Lane. Motion approved 5-0. President Ray Jones will contact a couple of the architects to attend the August meeting.
20. Kacey Sammons advised that she begin contacting alarm companies to get bids for cameras and security systems for the stations.
21. Motion by Shareen Redus, second by Leslie Deen to announce the winner of the sealed bid on the jet skis goes to Neacos Investments LLC and Leslie Deen will contact the winner to pick up the jet skis. Motion approved unanimously.
22. No action needed.
23. Discussion regarding TWC First Report of Injury for the employees regarding Covid illnesses.
24. Motion by Shareen Redus, second by Ken Gregory to accept the updated Employee Handbook. Motion approved unanimously.
25. No action needed.
26. No action needed.
27. No action needed.
28. Shareen Redus made motion to adjourn at 8:07 pm, second by Ken Gregory, with motion approved unanimously.



Leslie Deen, ESD Secretary