

**MINUTES OF THE DECEMBER 12, 2022, REGULAR MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 4**

A meeting was duly called of the Board of Commissioners of **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 4**, which was held **December 12, 2022**, at the offices of the District Administrative Office, 12207 Huffman Oaks Lane, Huffman, Texas 77336.

The District considered and acted upon the following matters:

1. CALL TO ORDER AND RECITE THE PLEDGE OF ALLEGIANCE.

2. The meeting was called to order at 6:02 p.m. by Commissioner **Jones**, Board President, who announced that a quorum was present. Those commissioners present were:

Ray Jones	Present
Shareen Redus	Present
Christy Graves	Absent
Wyatt Watkins	Present

Commissioner Gregory announced that he no longer lives within the District and will not be participating as a Commissioner going forward. Others attending when the meeting began were Tyler Shirley, Fire Chief; Kacey Sammons, Asst. EMS Chief; Jenelle Honey, District Administrator; Ricardo Martinez, Martinez Architects; David Manley, District Attorney; Katie Norris, RIT Financial.

3. TO RECEIVE PUBLIC COMMENT.

No public comment.

4. TO APPROVE THE MINUTES OF PRIOR MEETING(S).

Commissioner **Redus** made motion to approve Minutes of November meeting, seconded by Commissioner **Watkins**. Motion passed with vote of 3-0.

5. TO REVIEW, DISCUSS AND ACT ON ISSUES RELATED TO THE REMODEL AND CONSTRUCTION OF THE DISTRICT FACILITIES, INCLUDING, BUT NOT LIMITED TO, PLANNING, DESIGN AND BUDGETING, FINANCING, AND TO ENGAGE AN ENGINEER AND ARCHITECT.

No action.

6. TO RECEIVE A REPORT REGARDING APPLICATIONS FOR FEMA GRANTS ARISING FROM EMERGENCY SERVICES RENDERED.

No action.

7. TO RECEIVE AND APPROVE THE DISTRICT'S FINANCIAL REPORT, INCLUDING THE FINANCIAL CONDITION OF THE DISTRICT AND THE DISTRICT'S INVESTMENTS, TO PAY THE DISTRICT'S BILLS, AND ACT ON RESOLUTIONS REQUIRED RELATED TO BANK ACCOUNTS.

Commissioner **Redus** made motion to approve financial report and pay all District's bills, seconded by Commissioner **Jones**. Motion passed with the vote of 3-0.

8. TO RECEIVE A REPORT FROM JENELLE HONEY ON THE BUSINESS CONTINUITY PROJECT AND TAKE ANY NECESSARY ACTION RELATED TO THE REPORT.

Jenelle has all tablets set up and all things ordered.

9. TO REVIEW AND REVISE THE DISTRICT'S 2022 BUDGET.

No Action. Chief Shirley will present proposed changes to 2022 Budget at the January meeting.

10. TO RECEIVE A REPORT FROM THE HUFFMAN FIRE AND EMS DEPARTMENT.

Chief Shirley reviewed Department activities and the status of District apparatus. Commissioner **Redus** made motion to approve Huffman Fire and EMS report, seconded by Commissioner **Watkins**. Motion passed with the vote of 3-0.

11. TO REVIEW, DISCUSS AND ACT ON THE ACQUISITION AND FINANCING OF NEW VEHICLES, EQUIPMENT, AND APPARATUS.

No action.

12. TO REVIEW AND APPROVE EXPENDITURES REQUIRED FOR THE REPAIR, MAINTENANCE AND REPLACEMENT OF THE DISTRICT'S REAL PROPERTY, SIGNAGE, VEHICLES, APPARATUS AND EQUIPMENT.

No action.

13. TO APPROVE THE SALE OR DISPOSAL OF SURPLUS AND/OR SALVAGE PROPERTY PURSUANT TO TEXAS HEALTH AND SAFETY CODE §775.251.

Commissioner **Jones** made motion to dispose up to 1500 feet of 4" hose as surplus with \$0 value because it is out of NFPA compliance, seconded by Commissioner **Redus**. Motion passed with a vote of 3-0.

14. TO REVIEW AND ACT ON THE PURCHASE, SALE OR LEASE OF REAL PROPERTY, INCLUDING FINANCING.

No action.

15. TO CREATE, MODIFY OR ADOPT ESD POLICIES AND PROCEDURES.

Legal counsel will review and revise Policy 207 regarding employee classifications. Commissioner **Redus** made motion to approve 2023 holidays as presented, seconded by Commissioner **Jones**. Motion passed with the vote of 3-0.

16. TO REVIEW, DISCUSS AND ACT ON CREATION OF DISTRICT LOGO FOR HCESD 4 BY WAY OF HOLDING A CONTEST IN WHICH SURROUNDING AREA SCHOOL STUDENTS ENTER ARTWORK FOR SAME.

No action.

The Board addressed items 17 through 19 and went into Executive Session at 7:27 p.m. to discuss personnel matters. The Board came out of executive session at 8:31 p.m.

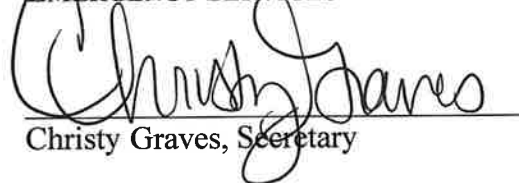
20. TO REVIEW, DISCUSS AND ACT ON DISTRICT PERSONNEL MATTERS INCLUDING COMPENSATION, BENEFITS, SCHEDULING, RETENTION, HIRING AND/OR TERMINATION OF DISTRICT EMPLOYEES.

Commissioner **Redus** made motion and seconded by Commissioner **Jones** to approve payment of the Workers Compensation Policy Premium as presented, with the In-Network option. Motion passed with the vote of 3-0.

21. ADJOURNMENT.

Commissioner **Redus** made a motion to adjourn, seconded by Commissioner **Jones**, meeting adjourned at 8:36pm.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 4**


Christy Graves, Secretary