

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #4
HUFFMAN, TEXAS 77336

Minutes of February 8, 2021

Those commissioners present when the meeting commenced were Ken Gregory, Leslie Deen, Ray Jones, and Shareen Redus, constituting a quorum. Others in attendance when the meeting began were District Bookkeeper Adam Charanza of Municipal Accounts & Consulting, LLP; District Counsel Adam Tabak of Coveler & Peeler, P.C; and, Brandy Goodwin from HCP and from ESD 4: Fire Chief Tyler Shirley, Asst. Fire Chief Richard Hancock, EMS Director Kacey Sammons and District Administrator, Jenelle Honey.

The District considered and acted upon the following matters:

1. Ray Jones called meeting to order at 6:02 pm.
2. Quorum established by President Ray Jones with all present.
3. No public comment.
4. Shareen Redus made a motion, seconded by Leslie Deen, to approve minutes of prior meeting. Motion was approved by a vote of 4-0.
5. Brandy with Health Claims Plus presented the January Summary Report for Ambulance Services and explained it as she reviewed.
6. Jenelle advised there was nothing to report regarding FEMA grants arising from emergency services rendered during Hurricane Harvey.
7. Adam Charanza presented the District's financial report and advised that the figures in the report reconcile with the bank statements. Motion by Shareen Redus, second by Leslie Deen, to accept the Bookkeeper's Report. Motion was approved by a vote of 4-0.
8. Motion by Shareen Redus, seconded by Ken Gregory, to pay the District's bills. Motion was approved by a vote of 4-0.
9. Shareen Redus made motion, seconded by Ray Jones, to adjust the 2021 budget to reflect the annual loan payment with motion approved unanimously.
10. Kacey Sammons presented Huffman EMS report. Shareen Redus made motion, seconded by Ken Gregory, to accept the EMS report. By a vote of 4 – 0, the motion carried. Jenelle Honey presented EMS Financial Report. Shareen Redus made motion, second by Ray Jones, to approve EMS Financial report. By a vote of 4 – 0, the motion carried.
11. Chief Shirley presented the Fire Department's report. Ken Gregory made motion, second by Shareen Redus, to accept the Fire report. By a vote of 4 – 0, the motion carried.
12. Kacey Sammons presented the updated Covid-19 Guidelines for PTO and the Covid-19 Employee Guidelines and discussion was held. Motion by Shareen Redus, seconded by Ray Jones, to adopt the updated Covid-19 Employee Guidelines for PTO.
13. Ken Gregory made motion, seconded by Ray Jones, to approve the training request submitted by the fire department for training in March. Motion approved unanimously.

Chief Shirley presented request for approximately \$25,000 equipment purchases needed for new truck and suggested the Fire Department pay for this equipment as they have approximately \$88,000 left in the fire department account. He has submitted a grant for the extrication equipment needed for approximately \$26,000

14. Motion by Ken Gregory, seconded by Shareen Redus, to approve and execute the Master Tax-Exempt Lease with US Bank and the accompanying exhibits for acquisition financing of the new tanker. Motion approved unanimously. Motion by Ken, seconded by Shareen, to approve a Board resolution approving the loan. Motion approved unanimously.

15. Motion by Ken Gregory, seconded by Shareen Redus, to approve the purchase of the Lucas 3 v3.1 at a price not to exceed up to \$14,500. 16. Ray Jones made motion, seconded by Ken Gregory, to form a committee consisting of Ken Gregory, Tyler Shirley & Kacey Sammons to create a scope of project to provide to Martinez & Associates for the remodel of Station 2. Motion approved unanimously.

17. No action needed on the sale or disposal of surplus or salvage property.

18. The Board entered closed session at 7:32pm to discuss personnel matters. Out of closed meeting at 8:52 pm.

19. No action needed on employee benefits and health insurance for District employees.

20. Jenelle advised the tentative start date on the pension plan is April 1, 2021. No action needed.

21. No action needed on the ESD policies and procedures but Ray Jones will work with Jenelle on the Covid Policy to be updated in the Employee manual.

22. Motion by Shareen Redus, second by Ray Jones to make President's Day, February 15, 2021, a half day holiday and close office at noon and the board will hold a special board meeting at 1:00 pm in the afternoon.

23. The Board did not go into closed session to discuss real estate.

24. No action needed on the purchase or lease of real property.

25. No action needed on closed session for discussions with District Counsel

26. Redus made motion, second by Ray Jones to adjourn at 9:00 pm with motion approved unanimously.



Leslie Deen, ESD Secretary