

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #4  
HUFFMAN, TEXAS 77336

Minutes of October 12, 2020

Those commissioners present when the meeting commenced were Ken Gregory, Christy Graves, 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, from ESD 4, EMS Director Kacey Sammons, Assistant Chief Richard Hancock, and Administrative Director Jenelle Honey.

The District considered and acted upon the following matters:

1. Asst. Chief Hancock made presentation to Presley Dampier, Ashley Hall, Lauren Underwood for all their work assisting the Louisiana citizens after Hurricane Laura and organizing the Huffman donations. Ray Jones called meeting to order at 6:25 pm.
2. Quorum established by President Ray Jones.
3. No public comment.
4. Shareen Redus made a motion, seconded by Ray Jones, to approve minutes of prior meeting. Motion was approved by a vote of 5-0.
5. Jenelle Honey sent the paperwork to FEMA they had asked for and they promptly asked for more documents. Christy Graves advised that Jenelle Honey has done a great job on this grant and that FEMA has been very receptive.
6. Adam Charanza presented the District's financial report and advised that the figures in the report reconcile with the bank statements. Adam suggested taking \$240,000 out of TexPool account to open a CD next month for up to 1 year. This will be discussed at meeting in November. For now, Adam will take \$240,000 from the EMS Collections account and put into a TexClass account. 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 Ken Gregory, to pay the District's bills. Motion was approved by a vote of 5-0.
8. Motion by Shareen Redus, second by Ray Jones, to obtain a credit card for the District Administrator, Jenelle Honey. Motion approved by a vote of 5 to 0.
9. No action on modifications to the 2020 budget.
10. No action on modifications to the proposed 2021 budget.
11. Kacey Sammons presented the Huffman EMS report. Shareen Redus made motion, seconded by Leslie Deen, to accept the report. By a vote of 5 – 0, the motion carried. Jenelle Honey presented the EMS Financial Report. Adam Charanza and Jenelle Honey will work on setting up some of the utility bills on auto payment as some of the bills are coming in after the meeting. Shareen Redus made a motion, second by Leslie Deen, to approve EMS Financial report. Motion approved by a vote of 5 to 0.
12. Asst. Chief Hancock presented the Fire Department's report. Vent fan at Station 2 arrived, but not installed. Ken Gregory requested that the vines be removed from the back of the EMS building on

next yard day. They have excess air packs that have never been used and they would like to sell the excess. Motion Shareen Redus, second by Ray Jones, to accept report with motion approved by a vote of 5 to 0.

13. No action needed on Covid-19 pandemic.

14. No action needed on CARES Act.

15. Ray Jones advised that he was looking at Google Government Cloud and recommended testing it for document storage. No action needed on requests for District personnel training.

16. Adam Tabak required additional information for the financing the purchase of the fire truck before soliciting loans.

17. No action needed on repairs, maintenance and replacement of real property, vehicles, and equipment.

18. Ray Jones, Jenelle Honey & Richard Hancock met with Lakeshore Alarm Systems for the station video surveillance system. Ken Gregory made a motion to purchase and install a system at a cost of \$4,898.97 with 3-year warranty from Lakeshore Alarm Systems. Asst. Chief Hancock requested a 360 camera be added to the fire station bay. Motion approved by a vote 5 to 0, with addition of 360 camera for the bay.

19. Motion by Shareen Redus, second by Leslie Deen, to declare 10 new excess air packs as surplus at a value of \$500 each air pack. Motion approved.

20. The Board went into a closed session at 8:22 pm to discuss personnel matters. Out of closed meeting at 8:45 pm.

21. No action needed on employee benefits and health insurance but still researching.

22. No action needed for creating or modifying the ESD policies and procedures.

23. No action.

24. The Board did not meet in closed session to discuss sales tax matters.

26. The Board did not meet in closed session to discuss real estate matters.

27. Ken Gregory made motion, second by Shareen Redus to adjourn at 9:25 pm with motion approved unanimously.



Leslie Deen, ESD Secretary