

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #4

HUFFMAN, TEXAS 77336

Minutes of May 11, 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; Richard Hancock, Assistant Fire Chief and EMS Director Kacey Sammons.

The District considered and acted upon the following matters:

1. Ray Jones called meeting to order at 6:06 pm.
2. Quorum established by Ray Jones.
3. No public comment.
4. Shareen Redus made a motion, seconded by Ken Gregory, to approve minutes of prior meeting. Motion was approved by a vote of 4-0.
6. Motion by Leslie Deen, second by Shareen Redus to authorize HdL Companies (f/k/a Sales Tax Assurance) authorization to access the confidential reports from the Texas State Comptroller, pending District Counsel's review and approval of the agreement. Motion was approved by a vote of 4-0. The Board then skipped ahead to item 12
12. Asst. Chief Hancock presented the fire department's monthly operations report. Leslie Deen suggested they sign up for Entergy outage texts since they have been numerous lately at Station 2. Motion by Shareen Redus, seconded by Ken Gregory, to accept the fire operations and financial report. Motion was approved by a vote of 4-0. The Board returned to item 7.
7. 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 Ray Jones, to accept the Bookkeeper's Report. Motion was approved by a vote of 4-0.
8. Motion by Shareen Redus, seconded by Ray Jones, to pay the District's bills. Motion was approved by a vote of 4-0.
9. Motion by Shareen Redus, second by Ken Gregory, to approve the District's 2020 Investment Policy. Motion was approved by a vote of 4-0. Motion by Leslie Deen, second by Ray Jones, to appointment Shareen Redus, Mark Burton, and Ghia Lewis as the District's investment officers. Motion was approved by a vote of 4-0.
10. No action currently with District's compliance with cybersecurity. District Counsel Adam Tabak sent all commissioners the email with list of vendors providing state approved courses.
11. Kacey Sammons presented the Huffman EMS operations report. Kacey discussed receiving a CARES Act stipend but does not plan to accept any additional CARES Act funds. Kacey Sammons also gave the EMS treasurer report. Motion by Shareen Redus, second by Shareen Ken Gregory, to accept the EMS report. Motion was approved by a vote of 4-0.
13. No action needed on COVID-19 related matters.
15. No action needed for training requests.
16. No action needed for the acquisition and financing of equipment and vehicles.
17. No action needed for repairs and maintenance to the District's assets.

18. No action needed on the District's insurance policies.
19. No action needed on the safety and security of the District's facilities. Asst. Chief Hancock reported that he reached out to three vendors regarding the installation of security systems at the stations. None responded or gave bids.
20. No action needed for the sale or disposal of salvage or surplus property.
21. The storm water quality issue was resolved but will remain on the agenda.
22. The Board went into executive session at 7:27 pm and came out at 8:53 pm to discuss personnel items. Christy Graves arrived during this time at 8 pm.
23. Leslie Deen made a motion to adopt a policy providing first responders employed by the District 10 days of PTO if exposed to COVID-19 while responding to a call while on duty to last until December 31, 2020 and to take effect once the employee has used other PTO. Shareen Redus seconded the motion. By a vote of 5 to 0, the motion carried. The Board then returned to item 5.
5. Christy Graves updated the Board on the status of the FEMA grant. She stated she intends to abandon the claim for reimbursement for the acquisition of the building. The Board took no action on this item. It then moved ahead to item 14.
14. Christy Graves discussed the CARES Act. Motion by Christy Graves, second by Ken Gregory to authorize EMS Director Sammons to accept the \$3700 CARES stipend, previously mentioned in her EMS report. Motion was approved by a vote of 5-0. Christy Graves then made a motion, with a second by Ken Gregory, to authorize Kacey Sammons to authorize the billing company to accept payments for uninsured Covid19 patients. Motion was approved by a vote of 5-0. Lastly, Christy Graves made a motion, with a second by Ken Gregory, to reject the PPE loan from the CARES Act. Motion was approved by a vote of 5-0. The Board then returned to item 24.
24. Shareen Redus made a motion to reorganize the District's administrative structure and job descriptions for the positions, and to make changes to the staffing to accommodate the changes with second by Ken Gregory. By a vote of 5 to 0, the motion carried.
25. No consultation with District Counsel.
26. No action needed on real estate matters.
27. Ken Gregory made motion to adjourn at 9:17 pm, second by Shareen Redus, with motion approved unanimously.



Leslie Deen, ESD Secretary