

**MINUTES OF THE JUNE 13, 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, **JUNE 13, 2022**, at the offices of the District Administrative Office, 12207 Huffman Oaks Lane, Huffman, Texas 77336.

1. CALL TO ORDER AND RECITE PLEDGE OF ALLEGIANCE.

2. TO ADMINISTER OATH(S) TO NEWLY ELECTED/RE-ELECTED AND/OR APPOINTED DISTRICT COMMISSIONERS.

David Manley administered the oaths of office to the newly elected / re-elected Commissioners, Shareen Redus and Wyatt Watkins.

3. The meeting was called to order at 6:00 p.m. by Commissioner **Jones**, Board President, who announced that a quorum was present. Those Commissioners present were:

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

Others attending when the meeting began were Kacey Sammons, Assistant Chief of EMS; William Crawford, Fire Captain; Jenelle Honey, District Administrator; Sarah Reed & Ricardo Martinez with Martinez Architects; David Manley, District Attorney; Randall Parr with RIT Financial; and Leslie & Ricky Deen.

4. TO RECEIVE PUBLIC COMMENT.

Leslie Deen was presented with a certificate, clock, and flowers for her 22 years of dedicated service to Harris County ESD #4.

5. TO ELECT DISTRICT OFFICERS.

Commissioner **Jones** made a motion, seconded by Commissioner **Redus**, to nominate the following officers:

- Ray Jones as President
- Ken Gregory as Vice President
- Christy Graves as Secretary
- Shareen Redus as Treasurer
- Wyatt Watkins as Assistant Treasurer and Assistant Secretary.

After review and discussion, the motion was passed by a vote of 3 – 0.

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

Commissioner **Redus** made a motion, seconded by Commissioner **Jones**, to approve the minutes of the May 16, 2022 and May 9, 2022. After review and discussion, the motion was passed by a vote of 3 – 0.

7. 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.

Sarah Reed gave a report on Station #2 and presented the contractor's Pay Request No. 6 in the amount of \$169,154.62. Commissioner **Redus** made a motion, seconded by Commissioner **Watkins**, to approve the Pay Request. After review and discussion, the motion was passed by a vote of 3 – 0. Ricardo Martinez provided the Board with an update on Station #3 and informed them that they are waiting on tap fees and placement of hydrants, to prepare a proposed layout for the station.

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

Jenelle Honey informed the Board that there are issues with the Air Conditioners in the Administration Building and that they are waiting to get these issues resolved prior to finalizing the purchase agreement. No action taken.

9. TO RECEIVE AND APPROVE THE DISTRICT'S FINANCIAL REPORT, INCLUDING THE FINANCIAL CONDITION OF THE DISTRICT AND THE DISTRICT'S INVESTMENTS, AND TO PAY THE DISTRICT'S BILLS.

Randy Parr presented financial report. Commissioner **Redus** made motion to approve report and pay all District bills, seconded by Commissioner **Watkins**. After review and discussion, the motion was passed by a vote of 3 – 0. Please see the Report from Mr. Parr with RIT Financial for a detailed report of the District's financial condition.

10. TO CONDUCT ANNUAL REVIEW OF THE DISTRICT'S INVESTMENT POLICY AND TAKE ANY NECESSARY ACTION.

Commissioner **Redus** made motion, seconded by Commissioner **Jones**, to approve the District's current investment policy. After review and discussion, the motion was passed by a vote of 3 – 0.

11. TO RECEIVE A REPORT FROM COMMISSIONER JONES ON THE BUSINESS CONTINUITY PROJECT AND TAKE ANY NECESSARY ACTION RELATED TO THE REPORT.

Jenelle Honey reported that she has done all of her training on the new district website. She needs to give access to the commissioners so they can do their training and then to the rest of the company for training. Temporary "go-live" date is July 22, 2022. Jenelle advised she needs to get access to the Fire Department GoDaddy website so Streamline can transfer all relevant data from the old website. No action taken.

12. TO REVIEW AND ACT ON GREEN MOUNTAIN ENERGY AGREEMENT.

Jenelle Honey informed the Board that after a review of different Electric Companies, all rates are high at this time, so the recommendation was made to stay with Green Mountain Energy. The Board will review the rate information and Green Mountain contract at the July meeting. No action taken.

13. TO REVIEW AND ACT ON ACQUISITION (PURCHASE OR LEASE) OF DEPARTMENT ICE MACHINES AND ANY RELATED MAINTENANCE AGREEMENT.

Commissioner **Jones** made motion to lease an ice machine for Station 1, at a monthly cost of \$188.00, seconded by Commissioner **Redus**. After review and discussion, the motion was passed by a vote of 3 – 0.

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

No action taken.

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

William Crawford provided the Board with an update of current fire and rescue operations, and Kacey Sammons provided the Board with an update of current EMS operations. Commissioner Redus made motion, seconded by Commissioner Watkins to accept and approve the reports as presented. After review and discussion, the motion was passed by a vote of 3 – 0.

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

Commissioner Redus made motion to pay \$1,327.16 to install pike pole and attic ladder mounts to the fire truck, seconded by Commissioner Jones. After review and discussion, the motion was passed by a vote of 3 – 0.

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

Commissioner Jones made a motion, seconded by Commissioner Redus to purchase 16 sets of mattresses and dishes for all stations, not to exceed \$5,000. After review and discussion, the motion was passed by a vote of 3 – 0.

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

Commissioner Jones made a motion, seconded by Commissioner Redus to dispose of the Ice machine, EMS stove, and washing machine at Station #2 as salvage equipment. Commissioner Jones made a motion and seconded by Commissioner Redus to sell as surplus, the ice machine at Station #1, and the love seat and couch at Station 2. After review and discussion, the motion was passed by a vote of 3 – 0. Commissioner Jones made a motion and seconded by Commissioner Redus to dispose of all current mattresses as salvage once new ones come in. After review and discussion, the motion was passed by a vote of 3 – 0.

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

No action.

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

No action.

21. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL REGARDING PENDING OR CONTEMPLATED LITIGATION, SETTLEMENT OFFERS OR ON MATTERS WHICH REQUIRE CONFIDENTIALITY UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS AND TAX CODE §323.3022 TO DISCUSS SALES TAX MATTERS.

No action.

22. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS.

No action.

23. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.074 TO DISCUSS PERSONNEL MATTERS.

The Board went into closed session at 7:36 p.m. to discuss personnel issues. The Board came out of closed session at 8:07.

24. TO REVIEW AND ACT ON MATTERS DISCUSSED IN CLOSED SESSION.

No Action


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

No Action

26. ADJOURNMENT.

There being no further business brought before the Board, and no objection made to concluding the meeting, Commissioner **Redus** made a motion to adjourn, seconded by Commissioner **Watkins**. Motion approved by a vote of 3 – 0, and the meeting adjourned at 8:08 p.m.

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


Shareen Redus, Acting Secretary