

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #4
HUFFMAN, TEXAS 77336

Minutes of April 12, 2021

Those commissioners present when the meeting commenced were Ray Jones, Christy Graves, and Shareen Redus constituting a quorum. Commissioner Ken Gregory arrived later during the proceeding. Commissioner Leslie Deen did not attend meeting. 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, Ricardo Martinez and Sarah Reed from Martinez Architects. From ESD 4: Fire Chief Tyler Shirley, Captain William Crawford, EMS Director Kacey Sammons and District Administrator Jenelle Honey also attended the meeting.

The District considered and acted upon the following matters:

1. Ray Jones called meeting to order at 6:07 pm.
2. Quorum established by President Ray Jones with three commissioners present.
3. No public comment.
4. Shareen Redus made a motion, seconded by Ray Jones, to approve the March meeting minutes. Motion was approved by a vote of 3-0.
5. Ricardo Martinez advised that they are working on a few different concepts. Shareen Redus made a motion, second by Ray Jones, for Martinez Architects to move forward with the remodel of Station 2. Motion approved 3-0.
6. Jenelle Honey provided a report on recent and continuing work done to secure the FEMA grant for Hurricane Harvey. She advised that we are not moving forward with the Direct Administrative Costs and the grant is ready to close.
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 Christy Graves, to accept the Bookkeeper's Report. Motion was approved by a vote of 3-0.
8. Motion by Shareen Redus, second by Ray Jones, to pay the District's bills. Motion was approved by a vote of 3-0.
9. Christy Graves made motion to grant property tax exemptions for 2021 as follows: 0% for Homestead Exemption, \$5,000.00 on Disability, and \$5,000.00 on Over-65. Shareen Redus seconded the motion. Motion approved 3-0.
10. Jenelle Honey advised that she is working on some modifications to the District's employment policies and will work with Ray Jones to finalize them. Table until next month.
11. Jenelle Honey provided different proposals for the health insurance renewal. Shareen Redus made a motion to approve the updated Gold plan through Blue Cross Blue Shield for all eligible employees, second by Christy Graves. Motion approved 3-0.
12. Jenelle Honey advised that the District's retirement plan goes into effect with the 4/15/2021 paycheck. No other action needed.

13. No action needed at this time on 2021 Budget.
14. Kacey Sammons presented the Huffman EMS report. Shareen Redus made motion, seconded by Ray Jones, to accept the EMS report. Motion approved 3-0.
Jenelle Honey presented the EMS Financial Report. Shareen Redus made motion, second by Ray Jones, to approve EMS Financial report. Motion approved 3-0.
15. Chief Shirley presented fire department's report. Chief Shirley advised that Firehouse Subs denied the District's grant application. Shareen Redus made motion, second by Ken Gregory, to accept the Fire report. Motion approved 4-0. Ken Gregory arrived at 7:30 pm, in time for Chief Shirley's report.
16. Everyone that wanted the COVID-19 vaccine has received it. No other action needed on matters related to COVID-19.
17. No action needed on training requests submitted by District personnel.
18. Ray Jones made motion, seconded by Ken Gregory, to approve payment for the new fire truck purchased from Siddons-Martin. Motion approved 4-0.
Kacey gave quotes on a new EMS Director vehicle. Ken Gregory made motion to purchase a new Tahoe for \$43,340. Second by Shareen Redus. Motion approved 4-0.
19. Jenelle Honey gave quotes on new concrete and restriping of the admin parking lot. Shareen Redus made a motion to restripe the parking lot at a price up to \$750. Second by Ray Jones. Motion approved 4-0.
Jenelle also advised pricing on signage for Station 3. No action needed at this time.
20. Ken Gregory made a motion, seconded by Shareen Redus, to declare the Ford Expedition as salvage, set its value at \$2000 and to trade it in for the new Tahoe. Motion approved 4-0.
21. No action on the purchase, sale or lease of real property.
22. No action on closed session for personnel matters.
23. No action needed on District personnel matters.
24. No action needed to discuss real estate in closed session.
25. No action needed for executive session with District Counsel.
26. Shareen Redus made motion, second by Ray Jones to adjourn at 8:19 pm. Motion approved 4-0.



Leslie Deen, ESD Secretary