

## HARRIS COUNTY EMERGENCY SERVICES DISTRICT #4

HUFFMAN, TEXAS 77336

### MINUTES OF DECEMBER 13, 2021

Those commissioners present when the meeting commenced were Leslie Deen, Ray Jones, Ken Gregory, Christy Graves and Shareen Redus constituting a quorum. Others attending when the meeting began were EMS Director Kacey Sammons; ESD #4 Fire Chief Tyler Shirley, William Crawford-Huffman Fire, Sarah Reed & Ricardo Martinez-Martinez Architects, and David Manley, District Attorney.

The district considered and acted upon the following matters:

1. Ray Jones called meeting to order at 6:06 p.m.
2. Quorum established.
3. No public comment. Kacey Sammons advised that Jenelle Honey had sent her an email from our ESD 4 website asking about our property on 2102 FM 2100. Kacey replied to them and advised them of our meeting tonight.
4. Shareen Redus made motion, second by Leslie Deen to approve the minutes of November meeting. Motion approved unanimously.
5. Report by Martinez Architects regarding remodeling of Station #2 with expected start date of December 20, 2021 and expected completion date of March 2022. Discussion regarding their office had some remodeling done and they were not happy with some light fixtures, so they are donating them to our Station #2 project. That will be the date on the contract. Motion by Ken Gregory, second by Shareen Redus to get the financing documents signed by Ray Jones. Motion approved unanimously.  
Motion by Leslie Deen, second by Shareen Redus to utilize First Financial for the financing with annual payments. Motion approved unanimously.
6. They have requested the FEMA grant be closed out and are still waiting on FEMA to close the grant.
7. Motion by Shareen Redus, second by Leslie Deen to accept Bookkeeper's report. Motion approved unanimously. Motion by Ken Gregory, second by Shareen Redus to pay the district's bills. Motion approved unanimously.
8. No action.
9. Motion by Shareen Redus, second by Ray Jones to authorize the engagement of an engineering firm to research and formulate current District boundaries and to produce a digital map of the District's boundaries. Motion approved unanimously.
10. Shareen Redus made motion, second by Ray Jones to renew the Workers' Compensation policy for Out of Network rather than In Network for \$30,404.55, renew the Accident & Sickness Policy for \$8,597.00 and renew the Auto and General Liability. Motion approved unanimously.
11. No action needed but Ray Jones advised that Sales Tax Assurance has new forecasting tools available and he was just able to get access to the website so this will be discussed further in January, 2022.
12. Kacey gave Huffman EMS reports. Motion to accept report by Shareen Redus, second by Ken Gregory. Motion approved unanimously.
13. Tyler Shirley gave Huffman FD report. Motion to accept report by Shareen Redus, second by Ken Gregory. Motion approved unanimously.

14. Motion to approve training for a volunteer fire fighter-Edward Rounds & current fire fighter-William Crawford for EMT training if they remain with Huffman FD for at least 2 years at a cost not to exceed \$1500/each for the training. Tyler Shirley advised they have \$10,000 remaining in their training line item for this training. Motion to approve by Ken Gregory, second by Shareen Redus. Motion approved unanimously.
  15. No action needed.
  16. No action needed.
  17. Kacey Sammons was advised to discard the broken medication refrigerator as it has been replaced.
  18. No action needed.
  19. No action needed.
  20. No action needed.
  21. Board went into executive session at 8:45 pm. Come out of Executive Session at 9:31 pm.
  22. David Manley, District Attorney, shared an updated policy manual. Ray Jones has been updating the District's manual. Motion by Shareen Redus, second by Ray Jones to approve for the remainder of 2021 to pay responders double time on Christmas Eve, Christmas Day, and New Year's Eve. Office staff holidays will be Christmas Eve and New Year's Eve at straight time. Motion approved unanimously.
- Discussion regarding condensing the reports and only having the one ESD account to be effective January 1, 2022, and for Municipal Accounts & Consulting to begin paying all bills out of the account. Motion by Shareen Redus, second by Ray Jones to combine the reports and only having the one ESD account to be effective January 1, 2022, and for Municipal Accounts & Consulting to begin paying all bills out of the account. Motion approved unanimously.
23. No action taken.
  24. Motion by Leslie Deen, second by Shareen Redus to adjourn meeting at 9:31 pm. Motion passed with all in favor.

Leslie Deen,

HC ESD 4 Secretary