

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #4

HUFFMAN, TEXAS 77336

MINUTES OF SEPTEMBER 21, 2021

Those commissioners present when the meeting commenced were Leslie Deen, Ray Jones and Shareen Redus constituting a quorum. Others attending when the meeting began were EMS Director Kacey Sammons; ESD #4 Fire Chief Tyler Shirley; District Administrator Jenelle Honey, Adam Charanza with Municipal Accounts and District Attorney, David Manley with Coveler & Peeler.

The district considered and acted upon the following matters:

1. Ray Jones called meeting to order at 6:14 p.m.
2. Quorum established.
3. No public comment.
4. Shareen Redus made motion, second by Ray Jones to approve the minutes of both August meetings. Motion approved.
5. Leslie Deen made motion, second by Shareen Redus to approve the lease of the ice machine at Station 1 and a trial on the water machine presented by Water Logic. Motion passed by a vote of 3 - 0.
6. Leslie Deen made motion, second by Shareen Redus to approve the contract with Construction Masters for Station 2 proposal for \$535,000. Attorney Manley will begin getting quotes on the financing and utilize sales tax as collateral. Motion passed by a vote of 3 - 0.
7. A request has been made for the FEMA grant to be closed out which is still pending.
8. Mr. Charanza provided a summary and overview of the District's financials. Motion by Shareen Redus, second by Ray Jones to accept Bookkeeper's report. Motion passed by a vote of 3 - 0.
9. Mr. Charanza presented the District's bills, as presented in the financial report. Motion by Shareen Redus, second by Leslie Deen to pay the District's bills. Motion passed by a vote of 3 - 0.
10. Kacey Sammons reviewed the ESD policies and procedures. Motion by Shareen Redus, second by Leslie Deen to approve the changes to the sick leave, uniform and educational benefits policies proposed by the EMS Director. Motion passed by a vote of 3 - 0.
11. Jenelle advised that the new computers have been received. Doc Resources personnel will be on location September 23, 2021 to install everything. Motion by Shareen Redus, second by Leslie Deen to authorize Jenelle Honey to get a separate ESD cell phone through FirstNet/AT&T. Motion passed by a vote of 3 - 0.
12. No action needed.
13. No action needed.
14. Ms. Honey provided the EMS financial report. Chief Sammons provided a summary report of EMS activities. Motion to accept the EMS reports by Shareen Redus, second by Leslie Deen. Motion passed by a vote of 3 - 0.
15. Chief Shirley provided a summary report of Fire Department activities. Motion to accept the Fire reports by Shareen Redus, second by Leslie Deen. Motion passed by a vote of 3 - 0.
16. No action needed.
17. No action needed.

18. Motion by Ray Jones to approve the A/C replacement at a cost of \$13,350, for Station #1, second by Shareen Redus. Motion passed by a vote of 3 - 0.
19. No action needed.
20. No action needed.
21. Went into Executive Session at 7:38 pm to discuss personnel matters. Out of Executive Session at 8:10 pm.
22. No action needed.
23. No action needed.
24. No action needed.
25. Motion by Leslie Deen, second by Shareen Redus to adjourn meeting at 8:10 pm. Motion passed with all in favor.

Leslie Deen,

HC ESD 4 Secretary