

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #4  
HUFFMAN, TEXAS 77336

Minutes of January 13, 2020

Ray Jones, Leslie Deen, and Shareen Redus were present constituting a quorum. Ken Gregory joined the meeting at 6:55 p.m. Others attending were: EMS Director Kacey Sammons-ESD 4, Chief Tyler Shirley, William Crawford-HVFD, Richard Hancock-HVFD, District Bookkeepers Adam Charanza-Municipal Accounts & Consulting, LLP, and District Counsel David Manley-Coveler & Peeler, P.C.

The District considered and acted upon the following matters:

1. President Jones called meeting to order at 6:06 pm. Those present recited the pledge of allegiance.
2. Quorum established by President Ray Jones.
3. No public comment.
- 4a. Shareen Redus made a Motion, seconded by Leslie Deen, to approve calling for an election under Texas Health and Safety Code Section 775.0345, to be held on May 2, 2020. The Motion was approved by a vote of 3-0.
- 4b. Shareen Redus made a Motion, seconded by Leslie Deen to appoint the law firm of Coveler and Peeler the Agent for the election. The Motion was approved by a vote of 3-0.
- 4c. Leslie Deen made a Motion, seconded by Ray Jones, to appoint Kourtney Ball as the Early Voting Clerk. The Motion was approved by a vote of 3-0.
- 4d. Leslie Deen made a Motion, seconded by Shareen Redus, establishing and designating the election Polling place to be the District's Administration Building, located at 12207 Huffman Oaks, Huffman, Texas 77336. The designation and location of the Precincts will be determined at a later meeting. The Motion was approved by a vote of 3-0.
- 4e. Leslie Deen made a Motion, seconded by Shareen Redus, establishing and designating the Early Voting Polling Place to be the District's Administration Building, located at 12207 Huffman Oaks, Huffman, Texas 77336. The designation and location of the Precincts will be determined at a later meeting. The Motion was approved by a vote of 3-0.
- 4f. No action taken
- 4g. Leslie Deen made a Motion, seconded by Shareen Redus to approve a contract with Hart InterCivic, Inc., for election services. Motion was approved by a vote of 3-0.
- 4h. No action taken
- 4i. No action taken
5. Leslie Deen made a motion, seconded by Shareen Redus, to approve the minutes with the correction on #7 that the bank statements were for November and not August. Motion was approved by a vote of 3-0.
6. Kacey stated that Kourtney Ball had advised she has sent all documents regarding the FEMA grants arising from Hurricane Harvey that Christy Graves had requested. No other action currently due to Christy Graves being absent.
7. Adam Charanza presented the District's financial report and advised that the figures in the report reconcile to the bank statements. Discussion on Sales Tax Report and district to look at Sales Tax Assurance &

others at Safe-D conference. Motion by Shareen Redus, seconded by Leslie Deen, to accept the Bookkeeper's Report. Motion was approved by a vote of 3-0.

8. Motion by Shareen Redus, seconded by Ray Jones, to pay the District's bills. Motion was approved by a vote of 3-0.

9. EMS Director Kacey Sammons presented the Huffman EMS operations report. Kacey Sammons also presented the EMS financial report. Motion made by Leslie Deen to accept the EMS Reports, seconded by Shareen Redus. Motion was approved by a vote of 3-0.

10. Chief Tyler presented the HVFD monthly operations report. Asst. Chief Hancock reported Engine 52 has had issues due to Imelda. Insurance has paid a portion and should pay more on Engine 52. Engine 51 had some catastrophic issues due to poor design by former fire chief. Chief Shirley's vehicle has had some issues due to Imelda and the damage may reach approximately \$5,000 and insurance will cover some of this. Station 52 found a problem with the A/C system was causing the mold which was repaired at no cost by Asst. Chief Hancock.

Harris County ESD #4 (dba Huffman Fire & Rescue) should be in TCFP Compliance at inspection scheduled for 2/10/2020. Chief Shirley also got 3 quotes on 8 additional PPE gear. The lowest cost is \$3,841.50/each. There was discussion on needing 8 in 2019 and 8 in 2020, so the decision was made to revise the 2020 budget and approve the purchase of 16 sets of PPE at a cost not to exceed \$61,000.00. Motion by Leslie Deen, second by Shareen Redus. Motion was approved by a vote of 3-0.

Chief Shirley advised the hose lost at KMCO explosion was going to be replaced with Key Hose rather than North American which has same warranty and is \$120/per section. Chief Shirley advised he feels this hose is better and cheaper and will be purchased in the future. Motion by Leslie Deen, second by Shareen Redus to accept this hose from KMCO explosion. Motion was approved by a vote of 3-0.

Motion by Leslie, seconded by Shareen Redus, to accept HVFD Operations Report. Motion was approved by a vote of 3-0.

11. Chief Tyler presented the Board with the Fire Department's financial reports to review. Motion made by Ken Gregory to approve reports, seconded by Ray Jones. Motion was approved by a vote of 4-0.

12. Motion made by Ken Gregory, second by Ray Jones, to approve the reimbursement of HVFD December operation and personnel expenses in the amounts of \$16,684.81 for operations and \$38,459.15 for payroll. Motion was approved by a vote of 4-0.

13. No action needed for training requests by District personnel.

14. Chief Shirley presented specs on a Siddons-Martin Emergency Group Pierce Velocity Pumper for \$708,680.48 with Chassis Prepay Discount of \$10,273.46 and Full Prepay Discount of \$9,576.58 and Trade-In of \$72,755.00 of Engine 51 of \$72,755.00 with Sub Total of \$616,075.44. Adding the HGAC Contract Amount of \$2,000, with Final Sales Price of \$618,075.44. There was much discussion on the prepayment issue due to our tight 2020 budget. Commissioner Ken Gregory has been involved in this proposed purchase and discussed that we could do the contract like we have done in the past with no prepayment and only the trade-in. Chief Shirley advised he would contact Siddons Martin Emergency Group to obtain revised contract. Motion by Leslie Deen, second by Shareen Redus to approve the purchase of Pierce-Custom Enforcer Pumper, 2<sup>nd</sup> Gen Unit at a Final Sales Price of \$637,925.48 (both contracts attached), contingent on obtaining financing of new pumper. Motion was approved by a vote of 4-0. Chief Shirley obtained revised contract with Final Sales Price of \$637,925.48 which President Ray Jones signed.

15. Motion by Leslie Deen, second by Shareen Redus to approve the payment of \$4,973.81 to Service Master for the mold remediation at Station 2. Motion was approved by a vote of 4-0. Engine 51 is still being worked on and the repairs are up to approx. \$7,000 but they are not complete. Once repair costs are completed, HFD will advise the board.

16. No action needed for the sale or disposal of surplus or salvage property.
17. No action needed on the storm water quality plan for Station 2.
18. Entered Executive Session at 7:33 pm. Out of Executive Session at 8:07 pm.
19. Discussion with David Manley-Coveler & Peeler regarding overtime and the issue that persons working for HFD & Huffman EMS should choose which division they will work for. He further advised that paid firefighters should no longer be allowed to ride the ambulance as a volunteer. Discussion that Houston FD is looking at offering mutual aid contracts to Huffman, Atascocita, Eastex, and Aldine, but District would need to staff the trucks with 3 fire fighters rather than just 2. The Fire Department has worked on their budget with Commissioner Gregory to eliminate items so this staffing can be accomplished, and this will increase their budget approximately \$30,000. Motion by Leslie Deen, second by Shareen Redus to authorize 3 man staffing on the fire apparatus with positions being part-time. Motion was approved by a vote of 4-0.
20. President Jones advised that Marek Insurance had given him the rates for 2020 and the insurance on all employees was going up from \$60,000 to \$90,000. He also advised our policy should not state that we have short-term disability as this was clarified with Marek Insurance and President Jones will work on that. He is going to ask Marek Insurance to get us some more insurance company quotes. There was discussion on the employees paying a portion of their insurance. This item will be placed on February Agenda.
21. No action needed on personnel matters.
22. No closed session needed to meet with legal counsel.
23. No closed session needed for real estate matters.
24. Shareen Radus made a Motion to adjourn at 8:47 p.m., seconded by Ken Redus, Motion was approved by a vote of 4-0.



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Leslie Deen, ESD Secretary