

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #4
HUFFMAN, TEXAS 77336

Minutes of August 10, 2020

Those commissioners present when the meeting commenced were Ken Gregory, Leslie Deen, Ray Jones, and Shareen Redus, constituting a quorum. 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, from ESD 4EMS Director Kacey Sammons, Fire Chief Tyler Shirley and Assistant Chief Richard Hancock, and Jenelle Honey, Administrative Director.

The District considered and acted upon the following matters:

1. Ray Jones called meeting to order at 6:03 pm.
2. Quorum established by President Ray Jones.
3. No public comment.
4. Shareen Redus n made a motion, seconded by Ken Gregory, to approve minutes of prior meeting. Motion was approved by a vote of 4-0.
5. Christy Graves not in attendance so no report regarding applications for FEMA grants arising from Hurricane Harvey.
6. 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 Leslie Deen, to accept the Bookkeeper's Report. Motion was approved by a vote of 4-0.
7. Motion by Shareen Redus, seconded by Ken Gregory, to pay the District's bills. Motion was approved by a vote of 4-0.
8. No action needed to modify the 2020 budget.
9. No action on modifications to the 2020 budget.
10. Kacey Sammons presented Huffman EMS report. Kacey Sammons contacted a commercial HVAC company to inspect the system at station 2. To help improve and test the system, he changed the air filter. He said the 4-ton unit is too big for the EMS Side. Chief Shirley said the Fire side also has a humidity issue but not as bad as the EMS side. Commissioner Gregory advised Kacey Sammons to ask the A/C Company if one 4-ton unit could sufficiently provide air conditioning to both sides with the installation of some duct work. She then reported that the Blood Drive is scheduled for September 5th. HEB is dropping off bread at the Admin Building every Friday. All other live events are cancelled. She registered for the Texas EMS Conference because it is going forward as scheduled. Shareen Redus made motion, seconded by Ray Jones , to accept the report. By a vote of 4 – 0, the motion carried.
11. Chief Shirley presented the Fire Department's report. Motion by Ken Gregory, second by Shareen Redus, to accept the fire department report and to approve the request by Yankee Crawford for reimbursement of \$250 incurred for rapid Covid testing. Motion approved by a vote of 4 to 0. Chief Shirley advised that there is an invoice for \$2,250 for the SAFER Grant that Kevin Guillot applied for and never followed through on this grant. Discussion that the HFD pay the invoice out of the remaining fire department funds. Then those accounts will be closed out and transferred to the ESD.
12. Motion by Shareen Redus to purchase a decontamination system, seconded by Ken Gregory, as long as it can be obtained within an acceptable time frame. Motion approved by a vote of 4-0.
13. No action needed on CARES Act.

14. No action needed on requests for District personnel training.
15. Chief Tyler Shirley advised the new pumper should be delivered in January or February of 2021. The final cost is \$640,023.31 and the District will finance it for 15 years. The Board took no action.

Chief Sammons advised the decontamination system has been ordered and should arrive in October at a cost of less than \$5000. ESD No. 5 has been sending their system down to ESD No. 4 and using the chemicals purchases by the District purchased until delivery of the unit.
16. No action needed on repairs, maintenance and replacement of real property, vehicles and equipment.
17. District Counsel Adam Tabak contacted the two companies (Martinez Architects & Joiner Architects) to conduct a feasibility study, as requested last month. They will be sending SOQs and will do a presentation when needed.
18. Jenelle Honey got bids for video surveillance systems from ADT (\$6000-Huffman Oaks / \$3400-Sta #2) and Verkada (\$35,000). In addition, Lakeshore Security came out today and will provide a bid. Ray Jones advised he would be happy to meet with Lakeshore Security as he has a system set up in his home.
19. No action needed on the sale or disposal of surplus and salvage property.
20. The Board did not meet in closed session.
21. No action needed on employee benefits and health insurance.
22. No action needed for creating or modifying the ESD policies and procedures.
23. No action needed on personnel matters.
24. The Board did not meet in closed session.
25. The Board did not meet in closed session.
26. Ken Gregory made motion to adjourn at 7:37 pm, seconded by Shareen Redus, with motion approved unanimously.



Leslie Deen, ESD Secretary