

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #4
HUFFMAN, TEXAS 77336

Minutes of November 9, 2020

Those commissioners present when the meeting commenced were Ken Gregory, Christy Graves, 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 4: EMS Director Kacey Sammons, Fire Chief Tyler Shirley and Assistant Fire Chief Richard Hancock, and Jenelle Honey, District Administrator.

The District considered and acted upon the following matters:

1. Ray Jones called meeting to order at 6:15 pm.
2. Quorum established by President Ray Jones with all present.
3. No public comment.
14. Item #14 taken out of order. Chief Tyler presented fire department report. Tanker 52 had PM done by Siddons Martin. Station 51 & 52 had water heaters go out and were replaced. Leslie Deen made motion to approve report, second by Shareen Redus. Motion approved unanimously.

Ken Gregory then suggested that EMS also use PS Trax usage, a centralized asset management system. It was then discussed that EMS currently uses Cognito. For now, EMS will continue to use Cognito, but the forms will be modified to add Jenelle Honey, Richard Hancock and Ken Gregory for all building notifications. The Board returned to item 4.

4. Shareen Redus made a motion, seconded by Ray Jones, to approve minutes of prior meeting. Motion was approved by a vote of 5-0.
5. Jenelle Honey advised there is no new action 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. Adam discussed taking \$240,000 out of TexPool account to open a certificate of deposit for 1 year with Third Coast Bank. Adam will take remainder out of EMS Collections and put into a TexCLASS account. Shareen Redus made a motion to purchase a one-year certificate of deposit for \$240,000 at .75% with Third Coast Bank. Second by Leslie Deen. Motion approve unanimously. Motion by Shareen Redus, second by Leslie Deen, to accept the Bookkeeper's Report. Motion was approved by a vote of 5-0. Adam Charanza advised their company will be getting out of the payroll business effective January 1, 2021 and they recommended going with Paycomm. He will provide more information next month.
7. Motion by Shareen Redus, seconded by Ken Gregory, to pay the District's bills. Motion was approved by a vote of 5-0.
8. No action on modifications to the 2020 budget.
- 9-12. Motion by Shareen Redus, second by Leslie Deen, to ratify contract with outside firm to collect delinquent property taxes and to impose the penalties authorized by statute. Motion passed by unanimous vote.

13. Jenelle Honey presented EMS Financial Report. Discussion to black out certain names listed on report. Shareen Redus made motion, second by Leslie Deen, to approve EMS Financial report. By a vote of 5 – 0, the motion carried.

Shareen Redus made motion, second by Leslie Deen to close ESD Quick Books account. By a vote of 5 – 0, the motion carried.

Jenelle Honey advised a broker called regarding locking in the electricity rates during the winter and provided a contract with Integrity Energy. Discussion on changing electricity to Integrity Energy but Green Mountain Energy has provided great service especially since the District is a critical load account due to fire & ems stations. No decision made at this time.

Kacey Sammons presented Huffman EMS report. Christy Graves will come meet with Kacey & Jenelle next week regarding the HCP report. Shareen Redus made motion, seconded by Leslie Deen, to accept the EMS report. By a vote of 5 – 0, the motion carried.

15. No matters related to Covid-19.

16. Kacey Sammons advised that 4 people signed up to attend the EMS Conference and they have until May 2021 to complete it. No further action needed.

17. Adam Tabak will have the financing information for new truck at December 14th meeting.

18. No action needed on repairs, maintenance and replacement of real property, vehicles, and equipment.

19. No action taken on the feasibility study for the admin building. The plans are on hold.

20. No action taken on presentations for the feasibility study for the admin building.

21. Ray Jones, Jenelle Honey & Richard Hancock met with Lakeshore Alarm Systems for the station video surveillance system for \$4, 898.97 with 3-year warranty with motion by Ken Gregory, second by Ray Jones to purchase system. Asst. Chief Hancock requested a 360 camera be added to the fire station bay. Motion approved with addition of 360 camera to bay. Asst. Chief Hancock advised the security system was installed and visibility is available to Kacey Sammons, Tyler Shirley, Richard Hancock, & Jenelle Honey. Motion by Shareen Redus, second by Ken Gregory to add security system at Station 2. The cost should not exceed \$5000. Motion approved by 5-0 vote.

22. Motion by Ken Gregory, second by Shareen Redus, to declare dryer at Station 2 as salvage. Motion approved by 5-0 vote.

23. The Board went into a closed session at 7:58 pm to discuss personnel matters. Out of closed meeting at 8:45 pm.

24. Ray Jones researched benefits and health insurance. Edward Jones can set up a retirement plan for approx. \$2000. It is well-funded and is a 457B deferred comp pre-tax plan. This will be added to the December agenda.

25. No action needed on ESD policies and procedures
26. Christy Graves made motion to engage Skill Path for our executive leaders, Tyler Shirley, Kacey Sammons and Jenelle Honey. Motion approved by 5-0 vote.
28. No action needed.
29. Ken Gregory made motion, second by Shareen Redus to adjourn at 9:04 pm with motion approved unanimously.



Leslie Deen, ESD Secretary