

HARRIS COUNTY EMERGENCY SERVICES DISTRICT #4
HUFFMAN, TEXAS 77336

Minutes of March 8, 2021

Those commissioners present when the meeting commenced were Ken Gregory, Leslie Deen, Ray Jones, Christy Graves 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; Ricardo Martinez from Martinez Architects; and from ESD 4: Fire Chief Tyler Shirley, EMS Director Kacey Sammons and Jenelle Honey, District Administrator.

The District considered and acted upon the following matters:

1. Ray Jones called meeting to order at 6:12 pm.
2. Quorum established by President Ray Jones with all present.
3. No public comment.
4. Shareen Redus made a motion, seconded by Leslie Deen, to approve both sets of February minutes of prior meetings. Motion was approved by a vote of 5-0.
5. Ricardo Martinez and Chief Shirley went through Station 2 about 3 weeks ago and are in process of defining scope of work for the remodel. The Board needs to set up a building committee to define the scope of work for Station 2. Ken Gregory will head up the committee and work with the Fire Chief and EMS Director. Christy Graves made motion, second by Leslie Deen for Martinez Architects to conduct a feasibility study of Station 2 at a cost not to exceed \$5,000 and to work with Building Committee to develop the scope of work.
6. Jenelle Honey provided a report on recent and continuing work done to secure the FEMA grant for Hurricane Harvey.
7. Adam Charanza presented the District's financial report and advised that the figures in the report reconcile with the bank statements. Motion by Ken Gregory, second by Ray Jones, to accept the Bookkeeper's Report. Motion was approved by a vote of 5-0.
8. Motion by Ray Jones, second by Ken Gregory, to pay the District's bills. Motion was approved by a vote of 5-0.
9. Leslie Deen made motion to renew the agreement with the District's auditor McCall Gibson Swedlund Barfoot PLLC. Shareen Redus seconded the motion, with motion approved unanimously.
10. Shareen Redus made motion, second by Christy Graves, to revise the District's 2021 budget to increase payroll after taking into account the raises and to add \$8400 for communications.
11. Kacey Sammons presented Huffman EMS report. Shareen Redus made motion, seconded by Ray Jones, to accept the EMS report. By a vote of 5 – 0, the motion carried.
Jenelle Honey presented EMS Financial Report. Shareen Redus made motion, second by Ken Gregory, to approve EMS Financial report. By a vote of 5 – 0, the motion carried.
12. Chief Shirley presented the fire report. Ken Gregory made motion, second by Shareen Redus, to accept the fire report. By a vote of 5 – 0, the motion carried.

13. No action needed on matters related to COVID-19.
14. No action needed on training requests made by District personnel.
15. New truck is scheduled to be shipped next week. No action needed.
16. No action needed on requisition requests made by District personnel.
17. For the repair and maintenance of District's real property and equipment, Ray Jones made a Motion to approve bid from Sunbelt Pest Control for pest control at all stations, with a second by Ken Gregory. Motion approved 5-0.
18. Motion by Ken Gregory, second by Shareen Redus, to retain ECO Services to conduct the annual storm water inspection and permit application. Motion approved 5-0.
19. No action needed for the sale of surplus or salvage property.
20. No closed session for personnel matters.
21. Jenelle Honey reviewed the employee benefits and health insurance for District employees with the Board. They discussed setting up HSA accounts for the employees for the deductible. Jenelle will contact Marek Insurance to discuss options and will also shop around with other insurance vendors. Ray Jones will work with Jenelle Honey on this issue.
22. Thursday, 3/11/2021, there will be a Zoom meeting on the pension and retirement plan with Jenelle Honey, Shareen Redus and Ray Jones. No action needed.
23. No action needed on ESD policies or procedures.
24. No action needed on District personnel matters.
25. No action needed to discuss real estate in closed session.
26. No action needed on the purchase, sale or lease of real property.
27. No action needed for executive session with District Counsel.
28. Shareen Redus made motion, second by Ken Gregory to adjourn at 8:38 pm with motion approved unanimously.



Leslie Deen, ESD Secretary