

**MINUTES OF THE NOVEMBER 14, 2022, REGULAR MEETING OF THE
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 4**

Notice is hereby given that the Board of Commissioners of the **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 4** will hold a meeting on **November 14, 2022 at 6:00 p.m.** at the **District Administration Building** located at **12207 Huffman Oaks Ln., Huffman, Texas 77336.**

The District will consider and act upon the following matters:

1. **CALL TO ORDER AND RECITE THE PLEDGE OF ALLEGIANCE.**
2. **ROLL CALL AND ESTABLISHMENT OF A QUORUM.**

The meeting was called to order at 6:00 p.m. by Commissioner **Jones**, Board President, who announced that a quorum was present. Those commissioners present were:

Ray Jones	Present
Shareen Redus	Present
Ken Gregory	Present
Christy Graves	Present
Wyatt Watkins	Present

Others attending when the meeting began were Tyler Shirley, Fire Chief; Richard Austin, Asst. Fire Chief; Kacey Sammons, Asst. EMS Chief; Jenelle Honey, District Administrator; Ricardo Martinez, Martinez Architects; David Manley, District Attorney; Katie Norris, RIT Financial; Shannon Lenox, Huffman Citizen.

3. **TO RECEIVE PUBLIC COMMENT.**

Shannon Lenox community member is present to report she would like to become a board member. She is a part-time medic for EMS. If she gets on the board she will resign. She has been in Huffman for 20 years. Used to be a Huffman bus driver. Became a medic and worked for Acadian. After an ambulance accident, she was unable to lift so she dispatched. Now works for Life Gift organ donation center. Volunteered for life gift before becoming employed. Certified grief counselor. She does loss of children grief counseling as a volunteer locally. Starts bachelors' program in Emergency Management soon.

4. **TO APPROVE THE MINUTES OF PRIOR MEETING(S).**

Motion made by Commissioner **Redus**, seconded by Commissioner **Gregory** to accept the minutes of October 10, 2022. Motion was passed by the vote of 5-0.

5. **TO REVIEW, DISCUSS AND ACT ON ISSUES RELATED TO THE REMODEL AND CONSTRUCTION OF THE DISTRICT FACILITIES, INCLUDING, BUT NOT LIMITED TO, PLANNING, DESIGN AND BUDGETING, FINANCING, AND TO ENGAGE AN ENGINEER AND ARCHITECT.**

Mr. Matinez reported the ADA inspection is scheduled for Station 52. He informed the Board there is 8 or 9 months left in the warranty period for Station 52. Regarding Station 53, he is working with Texas Land Engineering to get easements. As soon as they get this compiled, Martinez will send this over to David Manley for review. The purpose is to take care of storm drainage/detention and wet utilities. He is prepared to meet with the construction committee to issue documents for permits in the April 2023 time frame to coordinate utilities. So far estimates are coming in around \$3,700,000 to \$4,000,000. Chief Shirley requested to participate with construction committee to discuss new Station 53 details. No action taken.

6. **TO RECEIVE A REPORT REGARDING APPLICATIONS FOR FEMA GRANTS ARISING FROM EMERGENCY SERVICES RENDERED.**

Jenelle to send a sole source letter and to determine if Mobile Modular is a member of HGAC.

7. **TO RECEIVE AND APPROVE THE DISTRICT'S FINANCIAL REPORT, INCLUDING THE FINANCIAL CONDITION OF THE DISTRICT AND THE DISTRICT'S INVESTMENTS, TO PAY THE DISTRICT'S BILLS, AND ACT ON RESOLUTIONS REQUIRED RELATED TO BANK ACCOUNTS.**

Ms. Norris provided a summary of the District's financial positions and current bills. For a more detailed account, please refer to the financials presented. Commissioner **Jones** made motion, second by Commissioner **Redus** to accept financial report, pay district bills and to approve month end closing. Motion was passed by the vote of 5-0.

8. **TO RECEIVE A REPORT FROM JENELLE HONEY ON THE BUSINESS CONTINUITY PROJECT AND TAKE ANY NECESSARY ACTION RELATED TO THE REPORT.**

Commissioner Jones provided a demo of the new portal using an Ipad. Commissioner **Jones** made a motion seconded by Commissioner **Watkins** to purchase additional PC and tablets for the project not to exceed \$10,000. Motion was passed by the vote of 5-0.

9. **TO REVIEW AND REVISE THE DISTRICT'S 2022 BUDGET.**

Request by Chief Shirley to increase the medical supply line item by \$30,000 and decrease fire payroll and EMS Payroll line items by \$15,000 each. Motion by Commissioner **Redus** to approve Chief Shirley budget amendment seconded by Commissioner **Jones**. Motion was passed by the vote of 5-0.

10. **TO REVIEW AND TAKE ACTION ON THE RATIFICATION OF A CONTINUING CONTRACT WITH A PRIVATE LAW FIRM PURSUANT TO §6.30 OF THE TAX CODE FOR THE COLLECTION OF DELINQUENT DISTRICT AD VALOREM PROPERTY TAXES AND PROVIDING FOR THE PAYMENT OF UP TO 20% OF THE DELINQUENT TAXES, PENALTIES, AND INTEREST WHICH ARE COLLECTED BY THE ATTORNEY UNDER SAID CONTRACT.**

Motion by Commissioner **Gregory**, seconded by Commissioner **Redus** to approve ratification of a continuing Contract with a private law firm pursuant to §6.30 of the Tax Code for the collection of delinquent District ad valorem property taxes and providing for the payment of up to 20% of the delinquent taxes, penalties, and interest which are collected by the attorney under said Contract. Motion was passed by the vote of 5-0.

11. **TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF ADDITIONAL PENALTY ON DELINQUENT TAXES PURSUANT TO §33.07 OF THE TAX CODE AND ADOPTION OF A RESOLUTION REGARDING SAME FOR TAXES.**

Motion by Commissioner **Gregory**, seconded by Commissioner **Redus** to approve the imposition of additional penalty on delinquent taxes pursuant to §33.07 of the Tax Code and adoption of a Resolution regarding same for taxes. Motion was passed by the vote of 5-0.

12. **TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF ADDITIONAL PENALTY ON DELINQUENT TAXES TO DEFRAY COSTS OF COLLECTION BY THE DISTRICT'S DELINQUENT TAX ATTORNEY, PURSUANT TO §33.08 OF THE TAX CODE AND ADOPTION OF A RESOLUTION REGARDING SAME.**

Motion by Commissioner **Gregory**, seconded by Commissioner **Redus** to approve the imposition of additional penalty on delinquent taxes to defray costs of collection by the District's delinquent tax attorney, pursuant to §33.08 of the Tax Code and adoption of a Resolution regarding same. Motion was passed by the vote of 5-0.

13. TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF EARLY ADDITIONAL PENALTY FOR COLLECTION COSTS FOR TAXES IMPOSED ON PERSONAL PROPERTY ON DELINQUENT TAXES PURSUANT TO §33.11 OF THE TAX CODE AND ADOPTION OF A RESOLUTION REGARDING SAME.

Motion by Commissioner **Gregory**, seconded by Commissioner **Redus** to approve the imposition of early additional penalty for collection costs for taxes imposed on personal property on delinquent taxes pursuant to §33.11 of the Tax Code and adoption of a Resolution regarding same. Motion was passed by the vote of 5-0.

14. TO RECEIVE A REPORT FROM THE HUFFMAN FIRE AND EMS DEPARTMENT.

Chief Shirley provided a summary of operations. There was discussion on the addition of a Zoll X series Defib/Monitor, and the advantages and disadvantages of leasing the unit versus upgrading current units. Motion by Commissioner **Redus** to accept Chief Shirley's report seconded by Commissioner **Watkins**. Motion was passed by the vote of 5-0.

15. TO REVIEW, DISCUSS AND ACT ON THE ACQUISITION AND FINANCING OF NEW VEHICLES, EQUIPMENT, AND APPARATUS.

Motion made by Commissioner **Jones** and seconded by Commissioner **Gregory** to purchase a replacement of the current aged Power Pro Stryker Stretcher by trading in and replacing with a new model to not exceed \$25,000. Motion was passed by the vote of 5-0.

16. TO REVIEW AND APPROVE EXPENDITURES REQUIRED FOR THE REPAIR, MAINTENANCE AND REPLACEMENT OF THE DISTRICT'S REAL PROPERTY, SIGNAGE, VEHICLES, APPARATUS AND EQUIPMENT.

Motion by Commissioner **Gregory** and seconded by Commissioner **Redus** to purchase a new stove for Station 1 no to exceed \$725. Motion was passed by the vote of 5-0.

17. TO APPROVE THE SALE OR DISPOSAL OF SURPLUS AND/OR SALVAGE PROPERTY PURSUANT TO TEXAS HEALTH AND SAFETY CODE §775.251.

Motion by Commissioner **Jones** seconded by Commissioner **Redus** to declare that the Old Station 1 stove had \$0 value and was to be disposed as salvage. Motion was passed by the vote of 5-0.

18. TO REVIEW AND ACT ON THE PURCHASE, SALE OR LEASE OF REAL PROPERTY, INCLUDING FINANCING.

No action.

19. TO CREATE, MODIFY OR ADOPT ESD POLICIES AND PROCEDURES.

No action.

20. TO REVIEW, DISCUSS AND ACT ON CREATION OF DISTRICT LOGO FOR HCESD 4 BY WAY OF HOLDING A CONTEST IN WHICH SURROUNDING AREA SCHOOL STUDENTS ENTER ARTWORK FOR SAME.

No action.

21. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL REGARDING PENDING OR CONTEMPLATED LITIGATION, SETTLEMENT OFFERS OR ON MATTERS WHICH REQUIRE CONFIDENTIALITY UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS AND TAX CODE §323.3022 TO DISCUSS SALES TAX MATTERS.

No action.

22. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS.

No action.

23. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.074 TO DISCUSS PERSONNEL MATTERS.

The Board went into closed session to discuss a personnel matter at 9:14 p.m. The Board came out of closed session at 10:04.

24. TO REVIEW AND ACT ON MATTERS DISCUSSED IN CLOSED SESSION.

No action.

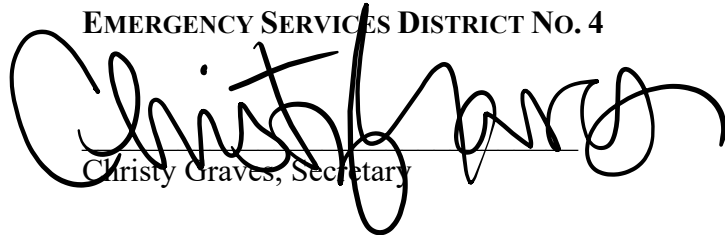
25. TO REVIEW, DISCUSS AND ACT ON DISTRICT PERSONNEL MATTERS INCLUDING COMPENSATION, BENEFITS, SCHEDULING, RETENTION, HIRING AND/OR TERMINATION OF DISTRICT EMPLOYEES.

No action.

26. ADJOURNMENT.

Commissioner **Redus** made a motion to adjourn at 10:26 pm, seconded by Commissioner **Jones**. Motion passed with a vote of 4-0. Commissioner Gregory left the meeting at 10:04 p.m.

HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 4



Christy Graves, Secretary