

**MINUTES OF THE JANUARY 9, 2023, 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 **January 9, 2023, 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. 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
Christy Graves	Present
Wyatt Watkins	Present

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

3. TO RECEIVE PUBLIC COMMENT.

No public comment.

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

Commissioner Graves stepped out at 6:03 p.m. and returned at 6:06 p.m. Commissioner **Redus** made motion to approve Minutes of December meeting, seconded by Commissioner **Watkins**. Motion passed with a vote of 3-0.

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.

Discussion by Ricardo Martinez on roof design, prevailing wind and Q95 ratings for insurance for design on Station 3. Design development is nearing completion and a cost estimate will most likely come in March. Board selected the Option 1 elevation.

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

Commissioner Graves will contact FEMA to discuss final close out options. No action.

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.

Commissioner **Graves** made a motion to close the ESD 4 savings account, seconded by Commissioner **Redus**. Motion passed with a vote of 4-0. Motion by Commissioner **Redus** to accept ESD 4 financial report and pay all district bills, seconded by Commissioner **Watkins**. Motion passed with a vote of 4-0.

8. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING REVIEW OF THE TERMS OF THE EVERGREEN AUDIT ENGAGEMENT WITH MCCALL GIBSON SWEDLUND BARFOOT PLLC.

Estimated quote to be \$13,250 to \$16,000 for audit. Motion by Commissioner **Redus** to retain McCall Gibson Swedlund Barfoot for 2022 Audit, seconded by Commissioner **Jones**. Motion passed with a vote of 4-0.

9. TO CONDUCT ANNUAL REVIEW OF THE DISTRICT'S INVESTMENT POLICY AND TAKE ANY NECESSARY ACTION.

Commissioner **Redus** made motion to keep the current investment policy the same, seconded by Commissioner **Jones**. Motion passed with a vote of 4-0.

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

Discussion by Jenelle Honey with Chief Shirley on buying a Microsoft office license for the computers in the EMS and Fire stations. All computers, laptops, and tablets have been purchased and set up. Documents are set up in the cloud. Ray Jones requested Jenelle Honey to make a list of documents to upload to the cloud for safe keeping. No action.

11. TO REVIEW AND REVISE THE DISTRICT'S 2023 BUDGET.

No Action

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

Chief Shirley reviewed Department activities and the status of District apparatus. Commissioner **Redus** made motion to approve Huffman Fire and EMS report, seconded by Commissioner **Watkins**. Motion passed with a vote of 4-0.

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

No action.

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

The AC unit at Station 2 on the fire side needs to be replaced. Three quotes for replacement were received. Motion by Commissioner **Graves** to approve up to \$12,300 for a replacement AC unit, seconded by Commissioner **Jones**. Motion passed with a vote of 4-0.

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

No action.

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

Chief Shirley is assembling the ESD, Fire, and EMS manuals to complete a final policy/procedure manual. He will upload to the portal with highlighted changes. No action.

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

No action.

18. 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.

19. 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.

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

No action.

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

No action.

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

No action.

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

No action.

24. ADJOURNMENT.

There being no further business before the Board, Commissioner **Redus** made a motion to adjourn, seconded by Commissioner **Watkins**, meeting adjourned at 7:29 pm.

HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 4


Christy Graves, Secretary