

**MINUTES OF THE FEBRUARY 13, 2023, REGULAR MEETING OF THE  
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 4**

A meeting was duly called of the Board of Commissioners of **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 4**, which was held **February 13, 2023**, at the offices of the District Administrative Office, 12207 Huffman Oaks Lane, Huffman, Texas 77336.

The District considered and acted 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:

<b>Ray Jones</b>	Present
<b>Shareen Redus</b>	Present
<b>Christy Graves</b>	Present
<b>Wyatt Watkins</b>	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; Kristina Fox, TCERS.

**3. TO RECEIVE PUBLIC COMMENT.**

No public comment.

**4. TO RECEIVE A PRESENTATION FROM KRISTINA FOX, REPRESENTATIVE OF TEXAS COUNTY AND DISTRICT RETIREMENT SYSTEM (TCERS) AND TAKE ANY NECESSARY ACTION.**

Commissioner **Watkins** made motion, seconded by Commissioner **Redus** to approve participating in the Texas County & District Retirement System (TCERS), starting with a 200% Employer Matching Rate, Vesting & Retirement at age 60 with an eight (8) year vesting period; Rule of 75; or at any age after 20 years of service, and to include the Group Term Life insurance. Motion passed with a vote of 4-0.

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

Commissioner **Redus** made motion to approve Minutes of January, seconded by Commissioner **Watkins**. Motion passed with a vote of 4-0.

6. 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.

Commissioner **Graves** made a motion, seconded by Commissioner **Redus**, to approve proceeding with platting for Station No. 3, and to approve "Option 3" for the initial design. Motion passed with a vote of 4-0.

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

Commissioner **Graves** sent an email to close grant to forfeit money. Commissioner **Graves** will be waiting for email on closing the account.

8. 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 **Redus** made motion to approve the Financial report and pay all Districts bills, seconded by Commissioner **Jones**. Motion passed with a vote of 4-0.

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

Jenelle Honey reported that Dell will invoice yearly.

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

Commissioner **Redus** made motion to approve Chief Shirley's proposed changes for 2023 Budget, seconded by Commissioner **Graves**. Motion passed with a vote of 4-0.

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

Chief Shirley gave report for Fire Dept. & EMS with working out communication with Houston FD. Commissioner **Redus** made motion to approve report, seconded by Commissioner **Watkins**. Motion passed with a vote of 4-0.

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

No Action.

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

No Action.

14. TO REVIEW, DISCUSS AND TAKE ACTION ON APPROVING, DOCUMENTING AND THE PROCESSING OF REQUESTS FOR INFORMATION INCLUDING VIDEO ACCESS.

Commissioner Graves will continue to be responsible for approving video access.

15. TO REVIEW, DISCUSS AND ACT TO SECURE ACCESS CONTROL AND MODIFY CONTROL PROCEDURES AS APPLIED TO ESD SERVICES, I.E. COMPUTER, PHONE, NETWORK AND VIDEO CAMERA.

No Action.

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

No Action.

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

No Action.

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

No Action.

19. 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.

20. 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.

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

No Action.

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

No Action.

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

No Action.

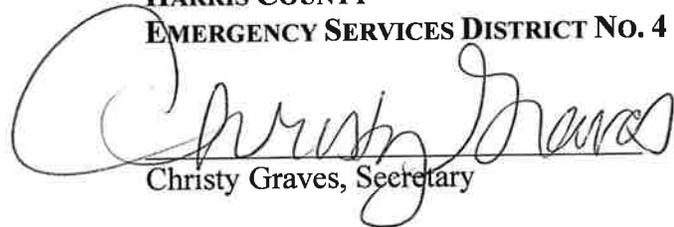
24. TO REVIEW, DISCUSS AND ACT ON DISTRICT PERSONNEL MATTERS INCLUDING COMPENSATION, BENEFITS, SCHEDULING, RETENTION, HIRING AND/OR TERMINATION OF DISTRICT EMPLOYEES.

No Action.

25. ADJOURNMENT.

There being no further business before the Board, Commissioner **Redus** made a motion to adjourn, seconded by Commissioner **Watkins**, meeting adjourned at 9:18 pm.

HARRIS COUNTY  
EMERGENCY SERVICES DISTRICT NO. 4



Christy Graves, Secretary