

**MINUTES OF THE MAY 15, 2025 REGULAR MEETING
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 **May 15, 2025**, at the offices of the District Administrative Office, 12207 Huffman Oaks Lane, Huffman, Texas 77336.

The District will consider and act upon the following matters:

1. CALL TO ORDER AND RECITE THE PLEDGE OF ALLEGIANCE.

The meeting was called to order at 6:26 p.m. by Commissioner **Jones**, Board President. Those commissioners present were:

Ray Jones	Present
Christy Graves	Present
Shareen Redus	Present
Wyatt Watkins	Present
Robin April May-Lutz	Present

Others attending when the meeting began were Tyler Shirley, Fire Chief; Cody Nance, Asst. EMS Chief, Richard Austin, Assist. Chief of Operations, David Manley, District’s Attorney, and Katie Norris; RIT Financial.

3. TO RECEIVE PUBLIC COMMENT.

No action.

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

Commissioner **Redus** made a motion, seconded by Commissioner **Jones**, to approve the prior meeting minutes. Motion passed with a vote of 5 - 0.

5. 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.

Katie Norris with RIT Financial presented the District’s financial reports. Commissioner **Graves** made a motion, seconded by Commissioner **Redus**, to accept the financial report and to authorize paying the bills as presented. Motion passed with a vote of 5 - 0.

6. TO DESIGNATE THE HARRIS COUNTY TAX ASSESSOR-COLLECTOR’S OFFICE TO PREPARE THE DISTRICT’S NO NEW REVENUE TAX RATE AND RELATED TAX RATE CALCULATIONS FOR 2025, AND TO AUTHORIZE DISTRICT COUNSEL TO PUBLISH THE NECESSARY 2025 TAX RATE SETTING NOTICES.

Commissioner **Graves** made a motion, seconded by Commissioner **Watson**, to designate the Harris County Tax Assessor-Collector’s Office to prepare the District’s No New Revenue Tax Rate and related tax rate calculations for 2025, and to authorize District counsel to publish the necessary 2025 Tax Rate setting notices. Motion passed with a vote of 5 – 0.

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

No action.

8. **TO REVIEW AND REVISE THE DISTRICT BUDGETS.**

No action.

9. **TO RECEIVE A REPORT FROM HUFFMAN FIRE AND EMS DEPARTMENT.**

Chief Shirley provided the Department report. Commissioner **May-Lutz** made a motion, seconded by Commissioner **Redus**, to accept the Fire Report as presented. Motion passed with a vote of 5 - 0.

10. **TO REVIEW, DISCUSS AND TAKE ACTION ON THE ACQUISITION AND FINANCING OF NEW VEHICLES, EQUIPMENT, AND APPARATUS.**

Commissioner **May-Lutz** made a motion, seconded by Commissioner **Redus**, to approve the purchase/lease of new equipment for the new Engine # 52, in the amount of \$30,240.27. Motion passed with a vote of 5 – 0.

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

Commissioner **Redus** made a motion, seconded by Commissioner **Jones**, to authorize engaging Rafter Builders LLC to extend slab and build a cover behind Station #2 in the amount not to exceed \$37,000. Motion passed with a vote of 5 - 0.

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

No action.

13. **TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT’S WEB PORTAL WITH STREAMLINE, INCLUDING BUT NOT LIMITED TO MATTERS REGARDING ESD FACILITY BUDGET PLANNING, DISTRICT INVESTMENT PLANNING, SALES TAX PLANNING & ANALYSIS, PROPERTY TAX PLANNING & ANALYSIS, GRANTS, AND SPECIAL PROJECTS.**

No action.

14. **TO CREATE, MODIFY OR ADOPT ESD POLICIES AND PROCEDURES.**

No action.

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

The Board discussed the District’s current TCDRS contributions and plan, at a 2:1 match setting. Commissioner **Redus** made a motion, seconded by Commissioner **Jones**, to maintain the current contribution rate. Motion passed with a vote of 5 – 0.

16. TO REVIEW, DISCUSS AND ACT ON DISTRICT ADMINISTRATIVE MATTERS.

No action.

17. 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.

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

No action.

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

No action.

20. TO REVIEW AND DISCUSS MATTERS FOR ADDITION TO FUTURE AGENDAS, AND SET THE DATE OF UPCOMING MEETINGS.

The next meeting was set for June 15, 2025.

21. ADJOURNMENT.

There being no further business before the Board, Commissioner **Redus** made a motion to adjourn, seconded by Commissioner **Graves**. Motion passed with a vote of 5 - 0 and the meeting adjourned at 7:46 p.m.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 4**

Secretary