

**MINUTES OF THE JULY 14, 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 **July 14, 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 6:10 p.m. by Commissioner **Jones**, Board President. Those commissioners present were:

<b>Ray Jones</b>	Present
<b>Christy Graves</b>	Present
<b>Shareen Redus</b>	Present
<b>Wyatt Watkins</b>	Absent
<b>Robin April May-Lutz</b>	Present (arrived at 6:24 p.m.)

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

**3. TO RECEIVE PUBLIC COMMENT.**

No action.

**4. TO RECEIVE A REPORT FROM HDL COMPANIES, AND TAKE ANY RELATED ACTION.**

HdL was unable to attend.

**5. TO PROPOSE THE DISTRICT 2026 BUDGET.**

Commissioner **Graves** made a motion, seconded by Commissioner **Redus**, to propose the budget as presented by Chief Shirley. Motion passed with a vote of 4 - 0.

**6. TO PROPOSE THE DISTRICT 2025 TAX RATE.**

Commissioner **Redus** made a motion, seconded by Commissioner **Jones**, to propose a 2025 tax rate of .10 per \$100 valuation. Motion passed with a vote of 4 - 0.

**7. TO SCHEDULE A PUBLIC HEARING REGARDING THE DISTRICT'S 2025 TAX RATE AND THE DATE OF THE MEETING TO ADOPT.**

The Board scheduled a public hearing and a special meeting to adopt the 2025 tax rate for August 25, 2025 at 1:45 p.m. Motion passed with a vote of 4 - 0.

8. **TO REVIEW AND TAKE ACTION ON MATTERS RELATING TO AN ELECTION TO BE HELD ON NOVEMBER 4, 2025:**

- a. Approve an Order of Election under Texas Tax Code Section 26.07.
- b. To review and take action to hold an election jointly with other jurisdictions.
- c. To review and take action to contract with Harris County Elections Office for election services.
- d. To consider and take action on such other Orders, Resolutions and related matters as required or appropriate to call for the District election

Commissioner **Graves** made a motion, seconded by Commissioner **Mays-Lutz**, to approve the Order of election as presented, and to contract with Harris County Elections Office for election services if necessary. Motion passed with a vote of 4 - 0.

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

Commissioner **Redus** made a motion, seconded by Commissioner **May-Lutz**, to approve the prior meeting minutes, including 8/7/2024, 8/27/2024, 9/9/2024, 12/9/2024 and 6/9/2025. Motion passed with a vote of 4 - 0.

10. **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 **Redus** made a motion, seconded by Commissioner **Jones**, to accept the financial report and to authorize paying the bills as presented. Motion passed with a vote of 4 - 0.

11. **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.**

Ricardo Martinez updated the Board on the status of the future station. Commissioner **Redus** made a motion, seconded by Commissioner **Graves**, to authorize Martinez Architects to update the plans for the future station no. 3. Motion passed with a vote of 4 - 0.

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

Commissioner **Redus** made a motion, seconded by Commissioner **Jones**, to accept the proposed amendments to the 2025 budget as presented. Motion passed with a vote of 4 - 0.

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

Chief Shirley provided the Department report. Commissioner **Redus** made a motion, seconded by Commissioner **May-Lutz**, to accept the Fire Report as presented. Motion passed with a vote of 4 - 0.

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

No action.

15. 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.

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, 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.

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

No action.

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

Commissioner **Graves** made a motion, seconded by Commissioner **Redus**, to approve the District paying for an EMS employee to attend fire academy in the amount of \$3,000. Motion passed with a vote of 4 - 0.

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.

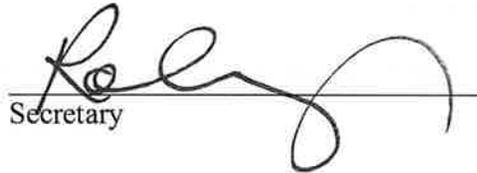
23. TO REVIEW AND DISCUSS MATTERS FOR ADDITION TO FUTURE AGENDAS, AND SET THE DATE OF UPCOMING MEETINGS.

The next meeting was set for August 11, 2025 at 6:00 p.m., with a special meeting set for August 25, 2025 at 1:45 p.m.

24. ADJOURNMENT.

There being no further business before the Board, Commissioner **Redus** made a motion to adjourn, seconded by Commissioner **May-Lutz**. Motion passed with a vote of 4 - 0 and the meeting adjourned at 7:40 p.m.

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

  
Secretary