

**MINUTES OF THE OCTOBER 13, 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 **October 13, 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 6:05 p.m. by Commissioner **Jones**, Board President. Those commissioners present were:

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

Others attending when the meeting began were Tyler Shirley, Fire Chief; Cody Nance, Asst. EMS Chief, Melissa Wiggins of Coveler & Peeler, P.C., Katie Norris; RIT Financial, Greg Booth of Texas Regional Bank, and Yvonne Honeycut.

3. **TO RECEIVE PUBLIC COMMENT.**

Ms. Yvonne Honeycut advised the Board she was attending to observe the workings of local Boards and entities as a requirement for her graduate studies in community advocacy.

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

Commissioner **Graves** made a motion, seconded by Commissioner **Redus**, to approve the September 8, 2025 Public Hearing meeting minutes, and to table approval of the September regular meeting minutes. Motion passed with a vote of 4 - 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 **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.

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, BUDGETING AND FINANCING.**

No action taken.

7. TO REVIEW AND REVISE THE DISTRICT BUDGETS.

No action taken.

8. TO REVIEW, DISCUSS AND ACT ON MATTERS RELATED TO THE DISTRICT'S WEBSITE.

Chief Shirley advised the Board that the current website domain had expired, and the host, GoDaddy, was difficult to work with. Ms. Wiggins explained issues with the current host, and presented a resolution for Board approval related to solving those issues. Commissioner **Redus** made a motion, seconded by Commissioner **Jones**, to keep the current domain name and authorize legal counsel to work with GoDaddy to solve the current website issues. Motion passed with a vote of 4 – 0.

Chief Shirley then noted that though the District had a contract with Streamline through May 2026, he suggested engaging Clicktunity to run the District's website. Costs of that engagement would include a \$950 set up fee, and \$189 monthly fee. Commissioner **May-Lutz** made a motion, seconded by Commissioner **Redus** to approve the engagement of Clicktunity as the District's website host and administrator. Motion passed with a vote of 4 – 0.

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

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

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

No action taken.

11. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE REPLACEMENT AND PURCHASE OF NEW POLL PADS FOR DISTRICT ELECTIONS.

Ms. Wiggins advised that it was necessary to replace the District's current election poll pad as current equipment could no longer be supported or updated as needed. Cost of a new poll pad was estimated at \$405. Commissioner **Graves** made a motion, seconded by Commissioner **Redus**, to approve the purchase of new equipment as discussed. Motion passed with a vote of 4 – 0.

12. 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 taken.

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

No action taken.

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

No action taken.

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

No action taken.

16. 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.

The Board did not meet in Closed Session to consult with legal counsel.

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

The Board did not meet in Closed Session to deliberate real estate matters.

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

The Board convened in Closed Session at 7:20 p.m.

The Board reconvened in Open Session at 8:33 p.m.

19. TO REVIEW AND DISCUSS MATTERS DISCUSSED IN CLOSED SESSION.

No action taken.

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

The next meeting was set for November 10, 2025, at 6:00 p.m.

21. 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 8:37 p.m.

HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 4

Secretary