

**MINUTES OF THE OCTOBER 14, 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 **October 14, 2024**, 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:

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, Jenelle Honey, District Administrator; David Manley, District's Attorney; Katie Norris and Aaron Espinosa; RIT Financial, Josh Rambo, McCall Gibson Swedlund Barfoot; Dave Fleming, Colonial Life.

3. **TO RECEIVE PUBLIC COMMENT.**

No action.

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

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

5. **TO RECEIVE A REPORT FROM MCCALL GIBSON SWEDLUND BARFOOT PLLC AND TAKE ACTION REGARDING THE DISTRICT'S 2023 AUDIT.**

Josh Rambo from MGSB presented Audit. Commissioner **Redus** made a motion, seconded by Commissioner **Jones**, to accept audit report as given. Motion passed with a vote of 5 - 0.

6. **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 **May-Lutz**, to accept financial report and to authorize paying the bills as presented. Motion passed with a vote of 5 - 0.

7. **TO RECEIVE A REPORT FROM HdL AND TAKE ANY NECESSARY ACTION RELATED THERETO.**

No action.

8. TO RECEIVE A REPORT AND TAKE ANY NECESSARY ACTION RELATED TO DISTRICT GROWTH ESTIMATES.

No action.

9. 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.

No action.

10. TO REVIEW AND REVISE THE DISTRICT'S 2024 BUDGET.

No action.

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

Chief Shirley and his staff provided the Board with an update on significant activities. Commissioner **Redus** made a motion, seconded by Commissioner **Jones**, to accept the Fire Report as presented. Motion passed with a vote of 5 - 0.

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

Commissioner **Watkins** made a motion, seconded by Commissioner **May-Lutz**, to approve the equipment purchase requests put forward by Chief Shirley in the amount of \$7200. Motion passed with a vote of 5 - 0.

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

No action.

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

No action.

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

David Fleming has added another provider to his client list as there have been a few issues. He asked to come back next month to present and discuss other coverage opportunities.

No action.

The Board addressed items 17 through 19 and went into executive session at 6:59 p.m.

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.
18. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS.
19. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.074 TO DISCUSS PERSONNEL MATTERS.

The Board came out of closed session at 7:58 p.m.

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

No action.

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

Upcoming meetings are scheduled for 11/11/2024, 12/9/2024, and 1/13/2024.

22. ADJOURNMENT.

There being no further business before the Board, Commissioner **Redus** made a motion to adjourn, seconded by Commissioner **Jones**. Motion passed with a vote of 4 - 0 and the meeting adjourned at 8:15 p.m.

HARRIS COUNTY
EMERGENCY SERVICES DISTRICT No. 4


Secretary