

**MINUTES OF THE AUGUST 11, 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 **August 11, 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 6:06 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>	Present
<b>Robin April May-Lutz</b>	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, General Counsel, Ricardo Marinez, the District’s architect, Richard Fletcher with HdL, Joseph Ellis with McCall Gibson, and Katie Norris; RIT Financial.

**3. TO RECEIVE PUBLIC COMMENT.**

No action.

**4. TO RECEIVE A REPORT FROM ZACHARY CASAS RELATED TO THE FORD LEADERSHIP SCHOLARS PROGRAM AND TAKE ANY NECESSARY ACTION**

Mr. Casas presented to the board and provided information regarding the Ford Leadership Scholars Program, and various projects he is looking at undertaking. No action taken.

**5. TO RECEIVE A REPORT FROM EAST LAKE HOUSTON MANAGEMENT DISTRICT AND TAKE ANY NECESSARY RELATED ACTION.**

Mr. Joe Fogerty updated the board on the development of the status of various development projects in the area. No action taken.

**6. TO RECEIVE THE DISTRICT’S 2024 AUDIT REPORT AND TAKE ANY NECESSARY RELATED ACTION.**

Mr. Ellis presented the Audit report and informed the Board the District achieved an unmodified opinion, which is the best that could be issued. Commissioner **Redus** made a motion, seconded by Commissioner **Watkins**, to propose the budget as presented by Mr. Ellis. Motion passed with a vote of 5 - 0

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

Mr. Fletcher presented and reviewed the District's annual report. No action taken.

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

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

9. **TO REVIEW, DISCUSS AND TAKE ACTION REGARDING MATTERS RELATED TO THE DISTRICT'S 2025 TAX SETTING PROCESS.**

Commissioner **Graves** made a motion, seconded by Commissioner **May-Lutz**, to use the Star Courier and Lake Houston Observer to run the required notice(s) related to the tax rate setting process. Motion passed with a vote of 5 - 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 5 - 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 Marinez updated the Board on the status of the future station. Commissioner **Redus** made a motion, seconded by Commissioner **May-Lutz**, to approve the proposed layout of the new fire station as presented. Motion passed with a vote of 5 - 0.

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

No action taken.

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 **Watkins**, to accept the Fire Report as presented. Motion passed with a vote of 5 - 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.**

Commissioner **Redus** made a motion, seconded by Commissioner **Graves**, to declare an old washing machine to have \$0.00 value and to dispose of same as salvage. Motion passed with a vote of 5 - 0.

17. **TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ENGAGEMENT OF CLICKTUNITY FOR DISTRICT WEBSITE HOSTING AND ADMINISTRATION.**

Scott Webb with Clicktunity. No action.

18. **TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S WEB PORTAL, 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.

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

No action.

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

No action.

21. **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.

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

No action.

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

No action.

24. **TO REVIEW AND DISCUSS MATTERS DISCUSSED IN CLOSED SESSION.**

No action taken.

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

The next meeting was set for September 8, 2025, at 6:00 p.m.

26. **ADJOURNMENT.**

There being no further business before the Board, Commissioner **Redus** made a motion to adjourn, seconded by Commissioner **Watkins**. Motion passed with a vote of 4 - 0 and the meeting adjourned at 9:07 p.m.

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

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Secretary