

**MINUTES OF THE JANUARY 13, 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 **January 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 6:07 p.m. by Commissioner **Jones**, Board President. Those commissioners present were:

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

Others attending when the meeting began were Tyler Shirley, Fire Chief; Richard Austin, Asst. Fire Chief; Cody Nance, Asst. EMS Chief, David Manley, District's Attorney; Katie Norris, RIT Financial; Dave Fleming, Colonial Life.

3. **TO RECEIVE PUBLIC COMMENT.**

None received.

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

Commissioner **Redus** made a motion, seconded by Commissioner **May-Lutz**, to approve the December meeting minutes. Motion passed with a vote of 3 - 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 financial report and to authorize paying the bills as presented, and authorize the use of ACH payments and/or wire transfers going forward. Motion passed with a vote of 3 - 0.

Commissioner **Redus** made a motion, seconded by Commissioner **Jones**, to authorize the issuance of an additional credit card from Texas Regional Bank. Motion passed with a vote of 3 - 0.

6. **TO CONDUCT ANNUAL REVIEW OF THE DISTRICT'S INVESTMENT POLICY AND TAKE ANY NECESSARY ACTION.**

Commissioner **Redus** made a motion, seconded by Commissioner **Jones**, to approve the District's 2020 Investment policy with no changes necessary. Motion passed with a vote of 3 - 0.

7. **TO REVIEW, DISCUSS AND TAKE ACTION REGARDING REVIEW OF THE TERMS OF THE EVERGREEN AUDIT ENGAGEMENT WITH MCCALL GIBSON SWEDLUND BARFOOT PLLC.**

Commissioner **Redus** made a motion, seconded by Commissioner **May-Lutz** to approve the Agreement with McCall Gibson for the 2024 audit. Motion passed with a vote of 3 - 0.

8. **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.

9. **TO REVIEW AND REVISE THE DISTRICT'S 2024 BUDGET.**

No action.

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

Chief Shirley presented the fire and EMS report. Commissioner **May-Lutz** made a motion, seconded by Commissioner **Redus**, to accept the Fire Report as presented. Motion passed with a vote of 3 - 0.

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

No Action.

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.

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

No action.

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

No action.

15. **TO REVIEW AND DISCUSS ANNUAL CONFLICTS OF INTEREST REQUIREMENTS UNDER LOCAL GOVERNMENT CODE §176.003 (CONFLICTS DISCLOSURE STATEMENT REQUIRED) AND §171.004 (AFFIDAVIT AND ABSTENTION FROM VOTING REQUIRED).**

Mr. Manley reviewed the requirements of Government Code 176.003 and 171.004. No action taken.

16. TO REVIEW AND DISCUSS ACCESS TO PERSONAL INFORMATION UNDER THE PUBLIC INFORMATION ACT, INCLUDING REVIEW OF SECTIONS 552.024, 552.117 AND 552.1175

Mr. Manley reviewed the access to personal information under the public information act. Forms were provided and completed. The forms were also provided to the department for department employees to complete.

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

No action.

18. 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 went into executive session at 7:03 p.m. to discuss legal matters. The Board came out of executive session at 7:35 p.m.

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

No action.

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

The Board went into executive session at 7:03 p.m. to discuss legal matters. The Board came out of executive session at 7:35 p.m.

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

Commissioner **Watkins** made a motion, seconded by Commissioner **Redus**, to approve the actions discussed in closed session. Motion passed with a vote of 5 - 0.

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

The next meeting is scheduled for 2/10/2025.

23. **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 3 - 0 and the meeting adjourned at 7:42 p.m.

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

Secretary