

**MINUTES OF THE OCTOBER 9, 2023, 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 9, 2023**, 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 6:04 p.m. by Commissioner **Jones**, Board President, who announced that a quorum was present. Those commissioners present were:

<b>Ray Jones</b>	Present
<b>Shareen Redus</b>	Present
<b>Christy Graves</b>	Absent
<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; David Manley, District's Attorney; Katie Norris, RIT; Ricardo Martinez, Martinez Architects; Jenelle Honey, District Administrator; William Crawford, Fire Captain.

2. **TO RECEIVE PUBLIC COMMENT.**

No action.

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

Commissioner **Redus** made a motion to approve the September meeting minutes, seconded by Commissioner **Watkins**. Motion passed with a vote of 4 - 0.

4. **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. Motion passed with a vote of 4 - 0.

5. **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.

6. **TO RECEIVE A REPORT REGARDING APPLICATIONS FOR FEMA GRANTS ARISING FROM EMERGENCY SERVICES RENDERED.**

No action.

7. **TO REVIEW AND REVISE THE DISTRICT'S 2023 BUDGET.**

Commissioner **Redus** made a motion to revise the 2023 budget to add Squad 501, the 2023 Chevrolet Tahoe, in the amount of \$62,500 as well as the 2022 Ambulance in the amount of \$187,092, seconded by Commissioner **Jones**. Motion passed with a vote of 4 - 0.

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

Chief Shirley gave report for Fire Dept. & EMS. Commissioner **Redus** made motion, seconded by Commissioner **Watkins**, to accept Fire Report. Motion passed with a vote of 4 - 0.

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

No action.

10. **TO REVIEW AND APPROVE EXPENDITURES REQUIRED FOR THE REPAIR, MAINTENANCE AND REPLACEMENT OF THE DISTRICT'S REAL PROPERTY, SIGNAGE, VEHICLES, APPARATUS AND EQUIPMENT.**

Commissioner **Redus** made a motion to approve two power loads and one stretcher for Medic 2 and 3, not to exceed \$109,000, seconded by Commissioner **May-Lutz**. Motion passed with a vote of 4 - 0.

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

Commissioner **Jones** made a motion to list the 4 AED's to be marked and sold at auction as surplus, seconded by Commissioner **Redus**. Motion passed with a vote of 4 - 0.

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

No action.

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

No action.

14. **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.

The Board went into closed session at 6:27 P.M. and came out of closed session at 7:21 P.M.

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

No action.

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

No action.

**17. TO REVIEW AND ACT ON MATTERS DISCUSSED IN CLOSED SESSION.**

Commissioner **Jones** made a motion, seconded by Commissioner **Watkins** to approve agreement as presented in closed session. Motion passed 4 – 0.

**18. 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 7:22 p.m.

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

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Christy Graves, Secretary