

**MINUTES OF THE NOVEMBER 13, 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 **November 13, 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:

Ray Jones	Present
Shareen Redus	Absent
Christy Graves	Present
Wyatt Watkins	Present
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; Ricardo Martinez, Martinez Architects; Jenelle Honey, District Administrator; Shannon Lenox, Huffman Citizen; Gregg Booth and Kevin Wentworth, Texas Regional Bank; Dave Fleming, Globe Life.

2. **TO RECEIVE PUBLIC COMMENT.**

Dave Fleming shared with the board a little bit about the company he works for, Globe Life.

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

No action.

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 **May-Lutz** 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.**

Commissioner **Graves** made a motion, seconded by Commissioner **Watkins** to pay invoice as submitted by Martinez Architects in the amount of \$84,837.50 after Commissioner Jones speaks with Ricardo Martinez. Motion passed 4 – 0.

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.**

No action.

8. **TO REVIEW AND TAKE ACTION ON THE RATIFICATION OF A CONTINUING CONTRACT WITH A PRIVATE LAW FIRM PURSUANT TO §6.30 OF THE TAX CODE FOR THE COLLECTION OF DELINQUENT DISTRICT AD VALOREM PROPERTY TAXES AND PROVIDING FOR THE PAYMENT OF UP TO 20% OF THE DELINQUENT TAXES, PENALTIES, AND INTEREST WHICH ARE COLLECTED BY THE ATTORNEY UNDER SAID CONTRACT.**

9. **TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF ADDITIONAL PENALTY ON DELINQUENT TAXES PURSUANT TO §33.07 OF THE TAX CODE AND ADOPTION OF A RESOLUTION REGARDING SAME FOR TAXES.**

10. **TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF ADDITIONAL PENALTY ON DELINQUENT TAXES TO DEFRAY COSTS OF COLLECTION BY THE DISTRICT'S DELINQUENT TAX ATTORNEY, PURSUANT TO §33.08 OF THE TAX CODE AND ADOPTION OF A RESOLUTION REGARDING SAME.**

11. **TO DISCUSS AND TAKE ACTION ON THE IMPOSITION OF EARLY ADDITIONAL PENALTY FOR COLLECTION COSTS FOR TAXES IMPOSED ON PERSONAL PROPERTY ON DELINQUENT TAXES PURSUANT TO §33.11 OF THE TAX CODE AND ADOPTION OF A RESOLUTION REGARDING SAME.**

Commissioner **Graves** made a motion, seconded by Commissioner **May-Lutz** to approve items 8-11 as presented. Motion passed 4 – 0.

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

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

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

No action.

14. **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.

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

Commissioner **Graves** made a motion to list the 4 AED's for 10 days on the govdeal.com website, seconded by Commissioner **May-Lutz**. Motion passed with a vote of 4 - 0.

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

No action.

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.

No action.

The Board went into closed session at 7:06 P.M. and came out of closed session at 7:52 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.

No action.

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

Commissioner **Jones** made a motion, seconded by Commissioner **May-Lutz**, to accept the decision that was made in closed session. Motion passed 4 – 0.

22. ADJOURNMENT.

There being no further business before the Board, Commissioner **Watkins** made a motion to adjourn, seconded by Commissioner **May-Lutz**. Motion passed with a vote of 4-0 and the meeting adjourned at 7:53 p.m.

HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 4

Christy Graves, Secretary