

**MINUTES OF THE MARCH 17, 2025 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 **March 17, 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:

<b>Ray Jones</b>	Present
<b>Christy Graves</b>	Absent
<b>Shareen Redus</b>	Present
<b>Wyatt Watkins</b>	Absent
<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, District's Attorney, Robin Humphries from HdL Companies: and Katie Norris; RIT Financial.

3. **TO RECEIVE PUBLIC COMMENT.**

No action.

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

Commissioner **Redus** made a motion, seconded by Commissioner **Jones**, to approve the January meeting minutes. Motion passed with a vote of 3 - 0.

5. **TO RECEIEV A REPORT FROM HDL COMPANIES AND TAKE ANY RELATED ACTION.**

Ms. Humphries present the sales tax report. A Motion was made by Commissioner **Redus**, seconded by Commissioner **May-Lutz** to approve granting Cody Nance access to the District's HdL portal. Motion passed with a vote of 3 - 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 the financial report and to authorize paying the bills as presented. Motion passed with a vote of 3 - 0.

7. TO REVIEW, DISCUSS AND ACT TO GRANT EXEMPTIONS FOR 2025.

A Motion was made by Commissioner **Mays-Lutz**, seconded by Commissioner **Redus** to keep the exemptions for 2025 the same as 2024, as follows:

Homestead: 0%  
Over 65: \$5,000  
Disability: \$5,000

Motion passed with a vote of 3 - 0.

8. TO RECEIVE A REPORT FROM MARTINEZ ARCHITECTS REGARDING DISTRICT CONSTRUCTION PROJECTS, AND TAKE ANY NECESSARY ACTION.

Ricardo Martinez updated the Board on proposed construction projects. He informed the Board that the District's site will need to be raised 4 to 6 inches, at a cost of approximately \$30,000. He further informed the Board that the developer needs to remove a significant amount of soil from their property and has agreed to move it to the District's property, which will save the district a significant amount of money when the decision is made to move forward with building the new fire station. However, the District needs to clear the property before any dirt can be deposited there. The developer offered to have their contractor clear the land if the District prefers. Chief Bates stated he would find someone to clear the property. Martinez also stated that the District would need to retain a Geotech engineer to test the soil deposited to make sure it is good soil. 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 BUDGETS.

No action.

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

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

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

Commissioner **Redus** made a motion, seconded by Commissioner **May-Lutz**, to authorize the purchase of a new ambulance and related equipment in the amount up to \$360,000, with a delivery date expected third quarter of 2025. Motion passed with a vote of 3 - 0.

The Board requested Legal Counsel to obtain quotes for financing the new pumper, and to schedule a special meeting to approve financing.

13. TO REVIEW, DISCUSS, AND TAKE ACTION RELATED TO DISTRICT'S EQUIPMENT, INCLUDING BUT NOT LIMITED TO DELL PC EQUIPMENT, AND LEASED EQUIPMENT.

Commissioner **Redus** made a motion, seconded by Commissioner **May-Lutz**, to authorize the pay-off of the current Dell Computer lease in the amount of \$1,945.69. Motion passed with a vote of 3 - 0.

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.

No action.

16. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S WEB PORTAL WITH STREAMLINE, 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.

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

No action.

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

No action.

19. TO REVIEW, DISCUSS AND ACT ON DISTRICT ADMINISTRATIVE MATTERS.

No action.

20. 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.

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

No action.

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

No action.

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

No action.

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

The next meeting was set for April 14, 2025.

25. ADJOURNMENT.

There being no further business before the Board, Commissioner **Redus** made a motion to adjourn, seconded by Commissioner **May-Lutz**. Motion passed with a vote of 3 - 0 and the meeting adjourned at 8:08 p.m.

HARRIS COUNTY  
EMERGENCY SERVICES DISTRICT NO. 4

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Secretary