

**MINUTES OF THE JUNE 12, 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 **June 12, 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 6:01 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

Others attending when the meeting began were Tyler Shirley, Fire Chief; Kacey Sammons, Asst. EMS Chief; Jenelle Honey, District Administrator; David Manley, District Attorney; Katie Norris, Bookkeeper; Ricardo Martinez, Martinez Architects; Greg Booth and Kevin Whitworth, Texas Regional Bank; Shannon Lenox, Community Member.

2. **TO RECEIVE PUBLIC COMMENT.**

No comment.

3. **TO REVIEW AND DISCUSS POSSIBLE CANDIDATES TO FILL THE BOARD POSITION VACANCY AS PERMITTED BY TEXAS HEALTH & SAFETY CODE §775.0445.**

Pushed to next meeting. No action.

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

Pushed to next meeting. No action.

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, AND TO ENGAGE AN ENGINEER AND ARCHITECT.**

Ricardo Martinez updated target dates for construction. Estimated start is still in January 2024. Still awaiting for an agreement from new subdivision developers. No action.

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

Push to next meeting. No Action.

7. **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 motion, seconded by Commissioner **Jones**, to accept Bookkeeper report and pay district bills as presented. Motion passed with a vote of 3-0. Commissioner **Redus** made a motion, seconded by Commissioner **Jones**, to close the Wells Fargo accounts ending in 2968 and 2494, and move the funds to the new Texas Regional Bank accounts; and to close Texas Class account ending in 0003 and move the funds to Texas Class account ending in 0001. After review and discussion, the Motions passed by a vote of 3 to 0.

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

No action.

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

Chief Shirley gave report for Fire Dept. & EMS. Chief Shirley advised that the ISO audit is complete, and eight (8) Captains were promoted. Commissioner **Watkins** made motion, seconded by Commissioner **Redus**, to accept Fire Report. Motion passed with a vote of 3-0.

10. **TO REVIEW, DISCUSS AND ACT ON THE ACQUISITION AND FINANCING OF NEW VEHICLES, EQUIPMENT, AND APPARATUS.**

No action.

11. **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.

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

No action.

13. **TO REVIEW AND ACT ON THE PURCHASE, SALE OR LEASE OF REAL PROPERTY, INCLUDING FINANCING.**

No action.

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

No action.

15. **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.

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

No action.

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

No action.

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

No action.

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

No action.

**20. 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 6:58 pm.

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

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Christy Graves, Secretary