

**MINUTES OF THE MARCH 16, 2026, REGULAR MEETING
HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 4**

A meeting was duly called by the Board of Commissioners of **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 4**, which was held **March 16, 2026**, 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. Those commissioners present were:

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

Others attending when the meeting began were Tyler Shirley, Fire Chief; members of his staff, Marcy Crane, of Crane Quist Ventures LLC, Ricardo Martinez of Martinez Architects, and David Manley of Coveler & Peeler, P.C.

2. TO RECEIVE PUBLIC COMMENT.

No public comment was forthcoming.

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

Commissioner **Redus** made a motion, seconded by Commissioner **Watkins**, to approve the prior meeting minutes. 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.

Marcy Crane 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 4 - 0.

5. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ADOPTION OF DISTRICT'S 2026 TAX EXEMPTIONS.

Commissioner **Redus** made a motion, seconded by Commissioner **May-Lutz**, to adopt the following tax exemptions:

Over 65:	\$5000
Disability:	\$5,000

Motion passed with a vote of 3 – 1, with Commissioner Graves voting no.

6. **TO REVIEW, DISCUSS AND TAKE ACTION ON MATTERS RELATED TO DISTRICT CREDIT CARD PROCESSING.**

Commissioner **Graves** made a motion, seconded by Commissioner **Redus**, to approve witching to QuickBooks for credit card processing. Motion passed with a vote of 4 - 0.

7. **TO REVIEW, DISCUSS AND TAKE ACTION ON MATTERS RELATED TO DISTRICT'S 2026 BUDGET.**

No action.

8. **REVIEW AND TAKE ACTION ON MATTERS RELATING TO CALLING AN ELECTION TO BE HELD ON MAY 2, 2026:**

Commissioner **May-Lutz** made a motion, seconded by Commissioner **Redus**, to approve paying the election workers \$25/hour, and that the District would directly pay them. Motion passed with a vote of 4 - 0.

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, BUDGETING AND FINANCING.**

Ricardo provided updates. No action was taken by the Board.

10. **TO REVIEW, DISCUSS AND ACT ON MATTERS RELATED TO THE DISTRICT'S WEBSITE.**

Website is up and running. No action was taken by the Board.

11. **TO RECEIVE A REPORT FROM THE FIRE CHIEF AND HIS STAFF AND TAKE ANY NECESSARY ACTION.**

Chief Shirley and members of his staff provided the Department report. Commissioner **Redus** made a motion, seconded by Commissioner **May-Lutz**, to accept the Fire Report as presented. Motion passed with a vote of 4 - 0.

12. **TO REVIEW, DISCUSS AND TAKE ACTION REGARDING ACCEPTANCE OF THE SAFE STREETS AND ROADS FOR ALL (SS4A) GRANT FROM THE U.S. DEPARTMENT OF TRANSPORTATION, AND TO AUTHORIZE A DESIGNEE TO EXECUTE THE GRANT AGREEMENT AND ASSOCIATED DOCUMENTS.**

Chief Nance updated board on status of grant. No action taken.

13. **TO AUTHORIZE PAYMENT OF 3% SERVICE FEES TO RESEARCH AND PROJECT MANAGEMENT, LLC RELATED TO THE DISTRICT'S USDOT SS4A FEDERAL GRANT.**

Chief Nance updated board on status of grant. No action taken.

14. **TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE DISTRICT'S MEDICAL DIRECTOR AGREEMENT.**

No action taken by the Board.

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

No action taken by the Board.

16. 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 taken by the Board.

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

No action taken by the Board.

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

No action taken by the Board.

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

No action taken by the Board.

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.

The Board went into closed session at 8:25 p.m. to confer with legal counsel. The Board came out of closed session at 8:46 p.m.

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

The Board did not meet in Closed Session to deliberate real estate matters.

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

The Board did not meet in Closed Session to discuss personnel matters.

23. TO REVIEW AND DISCUSS MATTERS DISCUSSED IN CLOSED SESSION.

No action taken.

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 13, 2026, at 6:00 p.m.

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 4 - 0 and the meeting adjourned at 8:47 p.m.

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


Secretary