MINUTES OF THE JUNE 8, 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 **June 8, 2026**, at the offices of the District Administrative Office, 12207 Huffman Oaks Lane, Huffman, Texas 77336.

1. **CALL TO ORDER AND RECITE THE PLEDGE OF ALLEGIANCE.**

The meeting was called to order at 6:10 p.m. Those commissioners present were:

Ray Jones	Present
Shannon Lenox	Present
Shareen Redus	Present
Steven Jones	Present
Robin April May-Lutz	Present

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

2. **TO ADMINISTER OATHS OF OFFICE TO ELECTED COMMISSIONERS**

Mr. Manley administered the Oaths of Office to the re-elected Commissioner Shareen Redus, and to newly elected Commissioners Steven Jones and Shannon Lenox.

3. **TO RECEIVE PUBLIC COMMENT.**

No public comments were forthcoming.

4. **TO ELECT BOARD OFFICERS**

Commissioner **Steven Jones** made a Motion, seconded by Commissioner **Redus,** to nominate and elect the following officers:

Ray Jones	President
Robin April May-Lutz	Vice President
Shannon Lenox	Secretary
Shareen Redus	Treasurer
Steven Jones	Assistant Secretary / Treasurer

Motion passed with a vote of 5 to 0.

5. **APPROVE THE MINUTES OF PRIOR MEETING(S).**

Commissioner **Redus** made a motion, seconded by Commissioner **Ray Jones,** to approve the prior meeting minutes. Motion passed with a vote of 5 - 0.

6. **TO RECEIVE A PRESENTATION FROM THE DISTRICT'S EMS BILLING DEPARTMENT, AND TAKE ANY NECESSARY RELATED ACTION.**

Brandy Godwin and Julie Jolly from Health Claims Plus presented information on the Texas Ambulance Supplemental Payment Program. Commissioner **Steven Jones** made a Motion, seconded by Commissioner **Redus,** to authorize the Department to pursue participating in the Texas Ambulance Supplemental Payment Program. Motion passed with a vote of 5 - 0.

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.**

Chief Shirley presented the District's financial reports. Commissioner **Steven Jones** made a motion, seconded by Commissioner **Redus**, to accept the financial report and to authorize paying the bills as presented. Motion passed with a vote of 5 - 0.

8. **TO REVIEW, DISCUSS AND ACT TO ESTABLISH THE RATE OF COMPENSATION FOR DISTRICT COMMISSIONERS PURSUANT TO TEXAS HEALTH AND SAFEY CODE §775.038(A-1).**

No action taken

9. **TO REVIEW, DISCUSS AND TAKE ACTION ON SUBMITTALS RECEIVED FROM THE DISTRICT COMMISSIONERS SEEKING COMPENSATION AS PERMITTED BY TEXAS HEALTH & SAFETY CODE §775.038 (A-1).**

Commissioner **Steven Jones** made a motion, seconded by Commissioner **Ray Jones**, to authorize payment of stipends pursuant to Texas Health and Safety Code 775.838 (A-1) to Wyatt Watkins and Christy Graves not to exceed $7,200 for their services as Commissioners prior to the May 2026 election. Motion passed with a vote of 5 - 0.

10. **TO REVIEW, DISCUSS AND ACT REGARDING AMENDMENTS TO THE 2026 DISTRICT BUDGET.**

Commissioner **Steven Jones** made a motion, seconded by Commissioner **Redus**, to approve the budget amendments as presented. Motion passed with a vote of 5 - 0.

11. **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.**

Mr. Martinez provided updates. According to his report, design activities included: coordinating construction documents with design team (consultants); finalizing interior and exterior material selections (physical samples have been provided); estimated budget is $6.5 Million; civil engineer coordination with S&G Engineer; Awaiting on TxDOT Comments. The estimated schedule is:

- Issue for permit drawing: May 18th
- Issue for Bidding: June 18th
- Receive Bids: July 9th

Commissioner Steven Jones questioned the Department's need for a new fire station and the ability to staff such station. Chief Shirely explained that the Department intends to seek a SAFER grant to provide funding for staffing. Commissioner **Redus** made a motion, seconded by Commissioner **Lenox**, to authorize Mr. Martinez to proceed with the bidding process. Motion passed with a vote of 4 - 0. Commissioner Steve Jones abstained.

12. **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 **May-Lutz** made a motion, seconded by Commissioner **Redus**, to accept the Fire Report as presented. Motion passed with a vote of 5 - 0.

13. **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.**

No action was taken by the Board.

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

Commissioner **May-Lutz** made a motion, seconded by Commissioner **Redus**, to authorize the payment to Research and Project Management, LLC, in the amount of $30,795.30. Motion passed with a vote of 5 - 0.

15. **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 **Steve Jones**, to authorize purchasing an ambulance chassis separately from the dealership, in an amount up to $73,000 instead of purchasing through Frazer. Motion passed with a vote of 5 - 0.

The Board reviewed a letter documenting the District's commitment in support of its FY 2025 Assistance to Firefighters Grant (AFG) applications. The letter confirms the Board's authorization to submit applications for a new Type-1 wildland brush truck and operations and safety equipment, designates the Fire Chief as the Authorized Organization Representative, and commits the District to providing the required 10% local matching funds totaling $110,924.23 from lawful local sources if either grant is awarded. Commissioner **May-Lutz** made a motion, seconded by Commissioner **Redus**, to approve the letter as presented. Motion passed with a vote of 5 - 0.

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 was 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 was taken by the Board.

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

No action was 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.**

The Board reviewed and approved a commitment letter supporting the District's FY 2025 Staffing for Adequate Fire and Emergency Response (SAFER) Grant application. The letter authorizes submission of an application to fund the hiring of 16 firefighters over a 36-month period, designates the Fire Chief as the Authorized Organization Representative, commits the District to the required local cost share, and affirms the District's commitment to retain the grant-funded positions and assume all associated salary and benefit costs following the expiration of the grant period. Commissioner **May-Lutz** made a motion, seconded by Commissioner **Redus**, to approve the letter as presented. Motion passed with a vote of 5 - 0.

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 did not meet in Closed Session to consult with legal counsel.

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 was taken by the Board.

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

The next meeting was set for July 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 **Lenox**. Motion passed with a vote of 5 - 0 and the meeting adjourned at 8:24 p.m.

HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 4

Shannon Lenox

Secretary