

**MINUTES OF THE NOVEMBER 10, 2025 REGULAR MEETING  
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 10, 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 6:11 p.m. by Commissioner **Jones**, Board President. Those commissioners present were:

<b>Ray Jones</b>	Present
<b>Christy Graves</b>	Present
<b>Shareen Redus</b>	Present
<b>Wyatt Watkins</b>	Present
<b>Robin April May-Lutz</b>	Present

Others attending when the meeting began were Tyler Shirley, Fire Chief; Cody Nance, Asst. EMS Chief, David Manley of Coveler & Peeler, P.C., Katie Norris; RIT Financial, and Ricardo Martinez of Martinez Architects.

**3. TO RECEIVE PUBLIC COMMENT.**

No public comment was forthcoming.

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

Commissioner **Redus** made a motion, seconded by Commissioner **Watkins**, to approve the September 8, 2025 and October 13, 2025 regular meeting minutes. Motion passed with a vote of 5 - 0.

**5. 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 5 - 0.

**6. 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 Martinez of Martinez Architects updated the Board regarding current projects, stating he was working with consultants to have documents at least 50% complete to be presented at the January meeting. He also provided a tentative schedule for the project, with permitting expected in March, bid solicitations in April, and construction beginning in June. No action was taken by the Board.

**7. TO REVIEW AND REVISE THE DISTRICT BUDGETS.**

No action was taken by the Board.

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

Chief Shirley advised the Board that he had contacted Clicktunity to begin the process of moving the District website away from GoDaddy. He anticipated this would be completed prior to the December Board meeting. No action was taken by the Board.

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

Chief Shirley provided the Department report, noting openings for full-time paramedics had been posted, and that Engine 51 was still out of service. One hundred forty-four (144) calls were made during the month. Commissioner **Redus** made a motion, seconded by Commissioner **Jones**, to accept the Fire Report as presented. Motion passed with a vote of 5 - 0.

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

The Board then discussed the purchase of a new Tahoe for EMS Captain. After discussion, Commissioner **Redus** made a motion, seconded by Commissioner **May-Lutz**, to approve the purchase and necessary upfit of a new Tahoe at a price not to exceed \$85,000. Motion passed with a vote of 5 - 0.

11. 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.

12. 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.

13. 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.

14. 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

Mr. Manley presented the annual resolution related to delinquent tax collections with Linebarger Goggan Blair & Sampson LLP, and additional 20% penalties imposed on those delinquent taxes to address penalties and to cover the cost of collection fees. Commissioner **Redus** made a motion, seconded by Commissioner **Watkins**, to approve the resolution and related penalties on delinquent tax collections as presented. Motion passed with a vote of 5 - 0.

15. TO REVIEW, DISCUSS AND TAKE ACTION REGARDING THE PURCHASE OF WARRANTIES RELATED TO EQUIPMENT USED FOR DISTRICT ELECTIONS.

Mr. Manley advised that warranties on the District's election equipment had expired and required renewal. The anticipated cost of that renewal was approximately \$1,579.78. Commissioner **Graves** made a motion, seconded by Commissioner **Redus**, to approve the election equipment warranty renewal as discussed. 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.

The Board then discussed the purchase of an ID card printer for a cost up to \$6,000. Commissioner **May-Lutz** made a motion, seconded by Commissioner **Graves**, to approve the purchase as discussed. Motion passed with a vote of 5 - 0.

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

Commissioner **Watkins** made a motion, seconded by Commissioner **Redus**, to dispose of the old ID card machine as salvage property. Motion passed with a vote of 5 - 0.

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

No action taken.

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

Commissioner **Redus** made a motion, seconded by Commissioner **Jones**, to appoint Commissioners **May-Lutz** and **Watkins** to a Committee to prepare and address an evaluation process related to the Fire Chief. Motion passed by a vote of 4 - 0, with Commissioner **Graves** abstaining.

20. TO REVIEW, DISCUSS AND ACT ON MATTERS RELATED TO THE CONSOLIDATION OF DISTRICT PAYROLL AND BOOKKEEPING SERVICES.

The Board discussed the possibility of combining payroll processing and bookkeeping services, and requested a special meeting be set on November 20<sup>th</sup> or 21<sup>st</sup> depending on Commissioner schedules, to address the matter. Costs to combine the services with Crane Quist Ventures, LLC totaled an estimated \$4,200. No action was taken by the Board.

21. 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.

22. 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.

23. 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.

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

No action taken.

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

The next meeting was set for December 8, 2025 at 6:00 p.m.

26. ADJOURNMENT.

There being no further business before the Board, Commissioner **Watkins** made a motion to adjourn, seconded by Commissioner **Redus**. Motion passed with a vote of 5 - 0 and the meeting adjourned at 8:22 p.m.

HARRIS COUNTY  
EMERGENCY SERVICES DISTRICT NO. 4

  
Secretary