

**MINUTES OF THE DECEMBER 8, 2025, 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 **December 8, 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:

Ray Jones	Present
Christy Graves	Absent
Shareen Redus	Present
Wyatt Watkins	Present
Robin April May-Lutz	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 November meeting minutes. Motion passed with a vote of 4 - 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 **Jones**, to accept the financial report and to authorize paying the bills as presented. Motion passed with a vote of 4 - 0.

6. TO REVIEW, DISCUSS AND ACT ON MATTERS RELATED TO THE DISTRICT'S BOOKKEEPING SERVICE, INCLUDING BUT NOT LIMITED TO THE ENGAGEMENT OF CRANE QUIST VENTURES, LLC.

Marcy Crane provided information regarding bookkeeping services. According to Ms. Crane, her firm represents other ESD and VFDs, with half of her clients being nonprofit organizations. A Motion was made by Commissioner Jones, seconded by Commissioner May-Lutz, to terminate the agreement with RIT Financial effective December 31, 2025, and retain Crane Quist Ventures to prepare the District's financials effective January 1, 2026. Motion passed with a vote of 4 - 0.

7. **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.**

No action was taken by the Board.

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

No action was taken by the Board.

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

Chief Shirley advised the Board that Clicktunity was working on the District's website and hoped it would be up and running by January 1, 2-026. No action was taken by the Board.

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

Chief Shirley provided the Department report, noting the Department had purchased an F250 and were having it upfitted. Commissioner **Redus** made a motion, seconded by Commissioner **Watkins**, to accept the Fire Report as presented. Motion passed with a vote of 4 - 0.

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

No action was taken by the Board.

12. **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.

13. **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.

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

Chief Shirley presented the design for the new Department patch. Commissioner May-Lutz made a motion, seconded by Commission Redus to approve the new patch as presented. Motion passed with a vote of 4 - 0.

15. **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.

16. 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 7:40 p.m. to consult with legal counsel. The Board came out of executive session at 8:16 p.m.

17. 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.

18. 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.

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

No action taken.

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

The next meeting was set for January 12, 2026, at 6:00 p.m.

21. ADJOURNMENT.

There being no further business before the Board, Commissioner **Watkins** made a motion to adjourn, seconded by Commissioner **Jones**. Motion passed with a vote of 4 - 0 and the meeting adjourned at 8:21 p.m.

HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 4


Secretary