

**MINUTES OF THE DECEMBER 11, 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 **December 11, 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 6:04 p.m. by Commissioner **Jones**, Board President, who announced that a quorum was present. Those commissioners present were:

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

Others attending when the meeting began were Tyler Shirley, Fire Chief; Richard Austin, Asst. Fire Chief; Cody Nance, Asst. EMS Chief; David Manley, District’s Attorney; Katie Norris, RIT; Ricardo Martinez, Martinez Architects; Jenelle Honey, District Administrator; Shannon Lenox, Huffman Citizen; Gregg Booth and Kevin Wentworth, Texas Regional Bank; Dave Fleming, Globe Life.

2. **TO RECEIVE PUBLIC COMMENT.**

No action.

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

Commissioner **Redus** made a motion to approve the October and November meeting minutes, seconded by Commissioner **Watkins**. Motion passed with a vote of 5 - 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.**

Katie Norris with RIT Financial presented the District’s financial reports. Commissioner **Redus** made a motion, seconded by Commissioner **Jones**, to accept financial report and to authorize paying the bills as presented. Motion passed with a vote of 5 - 0.

Alyssa Saccomen with McCall Gibson Swedlund Barfoot PLLC presented the District’s audit report. Commissioner **Graves** made a motion, seconded by Commissioner **Redus**, to accept audit report as presented. Motion passed with a vote of 5 - 0.

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.**

Commissioner **Watkins** made a motion, seconded by Commissioner **Jones** to pay invoice as submitted by Martinez Architects in the amount of \$84,837.50. Motion passed with a vote of 5 - 0.

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

Christy Graves finished her portion for the FEMA grant. Tried getting in touch with the FEMA rep. Has not gotten an answer so far. No action.

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

No action.

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

Chief Shirley gave report for Fire Dept. & EMS. Commissioner **Redus** made motion, seconded by Commissioner **Jones**, to accept Fire Report. Motion passed with a vote of 5 - 0.

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

Commissioner **Graves** made a motion to approve the purchase of body armor and helmets in the amount of \$16,358, seconded by Commissioner **Watkins**. Motion passed with a vote of 5 - 0.

Commissioner **Graves** made a motion to approve the wrap of the wrecked ambulance in the amount of \$11,805, seconded by Commissioner **Redus**. Motion passed with a vote of 4 – 1, with Commissioner **Watkins** voting no.

10. **TO REVIEW AND APPROVE EXPENDITURES REQUIRED FOR THE REPAIR, MAINTENANCE AND REPLACEMENT OF THE DISTRICT'S REAL PROPERTY, SIGNAGE, VEHICLES, APPARATUS AND EQUIPMENT.**

Commissioner **Graves** made a motion to approve the purchase of a new sign for Station 3 not to go over the allotted budget, seconded by Commissioner **Redus**. Motion passed with a vote of 5 - 0.

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

Commissioner **Redus** made a motion to declare the all-in-one computers as surplus, with \$0 value, seconded by Commissioner **Jones**. Motion passed with a vote of 5 - 0.

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

No action.

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

Commissioner **Graves** made a motion for Dave Fleming and his staff at Colonial Life to meet with the staff of Harris County ESD #4 and get their Colonial Life accounts set up, seconded by Commissioner **Redus**. Motion passed with a vote of 5 - 0.

Commissioner **Graves** made a motion to switch Full Time Dental and Vision benefits to Colonial Life and to pay for said benefits, seconded by Commissioner **Redus**. Motion passed with a vote of 5 - 0.

14. 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.

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

No action.

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

No action.

17. TO REVIEW AND ACT ON MATTERS DISCUSSED IN CLOSED SESSION.

No action.

18. 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 5-0 and the meeting adjourned at 8:25 p.m.

HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 4

Christy Graves, Secretary