

**MINUTES OF THE JULY 18, 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 **July 18, 2024**, 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 6:10 p.m. by Commissioner **Jones**, Board President. Those commissioners present were:

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

Others attending when the meeting began were Tyler Shirley, Fire Chief; Cody Nance, Asst. EMS Chief; Richard Austin, Asst. Fire Chief; David Manley, District's Attorney; Katie Biggers and Richard Fletcher, HdL Companies; Shannon Lenox, Huffman Citizen.

2. **PRESIDENT JONES ANNOUNCED A QUORUM WAS PRESENT.**

3. **TO RECEIVE PUBLIC COMMENT.**

No action.

4. **TO ADMINISTER OATHS OF OFFICE TO RE-ELECTED COMMISSIONERS.**

Oath administered to Ray Jones by David Manley.

5. **TO ELECT BOARD OFFICERS.**

Commissioner **Graves** nominated herself, seconded by Commissioner **Redus** for Vice President. Motion passed with a vote of 4 – 0.

Commissioner **Graves** nominated Ray Jones, seconded by Commissioner **May-Lutz** for President. Motion passed with a vote of 4 – 0.

Commissioner **May-Lutz** nominated Shareen Redus, seconded by Commissioner **Jones** for Treasurer. Motion passed with a vote of 4 – 0.

Commissioner **Redus** nominated Robin May-Lutz, seconded by Commissioner **Graves** for Secretary. Motion passed with a vote of 4 – 0. Motion passed with a vote of 4 – 0.

Commissioner **May-Lutz** nominated Wyatt Watkins, seconded by Commissioner **Jones** for Assistant Treasurer and Assistant Secretary. Motion passed with a vote of 4 – 0.

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

Commissioner **Jones** made a motion, seconded by Commissioner **Redus**, to approve the June meeting minutes. Motion passed with a vote of 4 – 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.**

David Manley with Coveler & Peeler presented the District's financial reports. Commissioner **Redus** made a motion, seconded by Commissioner **Graves**, to accept financial report and to authorize paying the bills as presented. Motion passed with a vote of 4 - 0.

8. **TO RECEIVE A REPORT FROM HDL AND TAKE ANY NECESSARY ACTION RELATED THERETO.**

Richard Fletcher with HdL Companies gave a presentation on property tax assessment tool that would be in addition to our current data. Cost is \$4500/year or approximately \$375/month. No action.

9. **TO RECEIVE A REPORT AND TAKE ANY NECESSARY ACTION RELATED TO DISTRICT GROWTH ESTIMATES.**

No action.

10. **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.**

No action.

11. **TO REVIEW AND REVISE THE DISTRICT'S 2024 BUDGET.**

No action.

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

Chief Shirley gave report for Fire Dept. & EMS. Chief Shirley will purchase a fuel tank for future disasters. Apparatus will continue to obtain fuel as normal except during storms. There is damage to the roof after Hurricane Beryl. Chief Shirley will get repair estimates and report back to the Board. Commissioner **Redus** made a motion, seconded by Commissioner **Jones**, to accept the Fire Report as presented. Motion passed with a vote of 4 - 0.

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

No action.

14. **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.

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

No action.

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

No action.

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

No action.

18. 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.

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

No action.

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

Went into closed session at 8:05 p.m. and came out of it at 9:29 p.m.

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

Commissioner **May-Lutz** made a motion, seconded by Commissioner **Redus**, to outsource payroll and take bids for new vendors. Motion passed with a vote of 4 – 0.

22. ADJOURNMENT.

There being no further business before the Board, Commissioner **May-Lutz** made a motion to adjourn, seconded by Commissioner **Redus**. Motion passed with a vote of 4 - 0 and the meeting adjourned at 9:38 p.m.

HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 4


Secretary

