

**MINUTES OF THE MARCH 11, 2024, 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 **March 11, 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 6:15 p.m. by Commissioner **Jones**, Board President. Those commissioners present were:

Ray Jones	Present
Shareen Redus	Present
Christy Graves	Present – left at 7:10 p.m.
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; Krystine Ramon, District’s Attorney; Katie Norris, RIT; Jenelle Honey, District Administrator; Dave Fleming, Colonial Life.

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

3. **TO RECEIVE PUBLIC COMMENT.**

No action.

4. **REVIEW AND TAKE ACTION ON MATTERS RELATING TO CANCELLING THE DISTRICT’S MAY 4, 2024 COMMISSIONER ELECTION:**

Commissioner **Redus** made a motion, seconded by Commissioner **Jones**, to cancel the May 4th District Commissioner election. Motion passed with a vote of 4 - 0.

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

No action.

6. **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 **Watkins**, to accept financial report and to authorize paying the bills as presented. 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 AND BUDGETING, FINANCING.**

No action.

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

No action.

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

No action.

10. **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 **May-Lutz**, to accept Fire Report. 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.**

Agenda item no. 11 was taken up after agenda item no. 3. Commissioner **Graves** made a motion, seconded by Commissioner **Redus** to authorize Assistant Chief Nance to send a letter of intent to Frazer to purchase a new ambulance. Motion passed with a vote of 5 - 0.

Commissioner **Graves** made a motion, seconded by Commissioner **Redus** to authorize Chief Shirley to send a letter of intent to Pierce to purchase a new Engine. Motion passed with a vote of 5 - 0.

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.

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

Commissioner **Jones** made a motion, seconded by Commissioner **Redus**, to list the dryer at Station 51 as salvage for disposal and the AED's as surplus to be sold. Motion passed with a vote of 4 - 0.

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

No action.

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

No action.

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.**

No action.

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

No action.

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

No action.

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

No action.

20. 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 4 - 0 and the meeting adjourned at 7:45 p.m.

**HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 4**

Christy Graves, Secretary