

**MINUTES OF THE AUGUST 14, 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 **August 14, 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 6:26 p.m. by Commissioner **Jones**, Board President, who announced that a quorum was present. Those commissioners present were:

<b>Ray Jones</b>	Present
<b>Shareen Redus</b>	Present
<b>Christy Graves</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; Kacey Sammons, Asst. EMS Chief; Jenelle Honey, District Administrator; David Manley, District Attorney; Katie Norris, Bookkeeper.

2. **TO RECEIVE PUBLIC COMMENT.**

No comments received.

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

Pushed to next meeting. No action.

4. **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, AND TO ENGAGE AN ENGINEER AND ARCHITECT.**

No action.

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

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.**

Commissioner **Redus** made motion, seconded by Commissioner **Jones**, to accept Bookkeeper report and pay district bills. Motion passed with a vote of 5-0. Commissioner **Redus** made motion, seconded by Commissioner **Graves**, to have the Sales Tax revenue received deposited in Texas Regional Bank instead of Texas Class. Motion passed with a vote of 5-0.

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

No action.

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

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

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

No action.

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 **Redus** made motion, seconded by Commissioner **Jones**, to install drops for Station 2 not to exceed \$7,373. 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.**

No action.

12. **TO REVIEW AND ACT ON THE PURCHASE, SALE OR LEASE OF REAL PROPERTY, INCLUDING FINANCING.**

No action.

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

No action.

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

No action.

15. **TO REVIEW, DISCUSS AND ACT ON COMMISSIONER COMPENSATION.**

Commissioner **Watkins** made motion, seconded by Commissioner **Jones**, to approve the Commissioner Compensation increase to \$221 per event. Motion passed with a vote of 5-0.

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 5-0 and the meeting adjourned at 7:09 pm.

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

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Christy Graves, Secretary