

**MINUTES OF THE JANUARY 8, 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 **January 8, 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 6:05 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	Absent
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; Jenelle Honey, District Administrator; Gregg Booth and Kevin Wentworth, Texas Regional Bank; Dave Fleming, Globe Life.

2. **TO RECEIVE PUBLIC COMMENT.**

No action.

3. **REVIEW AND TAKE ACTION ON MATTERS RELATING TO CALLING AN ELECTION TO BE HELD ON MAY 4, 2024:**

- a. **Approve an Order calling for an election under Texas Health and Safety Code Section 775.0345.**
- b. **Order Approving and Appointing an Agent for the Election;**
- c. **Order Appointing an Early Voting Clerk and Deputy Early Voting Clerk;**
- d. **Order Establishing and Designating Election Precincts and Polling Places;**
- e. **Order Establishing and Designating Early Voting Polling Places;**
- f. **Order Adopting Form of Notice of District Election;**
- g. **Action to approve a contract with Hart InterCivic, Inc. for election services.**
- h. **Action to approve a contract with KNOWiNK for election services.**
- i. **To review and take action to hold an election jointly with one or more other political subdivisions.**
- j. **To consider and take action on such other Orders, Resolutions and related matters as required or appropriate to call for the District election.**

Commissioner **Redus** made a motion, seconded by Commissioner **Watkins**, to Approve an Order calling for an election under Texas Health and Safety Code Section 775.0345; and an Order Approving and Appointing an Agent for the Election; an Order Appointing an Early Voting Clerk and Deputy Early Voting Clerk; an Order Establishing and Designating Election Precincts and Polling Places; an Order Establishing and Designating Early Voting Polling Places; an Order Adopting Form of Notice of District Election; to approve to approve a contract with Hart InterCivic, Inc. for election services and to approve a contract with KNOWiNK for election services. Motion passed with a vote of 3 - 0.

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

Commissioner **Redus** made a motion, seconded by Commissioner **Jones**, to approve the December meeting minutes. Motion passed with a vote of 3 - 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 **Watkins**, to accept financial report and to authorize paying the bills as presented. Motion passed with a vote of 4 - 0.

6. **TO CONDUCT ANNUAL REVIEW OF THE DISTRICT'S INVESTMENT POLICY AND TAKE ANY NECESSARY ACTION.**

Commissioner **Redus** made a motion, seconded by Commissioner **Jones**, to accept annual review. Motion passed with a vote of 4 - 0.

7. **TO REVIEW, DISCUSS AND TAKE ACTION REGARDING REVIEW OF THE TERMS OF THE EVERGREEN AUDIT ENGAGEMENT WITH MCCALL GIBSON SWEDLUND BARFOOT PLLC.**

Commissioner **Redus** made a motion, seconded by Commissioner **Jones**, to approve the continued use of McCall Gibson Swedlund Barfoot PLLC for the annual audit. Motion passed with a vote of 4 - 0.

8. **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.

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

No action.

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

No action.

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

Chief Shirley gave the report for the Fire Dept. & EMS. Commissioner **Redus** made motion, seconded by Commissioner **Watkins**, to accept Fire Report. Motion passed with a vote of 4 - 0.

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

No action.

13. **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.

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

No action.

15. TO CREATE, MODIFY OR ADOPT ESD POLICIES AND PROCEDURES.

No action.

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

No action.

17. 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.

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

No action.

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

No action.

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

No action.

21. ADJOURNMENT.

There being no further business before the Board, Commissioner **Redus** made a motion to adjourn, seconded by Commissioner **Watkins**. Motion passed with a vote of 4 - 0 and the meeting adjourned at 6:39 p.m.

HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 4

Christy Graves, Secretary