

**MINUTES OF THE MAY 10, 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 **May 10, 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 6:03 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

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; Ricardo Martinez, Martinez Architects; William Crawford, Fire Captain; Shannon Lenox, Community Member.

2. **TO RECEIVE PUBLIC COMMENT.**

Commissioner Jones presented the awards for logo art for the District Stamp/Seal. Commissioner Jones advised that all school grades were allowed to participate. Winners were Willow Sullivan (7th Grade Huffman Middle) and Kiara Molina (12th Grade Hargrave High). Mr. Booth from Texas Regional Bank from Houston discussed banking opportunities and investment programs. He gave a presentation on different options, locations, and team members.

3. **TO REVIEW AND DISCUSS POSSIBLE CANDIDATES TO FILL THE BOARD POSITION VACANCY AS PERMITTED BY TEXAS HEALTH & SAFETY CODE §775.0445.**

Received 2 additional applications as of meeting. Total of 4 applications. Commissioner **Graves** made motion, seconded by Commissioner **Redus**, to extend deadline for Huffman citizens to put in an application for the vacant board position to 6/9/23. Motion passed with a vote of 4-0.

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

Commissioner **Redus** made motion to approve Minutes of March and April meetings, seconded by Commissioner **Watkins**. Motion passed with a vote of 4-0.

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, AND TO ENGAGE AN ENGINEER AND ARCHITECT.**

Ricardo Martinez provided target dates for construction of Station # 53. Estimated start is in January 2024. Still awaiting some information from new subdivision developers. No action.

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

Commissioner Graves gave an update that the appeal has been written with exception of a few data details. Asst. Chief Sammons will have a meeting to go over these details. No Action.

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.**

Katie Norris with RIT Financial presented the District's financial reports. Commissioner **Redus** made motion, seconded by Commissioner **Jones**, to accept financial report and to authorize paying the bills as presented. Motion passed with a vote of 4-0.

Commissioner **Jones** made motion, seconded by Commissioner **Graves**, to open accounts with Texas Regional Bank. Motion passed with a vote of 4-0.

8. **TO DESIGNATE THE HARRIS COUNTY TAX ASSESSOR-COLLECTOR'S OFFICE TO PREPARE THE DISTRICT'S NO NEW REVENUE TAX RATE AND RELATED TAX RATE CALCULATIONS FOR 2023.**

Commissioner **Graves** made motion, seconded by Commissioner **Redus** to designate the Harris County Tax Assessor-Collector's Office to prepare the District's No New Revenue Tax Rate and related tax rate calculations for 2023. Motion passed with a vote of 4-0.

9. **TO RECEIVE A REPORT FROM JENELLE HONEY ON THE BUSINESS CONTINUITY PROJECT AND TAKE ANY NECESSARY ACTION RELATED TO THE REPORT.**

Jenelle Honey advised that there are a few items that are put on hold. Commissioner Jones suggested we remove this line item until further needed. No action.

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

No action.

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

Chief Shirley gave report for Fire Dept. & EMS. Medic 3 was involved in a Fleet Accident on 05/02/23. Unsure of the cost as of this meeting, most likely will repair. All citizens and employees did well. Chief Austins vehicle is barely running. It is a 2008 and was bought used. This vehicle needs to be replaced. Commissioner **Watkins** made motion, seconded by Commissioner **Redus**, to accept Fire Report. Motion passed with a vote of 4-0.

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

Commissioner **Graves** made motion, seconded by Commissioner **Watkins**, to allow Chief Shirley to pursue purchase of a Command Vehicle up to \$60,000. Options were discussed. Motion passed with a vote of 4-0.

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 REVIEW AND ACT ON THE PURCHASE, SALE OR LEASE OF REAL PROPERTY, INCLUDING FINANCING.**
- No action.
16. **TO CREATE, MODIFY OR ADOPT ESD POLICIES AND PROCEDURES.**
- No action.
17. **TO REVIEW, DISCUSS AND ACT ON CREATION OF DISTRICT LOGO FOR HCESD 4 BY WAY OF HOLDING A CONTEST IN WHICH SURROUNDING AREA SCHOOL STUDENTS ENTER ARTWORK FOR SAME.**
- Discussion for this item to come off the agenda. 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.**
- The Board went into closed session at 7:59 p.m. to discuss personnel matters. The Board came out of closed session at 8:55 p.m.
21. **TO REVIEW AND ACT ON MATTERS DISCUSSED IN CLOSED SESSION.**
- No action.
22. **TO REVIEW, DISCUSS AND ACT ON DISTRICT PERSONNEL MATTERS INCLUDING COMPENSATION, BENEFITS, SCHEDULING, RETENTION, HIRING AND/OR TERMINATION OF DISTRICT EMPLOYEES.**
- No action.
23. **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 8:58 p.m.

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

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Christy Graves, Secretary