

**MINUTES OF THE MAY 21, 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 **May 21, 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 6:27 p.m. by Commissioner **Jones**, Board President. Those commissioners present were:

Ray Jones	Present
Shareen Redus	Present
Christy Graves	Present
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.

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

3. **TO RECEIVE PUBLIC COMMENT.**

No action.

4. **TO TAKE ACTION TO DECLARE UNOPPOSED CANDIDATES FOR THE MAY 4, 2024 BOARD OF COMMISSIONERS ELECTION TO BE ELECTED FOR NEW TERMS TO BEGIN ON JUNE 1, 2024.**

Commissioner **Graves** made motion, seconded by Commissioner **Redus**, to declare unopposed candidates for the May 4, 2024 election. Motion passed with a vote of 5 - 0.

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

Commissioner **Redus** made a motion, seconded by Commissioner **Jones**, to approve the April meeting minutes. Motion passed with a vote of 5 – 0.

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 5 - 0.

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

No action.

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 2024.

Motion by Commissioner **Graves**, seconded by Commissioner **Jones** to designate the Harris County Tax Assessor-Collector's office to prepare the District's No New Revenue Rate and related tax calculations for 2024. Motion passed with a vote of 5 - 0.

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

Commissioner **Graves** made motion, seconded by Commissioner **Jones**, to have HdL perform a growth analysis assessment at a cost not to exceed \$5,000. Motion passed with a vote of 5 - 0.

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. Commissioner **Redus** made a motion, seconded by Commissioner **May-Lutz**, to accept the Fire Report as presented. Motion passed with a vote of 5 - 0.

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

Commissioner **Graves** made a motion, seconded by Commissioner **Redus**, to approve new Lucas Device for the 3rd ambulance and shared first responder vehicle with an 8-year protection plan in the amount of \$35,109.42. Motion passed with a vote of 5 - 0.

Commissioner **May-Lutz** made a motion, seconded by Commissioner **Watkins**, to approve an inflatable swift water rescue boat not to exceed \$25,000. Motion passed with a vote of 5 - 0.

Commissioner **Redus** made a motion, seconded by Commissioner **May-Lutz**, to approve a high-water vehicle not to exceed \$50,000. Motion passed with a vote of 5 - 0.

14. TO REVIEW AND APPROVE EXPENDITURES REQUIRED FOR THE REPAIR, MAINTENANCE AND REPLACEMENT OF THE DISTRICT'S REAL PROPERTY, SIGNAGE, VEHICLES, APPARATUS AND EQUIPMENT.

Commissioner **Graves** made a motion, seconded by Commissioner **Redus**, to approve new fire pump for Station 2s fire suppression system not to exceed \$20,000. Motion passed with a vote of 5 - 0.

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.

No action.

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

No action.

22. ADJOURNMENT.

There being no further business before the Board, Commissioner **Redus** made a motion to adjourn, seconded by Commissioner **May-Lutz**. Motion passed with a vote of 5 - 0 and the meeting adjourned at 8:19 p.m.

HARRIS COUNTY
EMERGENCY SERVICES DISTRICT NO. 4

Christy Graves, Secretary