

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 47
IN HARRIS COUNTY, TEXAS
NOTICE OF REGULAR MEETING**

TO: THE BOARD OF FIRE COMMISSIONERS EMERGENCY SERVICES DISTRICT NO. 47 IN OF HARRIS COUNTY, TEXAS, AND TO ALL OTHER INTERESTED PERSONS:

Notice is hereby given that the Board of Fire Commissioners of Harris County Emergency Services District No. 47 in Harris County, Texas, will hold its **regular meeting on Thursday, December 19, 2019, at 7:00 p.m., at the ESD 47 Fire Station, 19636 Saums, Houston, Texas 77084**, inside the boundaries of the District, open to the public, to consider and act upon the following matters:

1. **Public Comment:** To receive comment from members of the public (By District policy, speakers under this item are limited to five minutes for their presentation and comments, whether their intended comments relate to an identifiable item of business on this agenda or to other matters).
2. **Minutes:** Review and approve minutes of the previous meetings and tax hearings, including certified agendas, if any.
3. **Sales and Use Tax Report:** Review report on sales and use taxes, including submission of required documents to the Texas Comptroller and other entities; approval of other costs and filings associated with the sales and use tax process; and other related issues
4. **Financial and Bookkeeper's Report:** Review and approve the finances of the District, the bookkeeper's report, the investment report, the payment of bills, and the payment of compensation to Commissioners; authorize all appropriate action related thereto, including but not limited to additional allocation of funds and/or ratification of checks issued and funds expenditures since last meeting.
5. **Adopt Compass Bank Pledge Agreement:** Review and consider adopting pledge agreement to collateralize District funds held at Compass Bank.
6. **Authorize District Audit:** Authorize annual audit of District's 2018 financial records and internal controls; and engage auditor to perform such audit.
7. **Authorize Westlake Fire Department Audit:** Authorize annual audit of Westlake Fire Department's 2018 financial records and internal controls; and engage auditor to perform such audit.
8. **Review of District Investment Policy and Designation of Investment Officer:** Review District's investment policy and consider changes to policy and investment guidelines; designate District Investment Officer.
9. **Westlake Fire Department Report:** Receive and review the contractually required report from Westlake Fire Department officials regarding activity in the District and the Department's financial status, and authorize all appropriate action,

- if any, including but not limited to the additional allocation of and/or ratification of the expenditure of additional funds for unexpected or emergency expenses.
10. **Property Line Fence Repair and/or Replacement:** Consider and discuss the repair and/or replacement of the property line fence along the rear of the fire station property; review any estimates/proposals that may be presented; authorize purchase and allocate funds as deemed necessary and/or appropriate in accordance with applicable purchasing rules and requirements.
 11. **District's Open Records Request Fee Policy.** Consider and discuss the District's policy concerning fees to cover costs of open records requests; update existing policy as deemed necessary and appropriate, or in the event that no policy is currently in place, establish the District's policy and guidelines on fees to be assessed relating to costs generated by Open Records requests.
 12. **Amend District 2019 Budget.** Review and discuss District's 2019 budget and make amendments as desired and/or appropriate.
 13. **Convene Closed Meeting (a.k.a. Executive Session) Pursuant to Section 551.072 of the Texas Government Code:** Discuss the purchase, exchange, lease, or value of real property as deliberation of such matters in an open meeting would likely have a detrimental effect on the position of the District in negotiations with a third party. Keep a certified agenda of the closed meeting in accordance with applicable laws. Any final action, decision, or vote on a matter deliberated in the closed meeting or executive session may only be made in an open meeting held in compliance with the notice provisions of the Texas Government Code, Chapter 551.
 14. **Reconvene Open Meeting to Take Any Final Action, Decision, or Vote on the Matters Discussed in the Closed Meeting (Executive Session):** Take final action, decision, or vote on the matters deliberated or discussed in the closed meeting or executive session just ended by the Board, if appropriate, desired, necessary, or required.
 15. **Discuss 2020 Safe-D Conference:** Discuss attendance at 2020 Safe-D Conference and authorize expenditures for attendance and all appropriate action.
 16. **Attorney's Report:** Receive a report from the District's Attorney and authorize all appropriate action, including but not limited to reviews of the District's contracts with consultants and newly applicable rules, regulations, and statutes.
 17. **Other:** Such other matters that may come before the Board and authorize appropriate action.

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