

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 15, 2022, 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:

STANDING ITEMS

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 from Prior Meetings:** Review and approve minutes from prior meetings, including minutes prepared for meetings held in whole or in part using electronic, video, or telephonic means.
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. **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.

OLD BUSINESS

- 6. Review and Discuss Department Strategic Plan:** Review, consider, and discuss the Department strategic plan presented at the District's January 20, 2022 workshop and take any desirable, reasonable, and appropriate action associated therewith, including but not limited to allocation of additional funds for staffing, operational, asset, or capital needs of the Department.
- 7. Review and Discuss Training Facility:** Review, consider, and discuss the continued use of property owned by Weiss Land and Development as a training facility for the District and the Department.
- 8. Discuss SAFER Grant:** Discuss the status of the SAFER grant available to emergency services entities, including authorization to file for such grant as deemed appropriate.
- 9. Consider Greenhouse Road Joint Sidewalk Project with Harris County.** Review and discuss construction of sidewalk on Greenhouse Road in partnership with Harris County, with the intent of reducing future emergency services calls near Mayde Creek Elementary and Mayde Creek Junior High School and to make emergency service vehicle travel in the area safer.

NEW BUSINESS

- 10. Engage Auditor for District's 2022 Financial Statements:** Consider proposal for audit of 2021 financial statements for the District as required by applicable statute, including award of audit and authorization of expenditures for audit.
- 11. Review Department's 2022 Budget and Financial Status:** Discuss the Westlake Volunteer Fire Department's budget performance, current financial status, and projected bank balances for 2022, and adjust funding from District to Department as deemed necessary and appropriate.
- 12. Authorize Audit Department's 2022 Financial Statements:** Consider potential auditors for Westlake Volunteer Fire Department's 2022 financial statements in accordance with existing contract, including award of audit and authorization of expenditures for audit.
- 13. Amend Contract between District and Department.** Discuss the current contract between the District and the Department to provide for amounts to be held in reserve by the Department and a mechanism for handling refunds to the District for overfunding of reserve amounts, and amend the current contract as necessary and appropriate.

ADMINISTRATIVE ITEMS

14. **Amend District's 2022 Budget:** Review and discuss District's 2022 budget and make amendments as desired and/or appropriate.
15. **Convene Closed Meeting (a.k.a. Executive Session) Pursuant to Section 551 of the Texas Government Code:** Conduct a Closed Meeting of the Commissioners pursuant to Section 551 of the Texas Government Code for: a private discussion with counsel with regard to pending or contemplated litigation or a settlement offer; the purchase, exchange, lease, or value of real property; a prospective gift or donation to the state or a governmental body; a deliberation regarding the appointment, employment, discipline or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee; the deployment or implementation of security personnel or security devices or a security audit. The District must keep a certified agenda of the closed meeting in accordance with applicable laws; and 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.
16. **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.
17. **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 review of any applicable laws, rules, regulations, and statutes.
18. **Election and Designation of Officers:** Review, discuss, elect, and designate officer positions in anticipation of the new calendar year.

OTHER

19. **Other:** Such other matters that may come before the Board and authorize appropriate action.

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