

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

May 19, 2022

The Board of Directors of Harris County Emergency Service District No. 47 (“the District”) met in regular session, open to the public, on the 19th day of May 2022 at 7:00 p.m. at the Westlake Fire Department, 19636 Saums Rd., Houston, TX 77084, a designated meeting place of the Board. The roll was called of the duly constituted members of the Board, to-wit:

Brian Havran	President and Public Information Officer
John P. Blanke	Commissioner
Gilberto Porras	Secretary and Records Retention Officer
Mitchell Copeland	Assistant Secretary and Assistant Treasurer
Mike Miller	Treasurer and Investment Officer

All Commissioners were present at the Fire Station except Commissioner Copeland and Commissioner Miller.

Also present at the fire station Eric Gonzales of Clarity Group; “Butch” Callegari, Jr. of Callegari Law Firm, PC, Attorney for the District (“Attorney”); Joseph Ellis of McCall Gibson Swedlund Barfoot PLLC; the auditor for the District; Shannon Draper, Fire Chief of Westlake Fire Department; and Ginny Valls, recording secretary for the District.

Commissioner Havran called the meeting to order at 7:37 p.m., and the following business was transacted.

There were no members of the community present, so the matter was deferred.

Comm. Havran discussed the minutes from the April meeting. After discussion, **Comm. Blanke made a motion to accept the April 2022 minutes as presented. Comm. Porras seconded the motion, and the motion was unanimously accepted by the District**

The sales and use tax collection was next for discussion. The report was reviewed by the District. Comm. Havran noted that the District had an above average collection for the month and the estimated collections for the year could be around \$1.7 million. **After review, Comm. Porras’ motion, seconded by Comm. Blanke to approve the Sales and Use tax report, received the unanimous consent of the Board.**

Next for discussion Commissioner Havran then recognized Eric Gonzales for consideration of the Bookkeeper’s report for the month of May 2022. The report was reviewed and discussed by the commissioners. Check #2079 was voided as the Department had already paid it. The District will reimburse the department next month. There were questions regarding the taxes collected differing from page 5 to page 10, but Comm. Havran found it in the budget. **After review, Comm. Blanke’s motion, seconded by Comm. Porras to approve the Bookkeeper’s report, the District’s Financial Report, the Investment Report and payment of the bills as presented, received unanimous consent of the Board.**

Commissioner Havran then recognized Joseph Ellis of McCall Gibson Swedlund Barfoot PLLC to discuss the annual audit for the District. Mr. Ellis discussed the report as presented. Mr. Ellis noted that the billing for the sales tax collector did not appear in the December financials. Mr. Gonzales will let Mr. Desilets know to contact Mr. Ellis on the matter. **Upon review, Comm. Porras made a motion, seconded by Comm. Blanke to accept and approve the audit as presented. The motion received unanimous consent.**

The audit for the Department was deferred at this time.

Commissioner Havran recognized Chief Draper for consideration of the Fire Department report for the month of May 2022. Chief Draper presented copies of the written monthly report detailing the number of calls by category and the overall response times. Chief Draper discussed EMS Billing. Emergicon was awarded the contract for EMS Billing. The also provide fire billing or alarms, spills, etc. The department had an incident with one of the bay doors. The door closed on an ambulance doing minor damage to the ambulance, but the door will need repair. The department should be moving to the 800 MHz system within a week. There gave been supply issue problems with new Battalion Chief vehicle. Comm. Havran asked the total cost of the finished vehicle. Chief Draper will get that for the commissioners. **Upon motion by Comm. Blanke and seconded by Comm. Porras, the Board unanimously approved the Fire Department report.**

The Department's Strategic plan was discussed. Chief Draper is in the process of reformatting the SOPs. He should have a draft of the department's 2023 budget next month for review. The department has promoted 10 medic supervisors, and 6 captains. The recruitment video is going live via social media soon. Funding for the increase in incentive and payroll was discuss. We should have an idea what is needed by next month.

The training field was discussed. Attorney Callegari reached out to Greg Weiss. Mr. Weiss was busy and asked for a call back. Attorney Callegari discussed presenting him with possible options to convey the property to the District. More options were discussed. Attorney Callegari will talk more with Mr. Weiss.

Amending the District budget was deferred at this time.

Attorney Callegari stated that training hours have been updated. We will start talking about taxes in July. The next meeting will be June 16, 2022. Comm. Porras asked about vehicle replacements for 2023. One ambulance and a command vehicle are due in 2023. Chief Draper will email the CIP to him.

THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Porras motioned for adjournment at 8:37 p.m. Comm. Blanke seconded the motion, which received the Board's unanimous consent.

Passed and approved (date)

Gilberto Porras, Secretary