

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

November 17, 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 17th day of November 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 Comm. Blanke.

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

Commissioner Havran called the meeting to order at 7:13 p.m., and the following business was transacted.

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

Comm. Havran discussed the minutes from the October regular meeting. **Comm. Porras made a motion to accept the October regular meeting minutes and the certified agenda as presented. Comm. Copeland seconded the motion, and the motion was unanimously accepted by the District.**

The sales and use tax collection was next for discussion. Mr. Fortner emailed the report to the District prior to the meeting. The commissioners reviewed the report. The report was deferred.

Mr. Ellis gave the report of the Department’s audit. He reviewed the audit with the Board. The squad was paid off in 2021 and the asset needs to be moved to the District. The accumulation of cash was discussed. The District discussed the best way to handle this moving forward. The consensus was that the District would look at the end of year reports and will either advise the Department to keep one month in reserve and give back the remaining funds or the District would take the funding in account for the new budget year. Chief Draper asked how the Department should show overages on the budget for the upcoming year. Should they amend the budget or just show the overages. Amend to reflect items that are unexpected but not things like fuel or utilities and place a note out to the side. Mr. Ellis informed the District that he would no longer be able to do the audit for the Department. They are no longer handling nonprofits. He will email the contact information for one he recommends.

Next for discussion Commissioner Havran then recognized Brian Desilets for consideration of the Bookkeeper’s report for the month of October 2022. The report was reviewed and discussed by the commissioners. The Stryker invoice was discussed. Mr. Desilets will reach out to them and see if they would prefer a wire transfer or a check. The check to VFIS at the last meeting was discussed and Attorney Callegari stated

that the report ratifies the payment. **After review, Comm. Copeland'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 recognized Chief Draper for consideration of the Fire Department report for the month of October 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 the training with Community Fire Department and stated Westlake would be training there quarterly. The bay doors have been repaired and a new panel has been ordered to replace the one they purchased in error. We are still having some electrical issues with the doors but are working through it to find a resolution. The HVAC repair has been completed and the ceiling tiles have been replaced. The heating situation in the women's dorm has been rectified. The chassis has been reserved for the new vehicles. The Department was honored by VFIS with an award for the top 200 in safety. The Chief and Assist. Chief's will be attending classes soon. TDH will be coming for a site survey soon. Comm. Copeland and Chief Draper recently visited West Comm. Ambulance 41 is in the shop being repaired. Banquet will be January 28, 2023, at Pine Forest Country Club. **After review, Comm. Miller's motion, seconded by Comm. Havran to approve the Fire Department's report as presented, received unanimous consent of the Board.**

The training facility was discussed. Comm. Copeland talked to Mr. Weiss. If the Department is going to continue to use the facility, Mr. Weiss is okay with letting them. They do however need to clean up the buildings and the area. Mr. Weiss will be tearing down the buildings. Comm. Copeland will continue talking to Mr. Weiss. Chief Draper will contact Comm. Copeland to organize the removal of items. The matter was deferred.

Lease options for equipment replacement were discussed. The contract has been signed and Stryker should be working toward getting replacements to the department. **Comm. Copeland made a motion to ratify the approval of the lease agreement between the District and Stryker for certain EMS equipment such as cots, power loads, stair chairs, life pack monitors and Lucas devices. Comm Miller seconded the motion, and the motion received the unanimous consent of the Board.**

The Department's strategic plan was discussed. There was not much to update. The department continues to develop policies and protocols.

The Tanker, Tahoe and Utility vehicles were discussed. **After discussion, Comm. Miller made a motion to approve the written resolution to dispose of these three vehicles in accordance with Section 775, Subchapter J of the Texas Health and Safety Code and Section 263 of the Texas Local Government Code. Comm Porras seconded the motion, and the motion received the unanimous consent of the Board.** The Tahoe has been picked up by Prairie Hill.

The Department received a proposal for duct work and an air handler to bring up to commercial. It will replace duct work that is too small. The quote is for \$12K. Comm. Copeland and Miller agree it does not need to wait and by consensus the District agreed the department should move forward with the repair. Chief Draper will contact them tomorrow.

The Safer Grant was discussed. It has not been announced yet. Chief Draper has attended webinars and will continue to work on the grant. He has contacted an HR company to assist with he numbers for benefits.

Chief Draper emailed the Stryker rep and everything is in motion and he has received lead times on the needed replacements. The current service contract is still in place if the department has items that need repair.

The Greenhouse sidewalk project is still being discussed. The county was unable to provide budget costs before the election, so we are just waiting to see what happens.

Amending the District's budget was deferred.

Attorney Callegari stated that the Comptroller is filing suit against someone that did not pay sales tax in the amounts of less than \$2.00 each. The County is having a forensic audit of the elections. Attorney Callegari responded today with needed information. The next meeting will be December 15, 2022. Safe D is coming up soon. Commissioners Porras, Copeland, Havran and Miller will be attending. Chief Draper also plans to attend. The Commissioners will register and turn the bills into Mr. Desilet. Chief should be able to register as a member of 47. Comm. Miller asked if the rolls on the Board can change? Attorney Callegari stated they can but would need to wait until next month, so it is on the agenda. It is common for commissioners to rotate rolls periodically. Attorney Callegari will add it to the agenda next month.

THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Porras motioned for adjournment at 9:18 p.m. Comm. Miller seconded the motion, which received the Board's unanimous consent.

Passed and approved (date)

Gilberto Porras, Secretary