

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

April 20, 2023

The Board of Directors of Harris County Emergency Service District No. 47 (“the District”) met in regular session, open to the public, on the 20th day of April 2023 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:

Mitch Copeland	President
John P. Blanke	Commissioner
Gilberto Porras	Vice President, Assist. Treasurer, Assist. Secretary, and Records Retention Officer
Brian Havran	Secretary and Public Information Officer
Mike Miller	Treasurer and Investment Officer

All Commissioners were present at the Fire Station.

Also present at the fire station were “Butch” Callegari, Jr. of Callegari Law Firm, PC, Attorney for the District (“Attorney”); Marc Palmer, Interim Fire Chief of Westlake Fire Department; Brian Desilets of Clarity Consulting Corp., bookkeeper for the District; and Ginny Valls, recording secretary for the District.

Commissioner Copeland called the meeting to order at 7:12 p.m., and the following business was transacted.

There was no one from the public in attendance so the matter was deferred.

Comm. Copeland discussed the minutes from the March regular meeting. **Comm. Havran made a motion to accept the February regular meeting minutes as presented. Comm. Blanke 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. The report, from March 2023, was reviewed. Mr. Fortner will correct the local tax rate of \$0.01% as listed. **After review, Comm. Porras’ motion, seconded by Comm. Blanke, to approve the Sales Tax report received unanimous consent of the Board.**

Attorney Callegari introduced RaChele Hazel of RIT Management Group that provides human resource assistance and payroll options. Attorney Callegari gave an explanation leading up to her invitation to discuss options for the department including retirement options. She explained many possible options. We will have other vendors provide information so that the District can make the best possible decision on what is best for the department. Ms. Hazel also included the proposal she had previously given to Chief Draper for RIT Management Groups services for the department.

Commissioner Copeland next discussed the bookkeepers’ report. Mr. Desilets presented the report for March 2023 to the District for their review. As of the meeting, Mr. Desilets had not received the TexPool report.

He also missed the addition to Texas Class but will make the correction. Comm. Copeland had a question regarding the dispatch fee. It is a delayed quarterly payment. WestComm has also decreased the amount the District will be billed but we are not sure when that will go into effect. Comm. Havran asked if Bank OZK was easy to work with and Mr. Desilets stated they have been good to work with. **After review, Comm. Porras' motion, seconded by Comm. Miller 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 Copeland recognized Interim Chief Marc Palmer for consideration of the Fire Department report for the month of March 2023. Interim Chief Palmer presented copies of the written monthly report detailing the number of calls by category and the overall response times. There were no significant fires in the district this past month. The department is doing territory testing to make sure our members know the area and can respond quickly. They are also working on recruitment and have had four more volunteers join from Miller Career Center. The department was down to one ambulance for about 24 hours while the other two were out for mechanical. Staffing a third ambulance is not far away. The department is hiring 5 more part time Firefighter/Paramedics this month. They recently received a loaner monitor to replace the old one and should be able to staff the 3rd ambulance soon. It was delayed due in part to supply chain issues. The Fry Road MUD wants the department to let them know what all the department needs in the form of a wish list. Interim Chief Palmer will get one together. Comm. Havran asked if Interim Chief Palmer had received his email with the booster trucks. Yes, he did but there was concern about purchasing a used one. **After review, Comm. Havran's motion, seconded by Comm. Blanke to approve the Fire Department's report as presented, received unanimous consent of the Board.**

The Department's strategic plan was discussed. The department will be working toward staffing the 3rd ambulance and can use it now when other units are in the shop.

Comm. Copeland discussed the Sidewalk Project. There have been meetings regarding the project and some dialog back and forth, but nothing has been decided. Now that new administration is in the county, it will take time to get back around to all the open projects.

Auditing the financials of the department will be deferred as we are still working to find someone to do them. Comm. Miller will ask around as well.

There was no need to amend the District budget.

Retirement plans for firefighters were discussed earlier in the meeting. RIT is a big picture company and the District is not ready for that at this time. We received good information from her presentation and she is sending more information to Attorney Callegari for him to utilize.

There was no need to convene to or reconvene from closed meeting, therefore it was deferred.

Attorney Callegari advised that he reviewed the contract between the District and the Department, and concluded that no amendment was needed to support the District's request earlier this year regarding the bank balance maintained by the Department. He opined that Section IX.e. already authorizes the return of funds made

earlier this year. He noted that this contact provision states: *“By March 15 of every Calendar Year, the Department shall provide a report delineating the expenses and other amounts paid by the Department (excluding amounts paid to acquire, repair or maintain Department assets and excluding Department Funds received) compared against the money received from the District during the prior calendar year. If the Department received more than its expenses, then the Department shall return to the District any amounts not used during that calendar year. If the Department’s expenses exceeded the amount received from the District, the District may, but is not required to fund that amount to the Department.* Attorney Callegari sent a response to the recent open records request that they received and informed him a great deal of the information that was being requested would need to be requested from the Department. Comm. Copeland asked if the department was working on their by-laws and Ms. Valls stated she has asked their attorney to start the process and is working with the Department Board. Attorney Callegari will resend the Fraud Questionnaire for everyone’s review. The next meeting will be held May 18, 2023.

THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Miller motioned for adjournment at 8:42 p.m. Comm. Porrás seconded the motion, which received the Board’s unanimous consent.

Passed and approved (date)

Brian Havran, Secretary