

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

June 16, 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 16th day of June 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.

Also present at the fire station Eric Gonzales of Clarity Group, bookkeeper for the District; “Butch” Callegari, Jr. of Callegari Law Firm, PC, Attorney for the District (“Attorney”); Ryan Fortner of Revenue Management Services; Shannon Draper, Fire Chief of Westlake Fire Department; and Ginny Valls, recording secretary for the District.

Commissioner Havran called the meeting to order at 7:10 p.m., and the following business was transacted.

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

The audit for the District was completed and approved last month and the Fire Departments will be completed soon.

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

Next for discussion Commissioner Havran then recognized Eric Gonzales for consideration of the Bookkeeper’s report for the month of June 2022. The report was reviewed and discussed by the commissioners. **After review, Comm. Copeland’s motion, seconded by Comm. Blanke 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.**

The sales and use tax collection was next for discussion. The report was reviewed by the District. Mr. Fortner feels the next month will eclipse the previous month. He stated Ecommerce is a huge part of the revenue. There are still questions regarding the engineering firm, and he is hoping to have answers from the county soon but they are short staffed. At home businesses are required to self-report but there is no real way to know if all of them are doing so. **After review, Comm. Miller’s motion, seconded by Comm. Blanke to approve the Sales and Use tax report, received the unanimous consent of the Board.**

Commissioner Havran recognized Chief Draper for consideration of the Fire Department report for the month of June 2022. Chief Draper presented copies of the written monthly report detailing the number of calls by category and the overall response times. He stated the radios are up and running. The Battalion Chief vehicle should be here soon. He explained that the order was cancelled and reordered at a higher price but since the District is under contract the price will stay the same. The department recently hosted an active shooter class and it went well. 10 Westlake members attended. The junior fire academy is next month for ages 12 – 15. We recently had a project completed by an Eagle Scout for training. Chief Draper explained the project and discussed the use of airbags. With the high heat lately, we are making sure cold water is on the trucks to stay hydrated. Chief Draper explained that he is keeping in touch with the Fire Marshall's office to follow any hurricane activity and weather events. He also stated we have saws in the event of a wind event. The 4th of July holiday is coming up and we are watching the burn bans regularly. **Upon motion by Comm. Porras and seconded by Comm. Miller, the Board unanimously approved the Fire Department report.**

The Department's Strategic plan was discussed. Chief Draper explained that the protocols are almost complete. Most were approved after the meeting with Medical Director, Diana Fite. After reviewing proposals from billing companies, the Department has signed a contract with Emergicon and Chief Draper feels revenue will increase. He stated they are eager to show us what we have been missing. Attorney Callegari discussed the uncollected funds from the previous billing company with Mr. Ellis, the District Auditor. Mr. Ellis will discuss with Ms. Valls during the audit. Ms. Valls explained that the funds do not show up on department financials and that they are with the billing company. Some will be transferred to the new company, and some will be written off. Chief Draper also discussed applying for a state program to offset fees not collectable in some cases.

Chief Draper discussed the Department Budget and the Safer Grant. He explained that the Safer Grant is a federal grant that he recommends we apply for. Staffing issues continue to be a problem. He discussed area departments and what may happen with Prop B is approved. He predicts a staffing shortage. The grant would pay wages and all cost for these employees for 3 years. The benefits, pros and cons were discussed. We would not receive the grant, if accepted, until mid-2023. The Westlake Budget was reviewed by the District. The Department made sure to separate the ESD portion of the budget from the Westlake budget. It was mentioned that the Department could possibly campaign to bring more MUD funds in by getting on the subdivision newsletters. Comm. Havran stated that Chief Draper did a great job on the budget.

The training field was discussed. Attorney Callegari will get with Mr. Weiss after the 4th of July.

Attorney Callegari stated that next month starts the tax season. The District will talk about their budget next month. They should receive tax rolls in August. The district will discuss the tax rate at the August meeting and hearings may be necessary. The tax rate will be set by September 30th.

Comm. Havran presented budget amendments for the District to the other commissioners for review. Moving \$6,000.00 from Community Involvement to Fire station repairs. Moving \$10,950.00 from Health Screening to Fire station repairs. Moving \$33,000.00 from Airpack upgrades to Fire station repairs. Moving \$146,000.00 from capital expenditures vehicles and apparatus to Capital expenditures Early payoff Squad 42. Moving \$54,200.00 from Capital expenditures vehicle apparatus to Station land loan early payoff. Moving \$7,294.00 from Apparatus Comp/Docking to Station Land loan early payoff. Moving \$32,500.00 from airpack upgrade to Station Land loan early payoff. These changes leave the bottom line totals unchanged. **Comm. Copeland made a motion to accept the amendments as stated. Comm. Miller seconded the motion and the motion received the unanimous consent of the District.**

Comm. Havran stated the display case in the front of the building needs new glass. Chief Draper will get that changed out. Comm. Havran also stated that Commissioner Marshall Kramer from ESD 48 had recently retired. He went to their ESD meeting and wished Commissioner Kramer well although he was not in attendance.

Comm. Havran handed out a tentative schedule of upcoming meetings and important dates. Comm. Copeland asked about having someone work on the landscaping at the station.

THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Porras motioned for adjournment at 9:10 p.m. Comm. Miller seconded the motion, which received the Board's unanimous consent.

Passed and approved (date)

Gilberto Porras, Secretary