

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING
March 23, 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 23rd day of March 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; Ryan Fortner of Revenue Management services; Adrian Dillehay, Mark Palmer, and Alex Mulhern of Westlake Fire Department; 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.

Commissioner Havran made a motion to suspend the rules and limit each speaker to 3 minutes and not more than 10 minutes per viewpoint. Commissioner Porras seconded the motion and the motion carries. Mark Palmer spoke to the commissioners regarding the last year at Westlake and his relationship with Chief Draper. He expressed his concerns regarding recent rumors about him and other matters such as ISO, the tanker, and the utility vehicle. Mark Palmer left the meeting after his comments.

Comm. Copeland discussed the minutes from the February regular meeting. **Comm. Havran made a motion to accept the February regular meeting 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. Mr. Fortner presented the report to the District. The report, from February 2023, was reviewed. Mr. Fortner will correct the local tax rate of \$0.01% as listed. The District did receive compensation for the fireworks stand in a lump sum. Mr. Fortner will check on the Chevron and the strip center on Greenhouse. **After review, Comm. Porras’ motion, seconded by Comm. Copeland, to approve the Sales Tax report received unanimous consent of the Board.**

Adrian Dillehay and Alex Mulhern left the meeting to respond to a call.

Commissioner Copeland next discussed the bookkeepers' report. Mr. Desilets presented the report to the District for their review. Mr. Desilets explained that the report is date driven as the meeting was pushed from February to the beginning of March and will adjust out for next month. Mr. Desilets stated he did receive the deposit of \$172,000 from the Department. **After review, Comm. Miller'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 Copeland recognized Interim Chief Marc Palmer for consideration of the Fire Department report for the month of February 2023. Interim Chief Palmer presented copies of the written monthly report detailing the number of calls by category and the overall response times. He also provided a heat map to show the busiest areas in the district. He will provide this monthly. The department will be training on new elevators in the area with all the new construction that has been occurring lately. He is still addressing response times and correcting the staging response to show on scene. We have had to mutual aid some calls lately due to wait times at the hospital. Today the ambulance waited for four hours to be released to service by the hospital. Adrian Dillehay has been helping with recruiting members for the department. He is very involved with training. We are hoping to get a commitment from some of our instructors to possibly bring the academy back to Westlake. CVFD's academy is a 9-month academy. We are also looking into a summer recruit class for those interested in joining the department. The booster truck was discussed. The department's current booster is a 1997 ford and is great because if it gets beat up, its not an issue. At a recent brush fire, many with new trucks didn't want to utilize them because they were new. Interim Chief Palmer feels it is a better use of funds to fix it up and use it as long as the department can. He also stated that the department could use the secured chassis for other purposes like to pull the boats and other uses. The department could also utilize the forestry services for a brush truck but we do not have the manpower to deploy people for two weeks at a time. Comm. Copeland does not feel that the District should spend \$200K for a new one at this time. Comm. Havran asked about purchasing a used vehicle. Interim Chief Palmer stated that we could if the need were to arise but at this time the department is not in need of one. Comm. Havran stated that he heard that some are not required to do training. Interim Chief Palmer stated that is not correct. If a person is certified, they must maintain training hours to renew. When crews train on shift, everyone trains. He has also started a list of trainings that the members and employees would like to train on.

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. Interim Chief Palmer stated that the current strategic plan has the department capped out at 14 people per shift. The department has the opportunity to staff the third ambulance once it is back in service. We are still waiting for the monitor but will get it in service as soon as possible.

The training facility was discussed. The department does not have plans at this time to use the property on Greenhouse at this time. They can utilize the station parking lot and grassy area as well as the training station. They can also use the training academy at CVFD. They are working to get the containers moved from the training station. The District will take the training facility off the agenda for now.

The Safer Grant was discussed. The department was able to get passwords for the computer but has been informed that they are not allowed to use any intellectual work done by Chief Draper per his attorney. The Department can pursue next year but Interim Chief Palmer recommends hiring a grant

writer. It is a dead issue currently. Attorney Callegari stated he will touch on this with Attorney Levin for clarification.

The review of the Department's 2022 budget and financial status was discussed. The funds have been transferred back to the District. Comm. Havran asked about the budget categories for maintenance of small equipment and small equipment as he was sure there were budget lines for these. Ms. Valls will check.

Amending the contract between the District and the Department was deferred.

The Greenhouse Road Joint Sidewalk project with Harris County was discussed. Comm. Copeland met with One Creek West today to discuss the project. He has a meeting with the precinct office next month. The overall project is off Parkview but extends further. Comm. Copeland feels the District may want to consider putting around \$100k into the project but will know more next month.

Authorizing the audit of the Departments 2022 financial statements and amending the District's budget was deferred.

The District's conversion from contract service to direct service was then discussed. Comm. Copeland stated that after the discussion at the previous meeting, he had a better feeling of what is going on and that a conversion to direct service is not needed at this time. Comm. Havran stated that he feels the District should educate themselves regarding this matter for the future. Comm. Copeland feels the District should look into some type of retirement for the department. The consensus was that the District would look to have a few companies come in to discuss the options available. Comm. Miller asked if it would be supplemental and available for part time and volunteers. The District will look into it.

Convening to closed meeting and reconvening to open meetings were deferred.

Attorney Callegari stated that he received a letter from RSB regarding the storm water permit. Ms. Valls is looking into it and has a call into the county. Attorney Callegari stated that he had a discussion with Attorneys Showalter, Meade and Levin regarding the Draper issue. Attorney Showalter asked if the District was interested in hiring Chief Draper and they are not at this time. Attorney Callegari discussed the open records request from Attorney Showalter. Commissioner Porras asked for more information on what was going on with the Draper issue, but the Department could not comment. Attorney Callegari will talk to Attorney Showalter regarding the open records request as much of it is not records of the District. Attorney Callegari also sent the commissioners the handbook for open records for reference.

Safety Fest is September 16, 2023. The District usually sponsors the kidzone and Comm. Havran would like to do it again this year. The District usually contributes \$5,000 to the event and it is in the budget. By consensus agrees to sponsor the kidzone again this year. The Westlake VFD crawfish boil will be April 1, 2023 from 12:00 to 4:00.

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)

Brian Havran, Secretary