

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING
October 20, 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 20th day of October 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, 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; Alberto Sayago, Treasurer of the Westlake Fire Department; and Ginny Valls, recording secretary for the District.

Commissioner Havran called the meeting to order at 7:30 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 September regular meeting, the September 17th workshop, the September tax hearing, and the September special meeting. **Comm. Miller made a motion to accept the September regular meeting minutes and the certified agenda as presented. Comm. Porras seconded the motion, and the motion was unanimously accepted by the District. Comm. Copeland made a motion to accept the minutes from the September 17th Workshop. Comm. Miller seconded the motion, and the motion was unanimously accepted by the District. Comm. Copeland made a motion to accept the minutes from the Tax Hearing as presented. Comm. Miller seconded the motion, and the motion was unanimously accepted by the District. Comm. Miller made a motion to accept the minutes from the September Special Meeting with corrections. 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 emailed the report to the District prior to the meeting. The commissioners reviewed the report. There may be an error on the report as it shows and increase but states a decrease. The District will contact Mr. Fortner for verification. The report was deferred.

Next for discussion Commissioner Havran then recognized Brian Desilets for consideration of the Bookkeeper’s report for the month of September 2022. The report was reviewed and discussed by the commissioners. The interest rate for Texas Class has gone up to 3.2%. Mr. Desilets will adjust the budget to include the budgeted Battalion Chief vehicle. The newly sold utility vehicle funds will go into income other until J. Ellis advises if a different location is needed. **After review, Comm. Porras’ 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.**

Commissioner Havran recognized Chief Draper for consideration of the Fire Department report for the month of September 2022. Chief Draper presented copies of the written monthly report detailing the number of calls by category and the overall response times. The department is still working through the new training program. Chief Draper is working on the hurricane plan with the Fire Marshal and OEM. The department will be having a live training burn with Community Fire Department in November. They have updated the EMS supply room. The committee is working on the specs for the new ambulance. Ford is opening the order window for orders in 2023 later this month. If we do not order one then, we will not get one until 2024. Chief Draper would like to make a commitment on the District's behalf to secure an ambulance. By consensus, the District gave Chief Draper the go ahead to secure an ambulance as it is in the budget for 2023. The new ambulance will be the same size as our current ambulances. The AC has been evaluated and we should be receiving a quote soon. Ceiling tiles will be replaced soon as well. J. Driver did a good job on open house. It was very informative for the community. **After review, Comm. Miller'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. We are still working through the goals and Chief Draper is very proud of the staff for all they have completed. It is what is best for the department and the community.

The training facility was discussed. There is nothing new to report so the matter will be deferred. It will be kept on the agenda. Chief Draper discussed the issues of people breaking into the building and that a donated vehicle was stolen from the property but recovered.

Lease options for equipment replacement were discussed. Stryker needed a letter of intent and Attorney Callegari will be getting with their legal team to get things resolved. He emailed them today but will set up a call with legal. Chief Draper thanked him for all he is doing to get it taken care of. Comm. Havran will send an email to find out about the time frame for replacements of items out of service.

Water evacuation and rescue equipment was discussed. Assist. Chief Branch has put together a program for water evacuation and rescue capabilities. He also made a list of needed items for the program. The department needs more equipment, training, and gear. They currently have no complete sets for rescuers. They have 5 donated PFD and have 8 trained swift water rescuers. Chief Draper is asking for permission to purchase these immediately so that the department can train in the off season. He provided a quote for the commissioner to review. **After review, Comm. Copeland made a motion, seconded by Comm. Havran to approve the purchase up to \$40,000.00. The motion received the unanimous consent of the Board.**

The batteries for the extrication tools were discussed. Chief Draper discussed the issues with batteries and the upgrade that is being offered. The cost to upgrade 3 sets of tools is a little over \$19,000.00. Chief Draper recommends that we wait until budget year 2024. We have batteries and we can still purchase the existing batteries. He feels the department can wait until it is budgeted in 2024. The District will revisit it for the 2024 budget.

A new brush truck was discussed. Chief Draper discussed the increase in calls for the brush truck. The brush truck is not listed in the CIP. It is 25 years old and overdue for replacement. Metro looked at the utility vehicle to see if it could be converted to a brush truck. Per Metro it couldn't be. Chief Draper asked the District if he could secure a chassis for 2023 brush truck. It will cost approximately \$200K. The funds from the sale of the utility vehicle could be used to offset some of the cost. Comm. Copeland stated it was fine to secure one since there is no commitment. After review, the general consensus was to secure a chassis for 2023 for a brush truck.

The 2011 Tahoe was discussed. Prairie Hill Fire Department in Limestone Co. is interested in the Tahoe. Comm. Havran read the email from them to the District. **Comm. Havran made a motion to declare the 2011 Tahoe as surplus and donate to Prairie Hill Fire department in accordance with Section 775, Subchapter J of the Texas Health and Safety Code and Section 263 of the Texas Local Government Code HSC 77. Comm. Miller seconded the motion, and the motion received the Board's unanimous consent.**

Shiloh VFD is interested in purchasing the tanker for \$35K pending financing. Attorney Callegari suggested putting a deadline on obtaining financing. **Comm. Copeland made a motion, seconded by Comm Miller to sell the tanker to Shiloh VFD subject to financing by December 31, 2022. The motion received the Board's unanimous consent.**

The Safer Grant was discussed. Chief Draper is working on the grant. He will be writing it for Westlake as the District would not qualify at this time or be competitive. There was discussion on the advantages and disadvantages of the employees being under the department vs. the District. There is a lot to do either way. Chief Draper was advised that he does not need permission to hire and that the ESD would do the funding as needed. It is the departments job to staff. The District is not ready to undertake the ordeal of employing people and will leave that to Chief Draper at this time. Comm. Havran stated that he made some calls to some other departments in municipalities and in the county regarding retirement and he explained his findings. We will keep this matter on the agenda.

Reviewing the Department's audit was deferred.

Reviewing the Department's 2022 budget was deferred until the audit is reviewed.

The Greenhouse Road Joint Sidewalk project was deferred but we should have answers soon. Commissioner Copeland reported that there have been several emails back and forth.

Amending the budget was discussed. Dispatch was too low as it was estimated before moving to WestComm. The water rescue equipment and a few other items were discussed. Comm. Havran presented the amended budget to the Commissioners for review. A correction was noted, and Comm. Havran will send the updated version to the commissioners. **After review, Comm. Porras made a motion, seconded by Comm. Miller to accept the amended budget as corrected. The motion received the unanimous consent of the Board.**

Attorney Callegari stated that after the last meeting he received the insurance renewal. He reviewed it with the commissioners. Mr. Desilets will call and see when it is due. It will be late if we wait until the next meeting. Mr. Desilets could pay online, and the payment could be ratified at the next meeting. Mr. Desilets paid the bill online during the meeting. The next meeting is November 17, 2022.

THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Copeland motioned for adjournment at 9:28 p.m. Comm. Miller seconded the motion, which received the Board's unanimous consent.

Passed and approved (date)

Gilberto Porras, Secretary