

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

August 18, 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 18th day of August 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”); 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 7:22 p.m., and the following business was transacted.

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

Attorney Callegari stated that it would be appropriate for the District to ratify the motions made at the July meeting. **Upon motion by Comm. Copeland, seconded by Comm. Porras, the Board unanimously consents to ratify the motion to authorize the posting and sale of the tanker and the utility vehicle on a auction site. Upon motion by Comm. Miller, seconded by Comm Copeland, the Board unanimously consents to ratify the written resolution designating the Harris Co. Tax Office to calculate Harris Co. Emergency Services District 47’s Truth in Taxation calculations and notices in accordance with tax code 26.04. Upon motion by Comm. Porras and seconded by Comm. Blanke, the Board unanimously consents to ratify all other motions and actions from the July Regular Meeting.**

Comm. Havran discussed the minutes from the July meeting. Comm. Havran found two items for correction. On the second page it refers to “brush trucks” and should be singular. The other refers to the tanker using a jet syphon pump that is not practical in this application. **Comm. Copeland made a motion to accept the June 2022 minutes as corrected. Comm. Miller seconded the motion, and the motion was unanimously accepted by the District**

The sales and use tax collection was next for discussion. Mr. Fortner reviewed the report with the District. He stated he is still working with the State but they are short staffed. Mr. Fortner stated that if it is acceptable with the Board, he will meet with them quarterly during the school year. Comm. Blanke asked if he had heard of Amazon closing warehouses here and he had not. It was asked what the manufacturing category on page 5 was

about and he explained that the categories are based on NAIC (North American Industry Classification) codes.

**After review, Comm. Miller's motion, seconded by Comm. Porras to approve the Sales and Use Tax Report as presented, received unanimous consent of the Board.**

Next for discussion Commissioner Havran then recognized Brian Desilets for consideration of the Bookkeeper's report for the month of July 2022. The report was reviewed and discussed by the commissioners. There was discussion on moving funds from the money market to Texas Class. After discussion it was the consensus of the Board to move 1.5 million from the Bank OZK Money Market to Texas Class. Mr. Desilets is working to get better rates at Bank OZK as well. Comm. Copeland asked if the budgeted tax number had been corrected and it has. **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.**

The Fire Department Audit is starting on August 23, 2022, and will be deferred.

Commissioner Havran recognized Chief Draper for consideration of the Fire Department report for the month of July 2022. Chief Draper presented copies of the written monthly report detailing the number of calls by category and the overall response times. Chief Draper stated that he is still emphasizing that the crews should be getting out of the station in a timely manner. There was a correction in the on-scene time. It is 6:45 not 5:45. Chief Draper stated that in the past month, we were lower than minimum staffing 12 times. The Department is having two commercial HVAC companies come out to see if they can evaluate why the units are not working properly. There is a humidity issue, and it is causing mildew on the ceiling tiles by the vents. The bay door is scheduled to be repaired in November and has been delayed due to backorder on parts. Chief Draper stated that he believes the utility vehicle is worth \$75K and the Tanker \$32K. We have the title to the tanker and will get it transferred. The new Battalion Chief vehicle will be in service next week. Ginny will send Chastang Ford a purchase order for the vehicle. Comm. Copeland asked if the department could use the utility vehicle for future vehicle replacement. Chief Draper stated that the order was too far along to cancel the Battalion Chief vehicle and that the next in line replacement vehicle would be another Tahoe to keep the fleet the same. Comm. Havran was considering making a flyer to send to other departments. Attorney Callegari stated that could be done but that a price should not be on the flyer. Comm. Havran will send out the flyer after the vehicles have been posted to the auction site. Chief Draper will get with Attorney Callegari to post to the site. **After review, Comm. Blanke's motion, seconded by Comm. Copeland to approve the Fire Department's report as presented, received unanimous consent of the Board.**

The Department's CIP was discussed. The officers continue to work on the CIP. The protocols are being transitioned to a phone app. The training field was discussed. Attorney Callegari stated the Weiss family was not available to discuss it at this time and we will discuss again next month.

The training facility was discussed. Comm Copeland and Attorney Callegari met with Greg and Randy Weiss. The meeting was positive, and they discussed the options for use of the property. The Weiss' will discuss and get back to the District. The Department will be receiving a yearly check from the landfill. It was mentioned that it could be used to pay rent on the property.

The District convened to a closed meeting pursuant to section 551 of the Texas Government Code at 8:10. The District reconvened to the open meeting at 9:05.

Lease options for equipment replacement was considered. The asset management program through Stryker lock in the price and includes service. It replaces what the department needs and guarantees upgrades in 5 years. The downside is that it puts everything in replacement in 10 years. The department has been utilizing the equipment for a longer period of time, however. Chief Draper recommends going this route. Comm. Porras asked

if the stretchers fall into this category, and they do. The department will receive trade in value for some items. The department would get loaner when necessary. This is a new program. Attorney Callegari asked if it would be a department contract or the ESD. Chief Draper will get the contract sent over to Attorney Callegari for review. All commissioners would like to review the contract. It will be kept on the agenda and deferred at this time.

Amending the District budget, reviewing of the Westlake budget for 2023, and reviewing of the District budget for 2023 were deferred.

Attorney Callegari stated that the District is not ready to do the tax levy as the county has not provided the District with the calculations yet. Attorney Callegari explained the options and the 2022 Tax Rate Calculation worksheet was reviewed. The worksheet indicates the NNR rate to be \$0.073261/\$100, VAR rate to be \$0.075889/\$100, and a De minimis rate of \$0.083245/\$100. The District has 60 days to set the rate after receiving the calculations. The District could have a meeting in early September to discuss the tax rate. After discussion, the commissioners set a meeting date of September 6, 2022 to review the tax rate.

Commissioner Copeland expressed an interest in the ESD participating in building a sidewalk along greenhouse near the Mayde Creek schools. The laws for helping with funding were discussed. Attorney Callegari stated that must enhance the safety of the District and potentially reduce emergency calls. Comm. Copeland stated he contacted the county a couple of years ago to discuss the same thing. Commissioner Copeland will get more information and let the county know of the District's interest in the project.

The regular meeting is scheduled for September 15, 2022.

**THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Porrás motioned for adjournment at 9:55p.m. Comm. Miller seconded the motion, which received the Board's unanimous consent.**

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Passed and approved (date)

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Gilberto Porrás, Secretary