

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

August 26, 2021

The Board of Directors of Harris County Emergency Service District No. 47 (“the District”) met in regular session, open to the public, on the 26<sup>th</sup> day of August 2021 at 7:00 p.m. at the Westlake Fire Department, 19636 Saums Rd., Houston, TX 77084, a designated meeting place of the Board and via telephone conference due to the current COVID-19 pandemic. The Commissioners and members of the general public may participate in the meeting via Zoom video conference (using the video provisions of Section 551.127 of the Texas Government Code). The designated and primary method for participation is by telephone conference call pursuant to Chapter 551.125 of the Texas Government Code. The roll was called of the duly constituted members of the Board, to-wit:

Brian Havran	President
John P. Blanke	Vice-President
Gilberto Porras	Secretary and Records Retention Officer
Mitchell Copeland	Assistant Secretary and Assistant Treasurer
Mike Miller	Treasurer

Commissioner Havran, Commissioner Porras, Commissioner Miller and Commissioner Copeland were present at the Fire Station. Commissioner Blanke was present via zoom. The meeting was recorded via zoom.

Also present at the fire station were Santos Acuna of Precision Utility, LLC, the District’s Bookkeeper (“Bookkeeper”); W.A. “Butch” Callegari, Jr. of Callegari Law Firm, PC, Attorney for the District (“Attorney”); Cathy Wheeler and Derek Michael of Sales Revenue, Inc.; Mark Palmer, Fire Chief of Westlake Fire Department; Shannon Draper, Fire Chief of Westlake Fire Department; Ryan Fortner, formerly of Sales Revenue, Inc. Dawn Visneau, President of Westlake Fire Department and Ginny Valls, recording secretary for the District were present via Zoom.

Commissioner Havran called the meeting to order at 7:15p.m., and the following business was transacted.

Attorney Callegari confirmed that COVID emergency still exists and explained the protocol for electronic meetings and in person meetings.

There were no members from the public so public comment was deferred.

The approval of prior minutes was deferred. Attorney Callegari will resend the July minutes. July and August were delayed.

Derek Michael with Sales tax Revenue presented the report to the District. The report was reviewed by the District. There was discussion. **After review, Commissioner Copeland made a motion to accept the sales and use tax report. Comm. Miller seconded the motion, and the motion was unanimously accepted by the District.**

The District has two proposals to hear for sales tax consulting services. Mr. Fortner of Revenue Management Services passed out his proposal to the District and sent via email. He stated he values the relationship he has had with the District. He discussed his history with the District and hopes to continue the relationship. Cathy Wheeler of SRI, Inc. also had a proposal. She stated she is the creator of Sales Revenue Inc. She has been in the industry for 17 years and reminded the District that she also worked with the District bookkeeper several years ago. She stated that she did not feel the District was getting the service it should. She

apologized for the lack of service with Mr. Fortner.

Next for discussion Commissioner Havran then recognized Santos Acuna for consideration of the Bookkeeper's report for the month of July 2021. The report was emailed prior to the meeting. The report was reviewed and discussed by the commissioners. Attorney Callegari asked about a few checks. Mr. Acuna stated they were presented at other meetings. **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 Havran recognized Chief Mark Palmer for consideration of the Fire Department report for the month of July 2021. Chief Palmer presented copies of the written monthly report detailing the number of calls by category and the overall response times. Calls are up for the year. We are still waiting on the calculation from ISO. Two ambulances are ready to be sold or auctioned. Attorney Callegari will get that in the works. Chief Palmer asked that communications be put back into the Department's budget. Comm. Havran asked that Chief Palmer cut the budget by approximately \$40k. He received an email later to cut it only by \$20k. After talking to Chief Draper, they feel the funding could be taken from capital expenditures. WestComm will be up and running September 1, 2021. The cascade system has been replaced. The original piping of the station has leaks and was causing the compressor to overheat. It almost caused the sprinkler system to activate. The compressor has since been disconnected from the cascade system. The Department purchased a compressor so that they can fill bottles, tire, etc. Running lines for the compressor will cost approximately \$11k. The Department is still getting quotes on door locks. The current software is no longer supported. Painting of the apparatus walls and ceiling will cost approx. 27k. Chief Palmer stated this is his last report after 28 years as Chief. He knows the new fire chief wants to make some changes. He also stated Chief Draper is in favor of grant writing. He asked that the District give Chief Draper the same confidence that he was given. Comm. Copeland stated that Chief Palmer was the glue that held the department together but that he has faith in Chief Draper. Chief Palmer stated that it has been an honor to serve as the fire chief for so long. Attorney Callegari stated that Chief Draper has extraordinarily large shoes to fill. that **Upon motion by Comm. Miller and seconded by Comm. Copeland, the Board unanimously approved the Fire Department report.**

The door system was discussed. Chief Draper feels it can wait until the next budget. He feels the department needs to get bids in writing before we can move forward. Comm. Miller wants to wait for more bids. Chief Draper does not think it is mission critical at this time.

Painting of the station was discussed. Chief Palmer discussed the bids he received. Chief Draper asked if this was budgeted. Maintenance is budgeted but this was more than expected. The District can allocate funds accordingly. **Upon motion by Comm. Copeland, seconded by Comm. Porras, the Board unanimously authorized the Department to pick a contractor of their choice not to exceed \$27K.**

Attorney Callegari has not posted the ambulances yet but has contacted someone to start the process.

The addition of the stand-alone compressor was discussed. Chief Palmer explained the drops for the lines and reels and the need to abandon the old system. Chief Palmer stated the cost would be around 11k. **Upon motion by Comm. Miller, seconded by Comm. Porras, the Board unanimously authorized the Department to update the supply line not to exceed \$12k.**

WestComm and the MOU with CCEMS was discussed. The District has not received the termination document from CCEMS. Comm. Copeland wanted to also make sure WestComm is contracting with the Department and ESD 47 so that the community has no issues with how the Department responds to calls. Comm.

Havran read an email between himself and Mr. Maldonado from WestComm. It explained that Mr. Maldonado was under the impression that the Department would be using UHF as the primary making the county fee lower. He did clarify that if the Department goes to 800 MHz the monthly charge would be higher with the county. WestComm intends to talk to the Department on UHF at this time. Chief Palmer and Chief Draper went to WestComm and it was recommended that the Department go to 800MHz. Chief Palmer asked that the matter of the radios be referred to Chief Draper. Chief Draper then spoke about inoperability. He suggests that the Department move to 800MHz. He feels the Motorola XE is the best option. He spoke about the safety involved as well.

The audit for the Department was deferred.

The Department 2022 budget was discussed. Chief Palmer sent it out today. There were some capital expenditures that the department can cut back on at this time. SCBA masks, rescue suits, and the command vehicle were among the list. Comm. Havran asked about removing the line item for Lifescan as the District pays for it. There was discussion on how the breakout of funds for the District and the Department will look. Chief Draper requested a meeting with the commissioners to find out how they want things to be presented. Attorney Callegari stated he has a spreadsheet with the information on how it should be presented. Comm. Havran presented his ideas of the budget. The District hopes to pay the Squad loan off early 2022. **After discussion, Comm. Havran moved to adopt the District's 2022 budget as presented. Comm. Miller seconded the motion, and the motion received the unanimous consent of the Board.**

Attorney Callegari presented information regarding the tax levy. The District discussed different options for levying the tax rate. **After discussion, Comm. Copeland made a motion that the proposed property tax rate be increased by the adoption of a rate of \$0.084 per \$100 valuation which is and increase in the tax rate. Comm. Miller seconded the motion. The motion was voted on by record vote as follows: Comm. Blanke – not present, Comm. Copeland – for, Comm. Havran – for, Comm. Miller – for, Comm. Porras – for.** Attorney Callegari will post as required. The public hearing for the tax rate will be held September 15, 2021. The District will vote on the tax rate at the September regular meeting.

Attorney Callegari discussed the November Election. There are four candidates. The contract with the county was discussed. Attorney Callegari recommends approving the contract with the county as they take care of everything. The cost is not negotiable but will vary depending on how many people contract with them. **Upon motion by Comm. Miller, seconded by Comm. Porras, the Board unanimously approves to enter an agreement with Harris County to conduct the election.** Attorney Callegari distributed hard copies of the election process, and the District information sheet. He was not prepared to discuss the firearms issue.

**THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Porras motioned for adjournment at 10:18 p.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 Porras, Secretary