

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING
December 15, 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 15th day of December 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; Alyssa Saccomen of McCall Gibson Swedlund Barfoot; Ryan Fortner of Revenue Management Services; and Ginny Valls, recording secretary for the District.

Commissioner Havran called the meeting to order at 7:28 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 November regular meeting. There were minor corrections but nothing substantial. **Comm. Porras made a motion to accept the November regular meeting minutes and the certified agenda 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 emailed the report to the District prior to the meeting. Mr. Fortner stated the closeout for 2022 won't be until February. He also stated they are working with the comptroller regarding some accounts that are in question. The fireworks stands in the area were discussed as they bring in a lot of sales tax revenue. Mr. Fortner will look to see if there are any we are missing. **After review, Comm. Copeland's motion, seconded by Comm. Miller, to approve the Sales Tax report 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 November 2022. Mr. Desilets stated that the check that was written to Stryker last month has been voided and no payment was made to them. He stated that the District would reissue the check once the equipment arrives and they issue a new invoice. Since Texas Class's rate is so much higher than TexPool, the District agreed by consensus that Mr. Desilets can move funds from

TexPool to Texas Class as it comes in from property taxes. **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.**

The engagement letter for the District's audit of the 2022 financial records was reviewed. **After discussion, Comm. Copeland made a motion to engage McCall Gibson Swedlund Barfoot PLLC to perform the audit required pursuant to state and local laws and rules. Comm. Porras seconded the motion and the motion carries.**

Commissioner Havran recognized Chief Draper for consideration of the Fire Department report for the month of November 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 the HVAC work has been completed. The HVAC company recommended larger filters, but the Department will evaluate the repaired system first. Chief Draper stated he will be out of the area and on vacation December 17 to 28. Please contact Assist. Chief Branch as needed. The department will have an EMS certification site visit in the future but no date has been set yet. We are having a blanket/coat drive with Mayde Creek Junior High and will be giving blankets out during the cold weather days. Banquet is January 28, 2023 at Pine Forest Country Club. **After review, Comm. Miller's motion, seconded by Comm. Porras to approve the Fire Department's report as presented, received unanimous consent of the Board.**

The Department's strategic plan was discussed. The Department is one year into the plan and moving forward. He will have another planning meeting in July and in a few more years will have one with community involvement.

The Safer Grant was discussed. It has not been announced yet. Chief Draper continues to work on it. He met with VFIS for budgeting numbers and had a good conversation with them regarding options.

The training facility was discussed. The containers are being moved as well as the cars. We will make plans after the first of the year for future opportunities on the site.

The audit for the Departments financial records for 2022 was discussed. Attorney Callegari will reach out to other auditors now that McCall Gibson Swedlund Barfoot PLLC will no longer be able to do them. Attorney Callegari stated that although it is not required, it is good practice to have the audits each year. We will keep it on the agenda. Mr. Desilets will write a check for the remaining audit amount for the commissioners to sign.

Review of the Department's 2022 budget and financial status was discussed. We will look in January or February to determine the amount to be retained by the Department from the excess funding they currently have. Ms. Valls will contact Attorney Stu Levin for questions.

Nothing to report on the Greenhouse Road project. We will wait until after the first of the year to revisit.

Amending the District's budget was deferred.

Attorney Callegari had nothing to report.

Election of Designation of Officers was discussed. Attorney Callegari stated that is customary after the election and is always good to rotate the positions. Comm. Miller stated that Comm. Havran has done a

great job. He also stated that Comm. Copeland has a long history in the District and he feels he should step up as President. Comm. Havran would like to be the Secretary and PIO. After much discussion, Comm. Porras made a motion to designate the officers as follows: Comm. Copeland – President. Comm. Havran - Secretary and Public Information Officer. Comm. Porras – Vice President, Assist. Treasurer, Assist. Secretary, and Records Retention Officer. Comm. Miller – Investment Officer and Treasurer. Comm. Blanke – Commissioner. Comm. Miller seconded the motion, and the motion carries effective 12/15/2022. Attorney Callegari will have a resolution to sign next month.

The Westlake Board will meet with the District in January as a follow-up to the previous workshop. Dates of January 7th or 21st were discussed. Comm. Copeland will email the Board to set up a date. Attorney Callegari will need to know the date beforehand so that it can be posted as required.

THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Blanke motioned for adjournment at 8:25 p.m. Comm. Miller seconded the motion, which received the Board's unanimous consent.

Passed and approved (date)

Gilberto Porras, Secretary