

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

December 15, 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 15th day of December 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 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

Commissioner Havran, Commissioner Porras, Commissioner Miller, Commissioner Blanke and Commissioner Copeland were present at the Fire Station.

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”); Shannon Draper, Fire Chief of Westlake Fire Department; Ginny Valls, recording secretary for the District and Derek Michael of Sales Revenue Inc.

Commissioner Havran called the meeting to order at 7:09 p.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.

Comm. Havran discussed the minutes from the November meeting. After discussion there were no corrections to be made. **Comm. Porras made a motion to accept the November 2021 minutes as Presented. Comm. Miller seconded the motion, and the motion was unanimously accepted by the District.** Comm. Havran discussed the minutes from the Canvas meeting. After discussion there were no corrections to be made. **Comm. Copeland made a motion to accept the Canvas meeting minutes as Presented. Comm. Miller seconded the motion, and the motion was unanimously accepted by the District.** Comm. Havran discussed the minutes from the September Tax Hearing meeting. After discussion there were no corrections to be made. **Comm. Copeland made a motion to accept the Tax hearing minutes as Presented. Comm. Miller seconded the motion, and the motion was unanimously accepted by the District.**

The sales and use tax report was next for discussion. Mr. Michael sent the report to the commissioners via

email. Mr. Michael reviewed the report with the commissioners. **Comm. Miller made a motion to accept the sales and use tax report as presented. Comm. Porras seconded the motion, and the motion was unanimously accepted by the District.**

Next for discussion Commissioner Havran then recognized Santos Acuna for consideration of the Bookkeeper's report for the month of November 2021. The report was emailed prior to the meeting. The report was reviewed and discussed by the commissioners. The tax collection summary has been corrected. Comm. Havran stated there may be another election bill come in at the end of year or early next year. It will be sent to Mr. Acuna if received. Mr. Acuna then informed the District that he is leaving Precision Utility. The commissioners wished him the best of luck in his new endeavor. **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 to audit the 2021 financial records was reviewed. **After discussion, Comm. Miller made a motion to engage McCall Gibson Swedlund Barfoot PLLC to perform the audit required pursuant to state and local laws and rules. Comm. Blanke seconded the motion and the motion carries.**

The engagement letter for the Westlake Fire Department to audit the 2021 financial records was reviewed. **After discussion, Comm. Porras made a motion to engage McCall Gibson Swedlund Barfoot PLLC to perform the audit required pursuant to state and local laws and rules. Comm. Blanke seconded the motion and the motion carries.**

Commissioner Havran recognized Chief Shannon Draper for consideration of the Fire Department report for the month of November 2021. 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 department will end the year with approximately 1000 more calls. Most of the radios have arrived and the remaining items should arrive in mid-January. They will be sent for programming afterwards. The tanker/tender is back from the shop and will be receiving decals soon. It will go in service after training is complete. Westlake is using a new software for records and scheduling. It is taking us from 7 different systems to 2 systems. The new software will track more information. Response turn out times need to be under 60 seconds. The expectation is that we can do that and should be achieving this 90% of the time. The department's community outreach is phenomenal. We are consistently out in the community and hosting things like Winterfest, Trunk or Treat and candy toss as well as partnering with groups like Friends of Sundown. Westlake is now hoping to offer a community fitness program. It will be low impact and free to the community. We will always have certified members there. The Department Board elections are complete. Joe Driver is the newly elected President. JP Pean is the 2<sup>nd</sup> VP. Alberto Sayago is the treasurer, and Ginny Valls is the Secretary. The election did cause a vacancy of the first VP position and it will be filled in the next few months. Chief Draper explained he has been working on the 20 Year CIP. He will email to the commissioners when complete. He will also have information on the pay study and staffing. A special meeting may be a good idea. Attorney Callegari suggested a workshop to discuss before the meeting. The workshop could be scheduled to January 20, 2022. The District would then move their regular meeting to January 27, 2022. **Upon motion by Comm. Blanke and seconded by Comm. Miller, the Board unanimously approved the Fire Department report.**

Replacement of the door locking system was discussed. The new quote reduced the amount as some doors will be difficult to access and can be left out of the access network. The cost is approximately \$40,000.00 complete. Upon motion by Comm. Copeland and seconded by Comm. Porras, the Board unanimously approved the repair and replacement of door system locks not to exceed \$45,000.00 with Texas Safe and Lock.

The new Battalion Chief vehicle was then discussed. The initial budget was a little shy of current pricing. The cost came to \$80,261.00 or \$81,000.00 from HGAC. The committee did a great job in specing it out. We will be repurposing emergency lights from a previous vehicle. Chief Draper asked the District for direction in proceeding. The budget was for \$65,000.00. The vehicle will be paid for directly by the ESD. **Comm. Havran made a motion, seconded by Comm. Copeland to move forward with the purchase of the new Battalion Chief vehicle not to exceed \$95,000.00. The motion received the Board's unanimous consent.**

Amending the District budget was discussed. Comm. Havran presented the items that need to be discussed on the budget. Attorney fees, Fire station maintenance, insurance premiums, payroll, and record keeping secretary all require an increase. These costs could be taken from various categories as shown on Comm. Havran's report. All totals are a net change of zero. **Upon motion by Comm. Blanke and seconded by Comm. Copeland, the Board unanimously approved the amended budget.**

Attorney Callegari stated Mr. Fortner would be sending over documents for the commissioners to review. Comm. Havran asked if Ms. Valls could get a pay-off for Squad 42 and she will. The workshop will be on January 20, 2022 and the regular monthly meeting will be held on January 27, 2022.

**THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Porrás motioned for adjournment at 8:30 p.m. Comm. Miller seconded the motion, which received the Board's unanimous consent.**

\_\_\_\_\_  
Passed and approved (date)

\_\_\_\_\_  
Gilberto Porrás, Secretary