

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

January 27, 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 27th day of January 2022 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 in person open meeting pursuant to Chapter 551.125 of the Texas Government Code, however, video call has been in place to supplement in-person attendance. 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 Brian Desilets of Clarity Group; W.A. “Butch” Callegari, Jr. of Callegari Law Firm, PC, Attorney for the District (“Attorney”); Shannon Draper, Fire Chief of Westlake Fire Department; and Ginny Valls, recording secretary for the District. Mr. Fortner of Revenue Management Services was present via zoom.

Commissioner Havran called the meeting to order at 7:18 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.

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

Comm. Havran discussed the minutes from the December meeting. After discussing minor corrections to form **Comm. Blanke made a motion to accept the December 2021 minutes as corrected. Comm. Porras seconded the motion, and the motion was unanimously accepted by the District.** Comm. Havran discussed the minutes from the workshop meeting. After discussion there were no corrections to be made. **Comm. Porras made a motion to accept the Workshop meeting minutes as Presented. Comm. Blanke 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.

Next for discussion Commissioner Havran then recognized Brian Desilets for consideration of the Bookkeeper’s report for the month of December 2021. The report was emailed prior to the meeting. The report

was reviewed and discussed by the commissioners. The annual loan payments are coming due soon. He will be making the payments tomorrow or Monday. Mr. Desilets will have his investment officer hours renewed by month end. The budget was amended as discussed in the December meeting. Ms. Valls obtained a payoff amount good through January 31, 2022. There was discussion regarding the pay-off amount and benefits. **After discussion, Comm. Blanke made a motion to pay off Squad 42 in the amount of \$316,400.09 to Texas Advantage. Comm. Copeland seconded the motion, and the motion received the unanimous consent of the District. After review, Comm. Miller's 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.**

Brian Desilets is no longer with Precision Utility. He is with Clarity Group. When Mr. Acuna left, Precision Utility was unable to provide services and did not have the staffing to take care of the District's account. Clarity Group can and is willing to take over the account. It would be the same fee of \$1,000.00 per month. There was discussion on prior processes or if the District wanted to get proposals. There was discussion on credentials and who will give the reports. Comm. Havran asked that Mr. Desilets keep communications open. Comm. Copeland asked that Mr. Desilets inform the District if he leaves Clarity Group or any other issues with the company. **After discussion, Comm. Copeland made a motion, seconded by Comm. Miller, to enter into a contract with Clarity Group effective January 1, 2022 for the District's bookkeeping services. The motion received the unanimous consent of the District.**

The sales and use tax collection was next for discussion. Mr. Fortner stated they are in the process of doing audits of the district using the sales tax filters. He will be able to give the report next month. The numbers from prior collections will carry over. He will attend the next meeting. The District needs to get a signed agreement effective January 1, 2022. Mr. Fortner stated he could go the Attorney Callegarie's office to sign.

Commissioner Havran recognized Chief Shannon Draper for consideration of the Fire Department report for the month of December 2021. Chief Draper presented copies of the written monthly report detailing the number of calls by category and the overall response times. Chief Draper Discussed community involvement, fire prevention and staffing. The new hiring program should be able to start February 1, 2022. Next month Chief Draper will include the turn out time as well as the overall response times. Randy Weiss came to visit Chief Draper to discuss the training facility on Greenhouse. He fully supports the department but has some concerns. His property tax is around \$30k. He has asked if the Department or the ESD could help pay this. There was discussion on the options. Attorney Callegari will contact Mr. Weiss to see what can be done. **Upon motion by Comm. Blanke and seconded by Comm. Porras, the Board unanimously approved the Fire Department report.**

The door locking system at the fire station is set to be replaced early February. Chief Draper will keep the District updated.

Delivery of the remaining radios and equipment should be soon. Chief Draper stated the working group for the radios is working to make sure they are up and running soon.

There is nothing new to report on the new Battalion Chief vehicle.

Chief Draper discussed the strategic plan. The commissioners agreed that it was nicely laid out and there was a lot of work put into it. The plan was reviewed by the Commissioners. Comm. Havran asked if there had been any mention of the District lacking in any area. Chief Draper stated there had been no mention of this. Comm. Havran asked that Chief Draper let the membership know they have the support of the District. There was

discussion on funding needed to staff 14 each shift. It will not happen immediately but needed to discuss it for the future. Comm. Havran stated that the Department has the support of the ESD. The ESD will support the added increase as needed will revisit it in the future.

Amending the District budget was deferred at this time.

Attorney Callegari informed the Board that Safe D was coming up soon and discussed training requirements. The next meeting will be February 15, 2022. Attorney Callegari asked if the Commissioners wanted to continue with holding meetings via zoom or go back to normal. The Commissioners agreed that going back to normal was preferred. Commissioner Havran asked if Attorney Callegari could send out a list of tenure for the commissioners. He will get that sent out. Comm. Havran also discussed redistricting throughout the state and the new representative for most of the District, Hubert Vo.

**THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Blanke motioned for adjournment at 9:07 p.m. Comm. Porras 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