

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

January 19, 2023

The Board of Directors of Harris County Emergency Service District No. 47 (“the District”) met in regular session, open to the public, on the 19th day of January 2023 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:

Mitch Copeland	President
John P. Blanke	Commissioner
Gilberto Porras	Vice President, Assist. Treasurer, Assist. Secretary, and Records Retention Officer
Brian Havran	Secretary and Public Information Officer
Mike Miller	Treasurer and Investment Officer

All Commissioners were present at the Fire Station.

Also present at the fire station were a representative 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.

Commissioner Copeland called the meeting to order at 7:11 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. Copeland discussed the minutes from the December regular meeting. **Comm. Havran made a motion to accept the December regular meeting minutes and the certified agenda as presented. Comm. Porras 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. The report was reviewed. It was noted that more sales tax was collected than was budgeted. **After review, Comm. Miller’s motion, seconded by Comm. Porras, to approve the Sales Tax report received unanimous consent of the Board.**

Next for discussion Commissioner Copeland discussed the bookkeepers report. Mr. Desilets was unable to attend due to issues another municipal utility district was having. He sent over the report via email to the commissioners. There was nothing outstanding to note. Comm. Havran asked if the loan payments were among the checks to be signed and they were not. The District will reach out to Mr. Desilets to take care of the matter. Comm. Miller will sign the investment report. The District ended the year with a profit. **After review, Comm. Porras’ motion, seconded by Comm. Havran 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 Draper for consideration of the Fire Department report for the month of December 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 year end annual report would be presented next month. The training site has been cleared and the department continues to train at the fire station. Calls times have been in a good range. The recent hotel fire was a large event that was called to a 5-alarm fire. A lit cigarette was the apparent culprit. The hotel was fully occupied and the crews did a great job. It eventually turned out to be a 3-alarm due to manpower. No firefighters or equipment was damaged. 3 residents were transported for smoke inhalation. Chief Draper worked with the Red Cross and hotel management. Battalion Chief Schwinn did a great job. **After review, Comm. Havran's motion, seconded by Comm. Miller to approve the Fire Department's report as presented, received unanimous consent of the Board.**

The Department's strategic plan was discussed. The department recently had an officer's meeting. The goals listed by the officers were to have ALS ambulances 24/7, to have 10 volunteers graduate the academy, offer more continued education training.

The Safer Grant was discussed. There are three grants from FEMA that we can apply for. The AFG grant which covers equipment and tools. This one is open now. The Safer Grant which is for staffing. Chief Draper has much of the narrative complete. And the last is a fire prevention grant for education and materials.

The training facility was discussed. Everything has been moved and cleared. Property owner Randy Weiss is happy with the cleanup.

The tanker was discussed. Shiloh VFD was not able to purchase the tanker. They sent a letter to the District asking about a possible donation of the tanker. **After discussion, Comm Blanke made a motion to donate the tanker to Shiloh VFD. Comm Havran seconded the motion and the motion received the Board's unanimous vote.**

The review of the Department's 2022 budget and financial status was deferred.

Amending the District budget was deferred.

The Greenhouse Road Joint Sidewalk project with Harris County was deferred. The county is still reviewing after new leadership.

Authorizing the audit of the Departments 2022 financial statements was deferred. Attorney Callegari is still looking for a new company to handle the matter.

Amending the contract between the District and the Department was deferred.

Callegari Law Firm had nothing to mention. Commissioners Copeland, Havran, Miller and Porras are going to the Safe D conference. The next meeting is scheduled for February 16, 2023.

THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Porras motioned for adjournment at 7:54 p.m. Comm. Havran seconded the motion, which received the Board's unanimous consent.

Passed and approved (date)

Brian Havran, Secretary