

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

July 21, 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 21st day of July 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 Eric Gonzales 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; Joe Driver, Westlake Board President; and Ginny Valls, recording secretary for the District.

Commissioner Havran called the meeting to order at 7:19 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 June meeting. Comm. Havran found two items for correction. The tax rate will be set by September 30<sup>th</sup> and add that Comm. Havran attended ESD 48’s meeting. After discussion, **Comm. Blanke made a motion to accept the June 2022 minutes 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 was not able to attend due to Covid exposure, so the matter was deferred.

Next for discussion Commissioner Havran then recognized Eric Gonzales for consideration of the Bookkeeper’s report for the month of June 2022. The report was reviewed and discussed by the commissioners. It was noted that the sales and use tax revenue may be incorrect. Mr. Gonzales will verify and correct next month. **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.**

Commissioner Havran recognized Chief Draper for consideration of the Fire Department report for the month of June 2022. Chief Draper presented copies of the written monthly report detailing the number of calls by category and the overall response times. Chief Draper discussed that the department will be utilizing Target Solutions to track training. Mr. Driver discussed fire prevention and public relations. The department recently participated in several 4<sup>th</sup> of July events and met with the community and was able to utilize Sparky at Pine Forest

Country Club where they gave out glow sticks for the evening. The Junior Fire Camp is underway and going well. Chief Draper discussed the landscaping at the station. He explained that he spent the majority of Saturday weeding the flower beds and cleaning up the landscaping at the station and only completed half. He obtained a quote to maintain the beds and one for moving the property. The quote for maintaining the bushes and flower beds came in at \$420.00 per month and mowing came in at \$950.00 per month. Chief Draper also discussed the vehicles at the station. The utility vehicle is not being used currently. We did not receive credit for it with ISO. We also cannot convert it to a brush truck to replace the current brush truck. Chief Draper feels it would be of more value if it were sold. The tanker is unsafe to drive as it has too much play in the steering. It uses a jet siphoned pump system which is too impractical in our application. He suggested the department apply for a grant through TIFMAS. He explained the process and benefits. The department is currently not in compliance for this option, but we will get there. We are not due for another ISO evaluation for over a year, and we could keep the tanker for a while if necessary. Both vehicles could but put on the auction site. Chief Draper will research what the vehicles are worth. The brush truck will need to be replaced at some point. The department would also be able to roster a new one with the state for deployment. Attorney Callegari will get all the necessary information on the auction sites. **After discussion, Comm. Copeland made a motion to authorize the posting and sale of the tanker and utility vehicle on an auction site. Comm. Porras seconded the motion, and the motion received the unanimous consent of the Board.** Chief Draper then discussed the three 12 story apartment buildings being built in our territory. There will be 580 units. Chief Draper will continue to go to their safety meetings and the department will have training on high rise facilities in the near future. The Battalion Chief vehicle should be here in approximately 4 weeks. We do not have an invoice yet. The parts for the bay door will not be available until November. **Upon motion by Comm. Blanke and seconded by Comm. Miller, the Board unanimously consents to hiring a contractor to maintain the flower beds at the station. Upon motion by Comm. Porras and seconded by Comm. Miller, the Board unanimously approved the Fire Department report.**

The Department's Strategic plan was discussed. Chief Draper discussed organizational effectiveness. The onboarding process has been fully implemented. Credit cards for the department have been moved to one bank. The protocols have been completed. The department met with Dr. Fite, their medical director, and went over the proposed changes which she agreed to. The protocols will be reformatted for ease of use.

The training field was discussed. Attorney Callegari stated the Weiss family was not available to discuss it at this time and we will discuss again next month.

The department audit was deferred as it is still ongoing.

The District proposed budget was reviewed as presented by Commissioner Havran. The commissioners reviewed the budget. The line item under debt services (sinking fund) was discussed. Attorney Callegari stated that the name would need to change and how to categorize it was discussed. Attorney Callegari will clarify with Mr. Ellis to determine the best way to include that line item in the budget. The budget can be finalized next month. Sales tax and property taxes were discussed. The District Budget will be deferred until next month.

Comm. Havran then discussed rehab truck and apparatus supplies. Comm. Havran discussed his thoughts on purchasing around \$750.00 worth of supplies to replenish the stock of water, Gatorade, snacks, trash bags, etc. for the rehab truck at ESD 48. They come to aid Westlake as needed for rehab. Chief Draper stated he will contact them, and the consensus was that it was something Chief Draper should do.

The attorney report was discussed. Attorney Callegari discussed the insurance coverage for the station. They show the cost to rebuild is 9.174 million. He will find out how the number were calculated. Attorney Callegari also discussed the tax protests that will affect the tax collections in the District. The Certified Tax Estimates should be available July 25, 2022. There will be a Safe-D webinar on Monday if any of the commissioners would like to register for and attend regarding taxes. The District will not know the ax rate until

August. **Commissioner Copeland made a motion to approve a written resolution designating the Harris County Tax Office to calculate Harris County Emergency Service District 47's Truth in Taxation calculations and notices in accordance with tax code 26.04. Commissioner Blanke seconded the motion, and the motion received the unanimous consent of the Board.** Attorney Callegari will send the calculation to the commissioners when he received the. He also discussed the process of setting the tax rate with the commissioners.

Amending the budget for the District was deferred.

Comm. Havran stated the next meeting is scheduled for August 18, 2022. He asked the commissioners if any were interested in long sleeve dress shirts for the District. Some thought short sleeves were more appropriate, but they will look into it further and decide what to purchase.

**THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Porrás motioned for adjournment at 9:00p.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 Porrás, Secretary