

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

March 17, 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 17th day of March 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 except Commissioner Copeland.

Also present at the fire station Brian Desilets of Clarity Group; “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.

Commissioner Havran called the meeting to order at 7:06 p.m., and the following business was transacted.

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

Comm. Havran discussed the minutes from the February meeting. After discussion, **Comm. Porras made a motion to accept the February 2022 minutes as presented. Comm. Blanke seconded the motion, and the motion was unanimously accepted by the District**

The sales and use tax collection was next for discussion. Attorney Callegari called Mr. Fortner with questions about page 9. The percentage of total received for 2022 is incorrect. Mr. Fortner will make revisions and resend to the District. There was not much to note. Ecommerce is a large part of the amount. Comm. Havran found another error. Page 7 has errors. Mr. Fortner will revise the report and email to the commissioners. The report will be deferred until next month when the revised report is available.

Next for discussion Commissioner Havran then recognized Brian Desilets for consideration of the Bookkeeper’s report for the month of February 2022. The report was emailed prior to the meeting. The report was reviewed and discussed by the commissioners. Attorney Callegari noted a correction. Mr. Desilets stated that interest rates keep creeping up. Ms. Valls presented an invoice from Life Scan that she received today to the District. Mr. Desilets will generate a check for the commissioners to sign tonight. **After review, Comm. Porras’ 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 February 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 the aircraft incident with the District. The department is developing a plan for airport responses because of the crash. Turnout time is 2 minutes and on scene time is around 6 minutes. That is high and we are working to lower the time. Chief Draper discussed staffing, bay doors and door locks. New cards for entry to the station will be issued to the commissioners. The radios are still being programmed. Chief Draper discussed the strategic plan and explained that the first round of hiring has been completed. The company that does the department's EMS billing gave notice of a rate increase. Chief Draper stated that the department will be putting out an RFP to see what other companies have to offer.

**Upon motion by Comm. Miller and seconded by Comm. Porras, the Board unanimously approved the Fire Department report.**

Apparatus computers and docking stations were discussed. Ms. Valls sent the cover letter from Assist. Chief Branch and estimated to the commissioners via email. The docking stations the department currently has are not repairable and the computers are roughly have a three year shelf life before they start needing repair. The District budgeted \$47,500.00 and the estimate is just over \$40,000.00. Chief Draper stated that it was not on the CIP but is now. The department is proposing purchasing 8 this year and the remaining next year. Ms. Valls will send a purchase order in the District's name to the vendor.

The District's existing loan payoffs was deferred. Comm. Havran talked briefly to Government Capital and the District may be able to get a better rate. We need to check the status of penalty rates and discuss next month.

The training field was discussed. Attorney Callegari has not talked to Mr. Weiss yet. He did talk to his nephew regarding other matters. He intends to speak with Mr. Weiss soon. He discussed the statute that prevents in district landowners that don't reside in the district from serving on the Board. It can be done in other counties but not in Harris County due to the elected, and not appointed status, of the commissioners.

Amending the District budget was deferred at this time.

The commissioners discussed the Safe D convention of last month. All classes at Safe D were good. Safe D convention will be held at the same location (Round Rock, Tx) next year.

April 21, 2022 is the date for the next ESD 47 meeting.

**THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Porras motioned for adjournment at 7:55 p.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 Porras, Secretary