

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

October 28, 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 28th day of October 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
John P. Blanke	Vice-President
Gilberto Porras	Secretary and Records Retention Officer
Mitchell Copeland	Assistant Secretary and Assistant Treasurer
Mike Miller	Treasurer

Commissioner Havran, Commissioner Porras, Commissioner Miller and Commissioner Copeland were present at the Fire Station. Commissioner Blanke was present via zoom. The meeting was recorded via zoom.

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; and Ginny Valls, recording secretary for the District. Alberto Sayago, Treasurer of the Department joined the meeting at 7:37.

Commissioner Havran called the meeting to order at 7:11p.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 August 11, 2021, meeting. He noted that they should be corrected to read (by consensus, the District did not wish to exceed the de minimis amount) in regards to the tax levy. **After discussion, Comm. Porras made a motion to accept the August 11, 2021 minutes as corrected. Comm. Miller seconded the motion, and the motion was unanimously accepted by the District.** There was discussion on the September 23, 2021, meeting minutes. He noted that they should read (Comm. Miller asked about a budget line and background on the traffic signals) regarding the discussion at the end of the Fire Department report. **After discussion, Comm. Copeland made a motion to accept the September 23, 2021 minutes as corrected. Comm. Blanke seconded the motion, and the motion was unanimously accepted by the District.**

Mr. Michael sent the Sales and Use Tax report to only Attorney Callegari. He will forward it to the District. We will defer it until next month for review.

Next for discussion Commissioner Havran then recognized Santos Acuna for consideration of the Bookkeeper's report for the month of September 2021. The report was emailed prior to the meeting. The report was reviewed and discussed by the commissioners. Mr. Acuna noted that the rate for TexPool is .0279% and the rate for Texas Class is .0443%. **After review, Comm. Copeland's 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.**

Commissioner Havran recognized Chief Shannon Draper for consideration of the Fire Department report for the month of September 2021. Chief Draper presented copies of the written monthly report detailing the number of calls by category and the overall response times. Chief Draper informed the District that Leon Visneau had retired and was focusing on his business and family. Chief Draper stated that the department is doing fine with one Assistant Chief for the time being. He explained there will be a promotional process and job description. The department is making approximately 100 more calls than this time last year. At the end of the year, we will be digging into the data to see where the trends are. The radios have been ordered and will take 3 to 6 months to receive. The department is reviewing and starting the process of ordering a new Battalion Chief vehicle. We are having an Officer's meeting in November to work on the strategic plan or road map for the department. Comm. Havran read an email from Bearcom discussing the radio order and they will send what they have as it is available giving the department time to get the radios programmed and put into service in a timely fashion. **Upon motion by Comm. Porras and seconded by Comm. Copeland, the Board unanimously approved the Fire Department report.**

Replacement of the door locking system was discussed. Attorney Callegari discussed the bidding process. He also suggested getting a quote from a vendor on the Buy Board or HGAC. Attorney Callegari will get with Chief Draper on the issue.

The old ambulances were discussed. Attorney Callegari explained the process of posting the ambulances for auction and has not had the opportunity to do a walk through of the program that is used to do so. He also stated that the District could donate to a needy department if they chose to do so. Comm. Havran mentioned that Westlake Limestone Co ESD 2 had been interested in the Tahoe but found something instead. He also stated that Westlake Limestone Co. 1 may be interested in a command vehicle. The District and department may donate but they should be FOB the station, as is, all fees paid by the recipient. The ambulances are available and Chief Draper will see if another entity could use them. The price established for them is \$35K to \$40K each. **Comm. Porras moved that the 2011 Tahoe be classified as excess and salvage and furthermore move that the 2011 Tahoe owned by the District be given to Westlake Limestone Co. ESD 1 and that any related charges transfer fees and delivery be at the expense of the recipient. It is as is, all faults and FOB ESD 47 Westlake Fire Department station. Comm. Havran seconded the motion, and the Board unanimously approved the motion.**

Attorney Callegari spoke about the election. Early voting ends tomorrow. Once the election is over the District will have until November 15, 2021 to canvas the votes. The District has two options. Meet prior to the monthly meeting date and canvas the votes then have the monthly meeting after or keep the monthly meeting date as is and have a special meeting. Dates were discussed and the commissioners opted for a special meeting on November 10, 2021 keeping the monthly meeting for November 18, 2021.

The firearms carry policy was deferred and will be removed from future agendas unless needed.

Amending the District's budget was discussed. Comm. Havran presented the proposed budget amendment worksheet to the other commissioners. With increased election amounts, the District could take from

these line items: \$14,400.00 from Lifescan, \$4,000.00 from Appraisal District, \$1,265.00 from Website, and move \$19,665.00 to Election. With increased cost of dispatch, the District could take \$100,000.00 from line item traffic pre-emption and move to Dispatching. With increase station maintenance, the District could take from these line items: \$10,000.00 from Community Involvement, \$28,000.00 from Traffic Pre-Emption and move \$28,000.00 to Station repair and maintenance and take \$10,200.00 from line item ambulances and move to New fire truck. The District could take from these line items: \$7,880.00 from Ambulances, \$15,000.00 from Tanker, \$22,000.00 from Traffic Pre -Emption, add \$300,000.00 from current year property tax and move \$344,880.00 to Communication Equipment. Chief Draper will find out the status of the tanker. After review, Comm. Copeland made a motion to accept the amended budget as presented. Comm. Porras seconded the motion, and the motion was unanimously accepted by the District.

THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Miller motioned for adjournment at 8:10 p.m. Comm. Porras seconded the motion, which received the Board's unanimous consent.

Passed and approved (date)

Gilberto Porras, Secretary