

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING
September 15, 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 15th day of September 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 Brian Desilets 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; Alberto Sayago, Treasurer of the Westlake Fire Department; and Ginny Valls, recording secretary for the District.

Commissioner Havran called the meeting to order at 7:15 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 August regular meeting and the September 6 special meeting. **Comm. Porras made a motion to accept the August regular meeting minutes and the certified agenda as presented. Comm. Miller seconded the motion, and the motion was unanimously accepted by the District. Comm. Miller made a motion to accept the minutes from the September 6th special meeting with corrections. 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 commissioners reviewed the report. Comm. Havran made note that the District is at 100% of the budgeted sales tax income. **After review, Comm. Copeland’s motion, seconded by Comm. Miller to approve the Sales and Use Tax Report as presented, received unanimous consent of the Board.**

Reviewing the Department’s audit was deferred.

Next for discussion Commissioner Havran then recognized Brian Desilets for consideration of the Bookkeeper’s report for the month of August 2022. The report was reviewed and discussed by the commissioners. Mr. Desilets will be moving funds to Texas Class as previously discussed. They still have very good rates. Comm. Havran stated that the Profit and Loss report looks good. **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 Draper for consideration of the Fire Department report for the month of August 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 the Department is on track to make the same number of calls as last year. The Department received funding from Fry Road MUD to purchase a commercial cooler and a pallet of water for staff and for the community during events. The Department has hired a new Battalion Chief. His name is Mauricio Lanzas. He will start the onboarding process soon. The HVAC system is being worked on to resolve the moisture issues and then the department will replace ceiling tiles as needed. Some of the parking lot lights are out and Chief Draper will have someone look at them soon. The West Houston Airport response plan has been completed. Comm. Copeland asked if the January airplane crash could have gone smoother? Chief Draper stated the staff did a great job. He explained the dynamics of what happened during the call, from not having access to the airport to who to contact. The Department now has the phone number of who to call, and a content expert to assist with aircraft. He has also worked with them to gain entry using the Knox system. The department has open house, a CPR/Stop the Bleed class and National Night Out coming up soon. Chief Draper asked how the auction listing was going and Attorney Callegari stated he has been working on the Stryker contract and has not had the opportunity to work on the posting. Chief Draper asked about placing a flyer on the fire chief's website. Attorney Callegari read the statutes to see if that was allowed. Chief Draper will send Attorney Callegari the flyer for approval. Comm. Havran asked if the Tahoe was ready for surplus. Chief Draper stated it will be soon. Attorney Callegari will include it on the October agenda. **After review, Comm. Porras' 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. We are still working through the goals and Chief Draper is very proud of the staff for all they have completed. It is what is best for the department and the community.

The training facility was discussed. The Weiss family is still discussing what they want to do and will get back to the District when they decide. It will be kept on the agenda.

Reviewing the Department's audit was deferred.

Lease options for equipment replacement were discussed. The contract was reviewed but had the Department as the responsible party instead of the District. Having in the District's name requires specific language. The underwriters are working on it. Attorney Callegari expects soon. The shipping address was incorrect as well. October 1st is the price increase and the District hopes to have it soon. Chief Draper hopes the lead time is not too long as the Department has some units out of service.

Comm. Copeland is still working on information on the Greenhouse sidewalk project.

There is nothing new to discuss regarding the 2022 tax levy. Attorney Callegari sent the items that need to be posted. The tax hearing will be September 26, 2022, at 7:00 followed by a special meeting to approve the tax rate. Comm. Havran discussed area tax rates and feels that the taxpayers will be happy with the tax rate.

Amending the District budget was deferred.

Attorney Callegari had nothing to report. The safer grant was not on the agenda, but Chief Draper briefly discussed the grant. The grant is not open yet. He will need direction on how to proceed due to FLSA. He will need to know if the new employees will be under the ESD or the Department. There was much discussion regarding the financial impact, retirement, and other benefits. The guidelines will be released next month. The application is due in January and will be awarded in July. The ESD does not have a Duns number or a SAM number currently. Attorney Callegari is not sure the ESD would be awarded the grant. Attorney Callegari will be sending out bullet points for the commissioners for the meeting on Saturday. Attorney Callegari also made note that

Westlake has a positive income and has about \$420K including a CD and investments in the bank. Comm. Miller pointed out that there was a typo on the ESD budget and Comm. Havran will correct it and send to the commissioners. Upcoming meeting dates are as follows: September 17, 2022, September 26, 2022, and October 20, 2022.

THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Porras motioned for adjournment at 8:31p.m. Comm. Miller seconded the motion, which received the Board's unanimous consent.

Passed and approved (date)

Gilberto Porras, Secretary