

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

November 18, 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 18th day of November 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; Ginny Valls, recording secretary for the District and David Fishman of Hatzalah of Houston.

Commissioner Havran called the meeting to order at 7:14p.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 October meeting. After discussion there were no corrections to be made. **Comm. Porras made a motion to accept the October 28, 2021 minutes as Presented. Comm. Miller seconded the motion, and the motion was unanimously accepted by the District.**

The report for sales and use tax was not submitted and will be deferred until next month.

The surplus ambulances were up next for discussion. The District has had two inquires on the ambulances. Community Fire Department and Hatzalah of Houston. The price for the ambulances were as follows: \$43,500.00 for one and \$82,500 for both as a package. Community was interested in one and wanted to take it to Frazer for

inspection. Attorney Callegari explained the procedures for selling the ambulances as well as the procedures for the Health and Safety code. Mr. Fishman spoke regarding his organization stating they are a non-profit as well as donation and volunteer based. Attorney Callegari stated the District may dispose of the property by donating it to a civic or charitable organization located in the county if the commissioners court determines that undertaking to sell the property would likely result in no bids or a bid price that is less than the county's expenses required for the bid process; the donation serves a public purpose; and the organization will provide the county with adequate consideration, such as relieving the county of transportation or disposal expenses related to the property. There was much discussion regarding the price vs. donating the ambulances. After discussion, Comm. Copeland made a motion to sell both ambulances to Hatzalah of Houston in the amount of \$70,000.00 total. Comm. Havran seconded the motion, and the motion was unanimously accepted by the District.

Next for discussion Commissioner Havran then recognized Santos Acuna for consideration of the Bookkeeper's report for the month of October 2021. The report was emailed prior to the meeting. The report was reviewed and discussed by the commissioners. Attorney Callegari asked why the budget number on page 7 for tax collections was different than on page 8. Mr. Acuna will research and discuss next month. **After review, Comm. Miller's motion, seconded by Comm. Porras 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 October 2021. Chief Draper presented copies of the written monthly report detailing the number of calls by category and the overall response times. Chief Draper stated there is an increase in call volume and is working to see what caused the uptick. Some of the radios have come in. He also discussed maintenance issue for the overhead bay doors, station locks, large fan, and generator parts. The department is still waiting on motor mounts for the tanker and Chief Draper will be going to the repair shop soon. Limestone Co. has picked up the two vehicles. He has a committee working on the new Battalion Chief vehicle. They are currently working on a strategic plan for the department and are looking at staffing. They have posted 2nd Assistant Chief position and will be holding interviews in mid-January. They are also looking at the promotional process for the department. **Upon motion by Comm. Copeland and seconded by Comm. Miller, the Board unanimously approved the Fire Department report.**

Replacement of the door locking system was discussed. Chief Draper discussed the vendors and the prices from each company. The HGAC vendor is \$20k to \$40K over the others. Attorney Callegari discussed getting bid specs and postings. There was discussion on the necessity of all door locks and if it was critical to do them all at the same time. Chief Draper will inquire with the companies and discuss next month.

Amending the District budget was deferred.

The election and designation of officers was then discussed. The job description for each position was discussed. Comm. Havran would like to keep his position as President. Comm. Porras and Comm. Copeland both stated they were satisfied with the current position holders. Comm. Blanke did not want to hold a position but to remain a commissioner and felt the District should rotate positions. **After discussion Comm. Porras made a motion, seconded by Comm. Havran to accept the positions and Commissioners as follows, which received the Board's unanimous consent.**

Commissioner Havran – President and PIO
Commissioner Porras – Secretary and Records Officer
Commissioner Copeland – Assistant Secretary and Treasurer

Commissioner Miller – Treasurer and Investment Officer
Commissioner Blanke – Commissioner

Safe D will be in February for those needing training hours. Mr. Acuna was asked to check on the payment for the land lease with Rising Sail. The next meeting was discussed. The District will hold the meeting on December 15, 2021.

THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Porras motioned for adjournment at 9:00 p.m. Comm. Miller seconded the motion, which received the Board’s unanimous consent.

Passed and approved (date)

Gilberto Porras, Secretary