

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

February 25, 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 25<sup>th</sup> day of February 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

Commissioner Havran and Commissioner Copeland were present at the Fire Station. Commissioner Porras was present via electronic device. Commissioner Blanke was not in attendance. The meeting was recorded via zoom.

Also present at the fire station were Santos Acuna of Precision Utility, LLC, the District’s Bookkeeper (“Bookkeeper”); Mark Palmer, Fire Chief of Westlake Volunteer Fire Department; W.A. “Butch” Callegari, Jr. of Callegari Law Firm, PC, Attorney for the District (“Attorney”). Marcia Thomas and Mike Miller, members of the community, were present at the station. Ginny Valls, Fire Department bookkeeper (“bookkeeper”) was not present at the meeting.

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 invited Marcia Thomas and Mike Miller for public comment. Both spoke on their own behalves. They are both residents of the District and are interested in the Board position.

The approval of prior minutes was then given consideration. The approval of the minutes from the regular January meeting held on January 28, 2021 were reviewed. Attorney Callegari stated that Comm. Blanke was in attendance at the meeting but was not noted on the minutes. The only other corrections was some of the language on the acceptance of a few motions and it has been corrected. **Comm. Copeland made a motion to accept the minutes as corrected. Comm. Porras seconded the motion and the motion was unanimously accepted by the District.**

The sales and use tax report was not available likely due to the storm so the matter will be deferred.

Commissioner Havran then recognized Santos Acura for consideration of the Bookkeeper’s report

for the month of January 2021. The report was emailed prior to the meeting. The report was reviewed and discussed by the commissioners. Commissioner Porras asked what email Mr. Santos is using as he is not receiving reports. Mr. Santos has an updated address and will send the reports there in the future. A hold had been put on the account for payroll but not sure why. Mr. Desilets will be contacted and the District needs to be informed if this continues. **After review, Comm. Porras' motion, seconded by Comm. Copeland 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 Mark Palmer for consideration of the Fire Department report for the month of January 2021. Chief Palmer presented copies of the written monthly report detailing the number of calls by category and the overall response times. The ISO evaluation went well. We should be improving from a 3 but not sure how low it will be. The Vien Thong Buddhist Temple area was an issue and Mayde Creek High School was discussed. The Department could improve further with a tanker. Chief Palmer will also be writing a policy on fighting fire at MCHS. The winter storm was a very busy time. We made 364 calls during that period. The generator failed but is fixed now. It was just a freak accident. Ambulance 43 was wrecked during the storm. It was t-boned by an uninsured motorist. We are working with insurance. We have rented an ambulance for \$800/week. This was necessary due to an accident that occurred a few weeks before the winter storm. We are still having some electrical issues at the station. But the electrician is hunting down the issue. Chief Palmer is ready to hire 9 – 12 people to cover the district. It has not started yet and Chief Palmer asked about the funds for it. The check that will be issued tonight is for March so it will cover the newly hired individuals. The new ambulances will be here in May. Chief Palmer stated he feels it would be better to auction the old ones off rather than trade in due to amount offered for trade in. **Upon motion by Comm. Copeland and seconded by Comm. Porras, the Board unanimously approved the Fire Department report.**

Agenda item #8 was deferred.

The Commissioners then discussed the status of the ambulances being replaced by the new ambulances. There are several options. Salvage, surplus, donate, post on sale boards, sealed bids etc. The District can choose different options for each vehicle. Chief Palmer feels advertising or donation is best. Comm. Havran asked if bids can be rejected and they can. Chief Palmer will look around to see if there is an "in need" department and report back. The matter will be tabled until next month.

Chief Palmer discussed paid EMS and the process he is using to hire them. He also explained that some people have changed their minds because they will lose their volunteer status. The subject will be deferred for further discussion next month.

The existing contract between Westlake and ESD 47 is being reviewed. The District will be holding a workshop to go through the contract and make sure nothing needs to change. The workshop will be posted as required. Information reported to the ESD and property ownership are some of the topics to discuss. The ESD can then meet with the Department to discuss if needed. One workshop should be enough but we can schedule more if needed. It will determine what happens moving forward. It has been a long time since the contract was reviewed. Mr. Miller asked if the contract was public record and asked if he could get a copy. Attorney Callegari will send him one. Attorney Callegari will send it to all the commissioners. The meeting should be on a Saturday morning. Attorney Callegari will check his calendar to set up the workshop for either March 6<sup>th</sup> or March 13<sup>th</sup>. Comm. Porras will attend in person.

There is no need at this time to amend the budget but Comm. Havran did send out a snapshot of the budget amendments as adopted during the January meeting to the commissioners.

Consideration of a replacement for the open commissioner's position was discussed. The District has two people interested. Marcia Thomas and Mike Miller have both expressed interest. Attorney Callegari stated the requirements for the position. Comm. Havran stated the qualifications for both candidates. They both have impressive resumes. Commissioner Havran began a roll call vote in alphabetical order to appoint the new commissioner. Comm. Copeland voted for Mr. Miller. Comm. Havran voted for Ms. Thomas. Comm. Porras voted for Mr. Miller and Comm. Blanke was not available to vote. Mr. Miller received the majority vote and will be appointed the new commissioner. Attorney Callegari being a notary swore in Mr. Miller. Commissioner Havran explained that the position will come to vote in November. He also informed him of the training requirements. Safe-D and other online courses were discussed that are mandatory for the commissioners.

Agenda items 14 and 15 were deferred.

Attorney Callegari had nothing further to discuss. Chief Palmer stated that the crews did a great job stopping the fire in Barkers Ridge. Ms. Thomas briefly discussed her neighbor that broke her hip during the winter storm. The next meeting will be March 18, 2021.

**THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Copeland motioned for adjournment at 8:37 p.m. Comm. Porras 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