

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

August 15, 2019

The Board of Directors of Harris County Emergency Service District No. 47 (“the District”) met in regular session, open to the public, on the 15<sup>th</sup> day of August 2019 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                                   |
| John P. Blanke    | Vice-President                              |
| Sonia Yost        | Treasurer                                   |
| Gilberto Porras   | Secretary and Records Retention Officer     |
| Mitchell Copeland | Assistant Secretary and Assistant Treasurer |

All commissioners were present except Commissioner Blanke.

Also present were W.A. “Butch” Callegari, Jr. of Callegari Law Firm, PC, Attorney for the District (“Attorney”); Olivia Cuellar of Precision Utility, LLC, the District’s Bookkeeper (“Bookkeeper”); Mark Palmer, Fire Chief of Westlake Fire Department (“Fire Department”); Ginny Valls, Fire Department bookkeeper (“bookkeeper”); Ryan Fortner of Sales Revenue Inc. and James Vance; President of Katy Amateur Radio Association and resident of the District.

Commissioner Havran called the meeting to order at 7:20 p.m., and the following business was transacted.

Public comment was the first matter of business to come before the Board. As there were no members of the public wishing to speak, the matter was deferred.

The approval of prior minutes was deferred.

Mr. Fortner distributed the report for sales tax for review. **After the report was reviewed Comm. Porras made a motion to accept the report from Sales Revenue Inc. as presented. Comm. Yost seconded the motion and the motion carries.**

Commissioner Havran then recognized Olivia Cuellar for consideration of the Bookkeeper’s report for the month of July 2019. The report was reviewed by the District. Ms. Cuellar is working to close the Icon (Bancorp) account but is having issues due to the change in the banks name. She is working with Harris County and the Comptroller to resolve the issue. The sales tax funds are still going into the account then being transferred out.

**After review, Comm. Copeland’s motion, seconded by Comm. Porras, to approve the Bookkeeper’s report, the District’s Financial Report, Investment Report, and payment of the bills as presented, received unanimous consent of the Board.**

The adoption of the Compass Bank Pledge Agreement was deferred.

There was no need, at this time, to amend the budget.

Commissioner Havran recognized Chief Mark Palmer for consideration of the Fire Department report for the month of July. He presented the written monthly report detailing the number of calls by category and the overall response times. Chief Palmer informed the District that the response times have been corrected as he found they were not accurate. Chief Palmer was asked how the increase in volunteers is affecting the incentive budget. Chief Palmer stated that some do not receive incentive and explained the criteria to receive incentive. Chief Palmer discussed the issues regarding staffing the ambulances and stated that he has not seen issues since taking over the schedule. The roof simulator on the tower is taking a little more time to engineer as they are preparing for different pitches. Westside Dispatch was discussed. They will likely not put a building on the property as they are looking at other options. Comm. Havran met with ESD 48 to discuss dispatch. It does not benefit the department much but they are willing to pay. The interlocal agreement from before should have an amount on it and Attorney Callegari will look into it. The badge ceremony will be held on September 14, 2019 at 10:00 am and Chief Palmer would love to have the Commissioners there. Chief Palmer then discussed the Day Crew Supervisor position, ballots and outcome. Chief Palmer received no complaints this month. The fence should be repaired this weekend. The vests should be in by the end of the month. LifeScan should be here December/January. Chief Palmer proudly discussed how many commissionable members we have in regards to much larger departments. Westlake has 33 as opposed to a department three times its size at only 9 members.

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

The property line fence will be replaced and paid for by the Department and the Department will be reimbursed by the District. The District will keep the issue on the agenda for another month.

The parking lot lights are being repaired. They are having issues finding the sensor that turns them on. The District will keep the issue on the agenda for another month.

Murphy beds were discussed. The department runs out of beds regularly and Chief Palmer looked into getting 5 more beds installed. He received three quotes for the beds. Chief Palmer discussed each with the District. **Comm. Porras made a motion to purchase the beds in the amount of \$12,000.00. Comm. Copeland seconded the motion and the motion carries.** Attorney Callegari stated that the motion can be authorized and ratified next month.

Extraction Tools – Chief Palmer explained the battery powered rescue tools. TNT has a lifetime warranty and a 5 year battery. The estimate was \$25,620.00 for one set. They are not on HGAC or BuyBoard. Comm. Copeland asked why the department was only purchasing 1 when 3 is needed and feels that purchasing two would be better. The Department contacted the vendor and received a final quote of \$49,999.00 for two sets. The Board was cognoscente of the need to comply with competitive bids governing Emergency Service Districts. Quotes from three vendors were previously obtained by the department. Comm. Porras made a motion to purchase two sets of battery powered extrication tools in the amount of \$49,999.00. Comm. Havran seconded the motion and the motion carries.

Utility Vehicle – Chief Palmer received three bids for the new utility vehicle and recommends the Chevrolet. They are members of BuyBoard. The vehicle itself will cost \$34,070.00. The box on the back will be \$28,346.00 for a total of \$74,816.00. There was discussing on gas vs. diesel. The truck will take four weeks and the box will take four or five weeks. **After discussion, Comm. Copeland made a motion to approve the purchase of the 2020 Chevrolet 3500 vehicle. Comm. Porras seconded the motion and the motion received the unanimous consent of the Board. Comm. Copeland then made a motion to approve the purchase of the modular box from Highway Products not to exceed \$30,000.00. Comm. Porras seconded the motion and the motion carries.**

The proposed budget for Westlake Fire Department was reviewed and discussed. Chief Palmer discussed scholarships, bunker gear and capital expenditures. The department had some gear expire this year and will likely need the same budget for bunker gear in 2021 in order to maintain two sets of gear for each firefighter. Comm. Copeland stated that if the District is not going to use the funds collected toward items the fire department needs, then taxes should be lowered. Comm. Havran explained how he came up with his numbers and explained that he and Chief Palmer had many of the same numbers in their budget meeting. Chief Palmer talked about future capital expenditures such as a public relations robot, rescue boat, new Squad, Air Packs (theirs will no longer be NFPA compliant next year), Grace accountability, battery powered tools and thermal cameras. The thermal cameras and air packs are the most important. Comm. Havran stated that the district would visit water rescue equipment in September or October. Maintenance on the Pierce pumper is starting to get costly but the department can trade it in. **After review, Commissioner Havran made a motion to accept the operations budget for Westlake Fire Department as presented. Commissioner Copeland seconded the motion and the motion received the unanimous consent of the Board.**

The proposed budget for the District was then discussed. The tax numbers should be out this week. The Board reviewed the proposed budget. **After review, Comm. Porras made a motion to accept the proposed budget as presented. Comm. Copeland seconded the budget and the motion carries.**

The addition to vehicle fleet was then discussed. Chief Palmer stated that if it is ordered now, it would not be ready until fall of 2020. By consensus, the Board gave Chief Palmer the authority to move forward with the purchase of a new pumper.

Moving the September meeting to September 11, 2019 will give the District enough time to publish necessary information regarding the tax levy. We should have the numbers by then.

Comm. Copeland and Comm. Blanke are up for re-election. We may need to have an election if others submit their applications. **After discussion, Comm. Porras made a motion to approve the order calling for the election on November 5, 2019 and conduct said election jointly with Harris County. Comm. Yost seconded the motion, which received the Board's unanimous consent.**

Items 15, 17, 18, 19 and 20 were deferred.

**THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Copeland motioned for adjournment at 10:06 p.m. Comm. Porras seconded the motion, which received the Board's unanimous consent.**

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Secretary

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Passed and approved (date)

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Gilberto Porras,