

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

January 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 January 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. Commissioners Blanke and Porras were present via electronic device. 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; Leon Visneau, Assistant Chief of Westlake Volunteer Fire Department; W.A. “Butch” Callegari, Jr. of Callegari Law Firm, PC, Attorney for the District (“Attorney”). Joseph Ellis of McCall Gibson Swedlund and Barfoot PLLC and Ginny Valls, Fire Department bookkeeper (“bookkeeper”) were present via electronic device.

Commissioner Havran called the meeting to order at 7:09p.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.

The approval of prior minutes was then given consideration. The approval of the minutes from the regular December meeting held on December 17, 2020 were reviewed. **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.**

Mr. Joseph Ellis presented the engagement letter for the District to audit the 2020 financial records. **After discussion, Comm. Copeland made a motion to engage McCall Gibson Swedlund Barfoot PLLC to perform the audit required pursuant to state and local laws and rules. Comm. Porras seconded the motion and the motion carries.**

Mr. Joseph Ellis presented the engagement letter for the Westlake Fire Department to audit the 2020 financial records. **After discussion, Comm. Porras made a motion to engage McCall Gibson Swedlund Barfoot PLLC to perform the audit required pursuant to state and local laws and rules. Comm. Copeland seconded the motion and the motion carried.**

The sales and use tax report was sent to Attorney Callegari but was not sent to the other

commissioners. Attorney Callegari will send to the other commissioners and the matter will be deferred.

Commissioner Havran then recognized Santos Acuna for consideration of the Bookkeeper's report for the month of December 2020. The report was emailed prior to the meeting. The report was reviewed and discussed by the commissioners. **After review, Comm. Copeland's motion, seconded by Comm. Blanke 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.**

The District then reviewed the Investment Policy and considered changes to the policy and guidelines. The Commissioners discussed the current policy and agreed to keep the current policy in place. **Commissioner Havran made a motion to continue with the current investment policies, strategies and guidelines. Commissioner Copeland seconded the motion and the motion was unanimously accepted by the District. Comm. Copeland then made a motion to adopt a resolution naming Brian Desilets and Santos Acuna investment officers for the District. Comm. Porras seconded the motion and the motion received the unanimous consent of the Board.**

Commissioner Havran recognized Chief Mark Palmer for consideration of the Fire Department report for the month of December 2020. Chief Palmer presented copies of the written monthly report detailing the number of calls by category and the overall response times. Chief Palmer stated that he will be retiring this year. He also discussed that paid EMS is becoming a reality. Chief feels that it is not an everyday thing but it may come to that. He wanted to make sure that the funding would be there in the event that he needs to hire people. There was discussion on appropriating more funds to cover paid EMS. **Comm. Copeland made a motion, seconded by Comm. Porras to increase the monthly allocation to the fire department by \$21,500 per month making the monthly allocation \$205,500 per month. The motion received unanimous consent of the Board.** The ISO review has been rescheduled to February 3, 2021. We are currently at a three but hopeful we can get it to a 2 or even a 1. Life Scan was a success again this year. Chief Palmer discussed the electrical issues and lighting issues at the fire station. Another dome light from the parking lot has fallen. **Upon motion by Comm. Porras and seconded by Comm. Copeland, the Board unanimously approved the Fire Department report.**

Traffic pre-emption was then discussed. Comm. Havran there are 25 intersections in our district and it will cost around \$70,000. He asked that it be left on the agenda for future discussion.

Amending the budget will be addressed next month.

The next meeting is scheduled for February 18, 2021.

THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Porras motioned for adjournment at 9:27 p.m. Comm. Copeland seconded the motion, which received the Board's unanimous consent.

Passed and approved (date)

Gilberto Porras, Secretary