

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

July 16, 2020

The Board of Directors of Harris County Emergency Service District No. 47 (“the District”) met in regular session, open to the public, on the 16<sup>th</sup> day of July 2020 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
Sonia Yost	Treasurer
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 Yost, Commissioner Porras and Commissioner Blanke were present via electronic device. The meeting was recorded via zoom.

Also present at the fire station were W.A. “Butch” Callegari, Jr. of Callegari Law Firm, PC, Attorney for the District (“Attorney”); Brian Desilets and Santos Acuna of Precision Utility, LLC, the District’s Bookkeeper (“Bookkeeper”); Mark Palmer, Fire Chief of Westlake Fire Department; and Ginny Valls, Fire Department bookkeeper (“bookkeeper”).

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

Commissioner Blanke left the meeting due to technical difficulty.

Attorney Callegari confirmed that COVID emergency still exists and explained the protocol for electronic meetings and in person meetings.

Public comment was deferred.

The approval of prior minutes was then given consideration. The minutes from the February 2020 meeting were reviewed. **Comm. Copeland made a motion to accept the minutes from the February Regular meeting. Comm. Yost seconded the motion and the motion was unanimously accepted by the District.** The minutes from the March meeting held on April 6, 2020 meeting were reviewed. **Comm. Porras made a motion to accept the minutes from the March Regular meeting. Comm. Yost seconded the motion and the motion was unanimously accepted by the District.** The minutes from the May meeting were reviewed. **Comm. Yost made a motion to accept the minutes from the May Regular**

**meeting. Comm. Copeland seconded the motion and the motion was unanimously accepted by the District.** The minutes from the June 24, 2020 meeting were reviewed. **Comm. Yost made a motion to accept the minutes from the June 24<sup>th</sup> Regular meeting. Comm. Porras seconded the motion and the motion was unanimously accepted by the District.** Comm. Havran asked about the minutes from the June 18<sup>th</sup> meeting. Ginny will look into the matter.

Commissioner Havran recognized the report from Sales Revenue Inc. for discussion. The report was reviewed by the District. **Comm. Copeland made a motion to accept the report sent by Mr. Fortner. Comm. Porras seconded the motion and the motion carries.**

Commissioner Havran then recognized Brian Desilets for consideration of the Bookkeeper's report for the month of June. The report was emailed prior to the meeting. The report was reviewed by the commissioners. Mr. Desilets asked when the Sales Revenue contract was to start as he has received a bill with the increase. The context of the discussion was to budget for 2021. Attorney Callegari suggested sending the current amount this month and he will discuss future months with Mr. Fortner. Due to this, check # 1093 for \$1,400.00 was voided and a new check with the number 1245 was issued for \$1,000.00.

**After review, Comm. Copeland'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 Palmer for consideration of the Fire Department report for the month of June. He presented the written monthly report detailing the number of calls by category and the overall response times. The utility vehicle is being wired for lights and radios. We will go for the final inspection of the new squad in August but we will not receive it until October or November. COVID has taxed the department. We had 23 members quarantined at one time. We utilized the old station. We had 5 test positive. We have made 14 positive COVID calls. We are fortunate to have a member that works at a clinic that is able to do testing. Incentive expenses are above average. We have not had many meetings since the beginning of the COVID outbreak. We have postponed the badge ceremony. Chief asked about purchasing two ambulances at the same time or if he should stagger them. Comm. Havran feels the District can purchase both and does not feel it is necessary to stagger them. He stated it is ok for Chief to purchase the ambulances at his discretion. Chief Palmer explained the department has formed a committee and will be looking at ambulances soon. **Upon motion by Comm. Copeland and seconded by Comm. Yost, the Board unanimously approved the Fire Department report.**

The purchase of a rescue was discussed. Chief Palmer explained why a larger boat would benefit the community. More would be able to be rescued at one time. Chief Palmer found a boat in Kemah and the quote was under budget. Comm. Havran feels it is needed. The company also serviced the boat we already have in service. **After further discussion, Commissioner Havran made a motion to reimburse Westlake Fire Department for the water apparatus acquired earlier in July not to exceed \$15,000.00. Comm. Copeland seconded the motion, which received the Board's unanimous consent.**

2020 tax levy was deferred as there is no new information.

Commissioner Havran emailed the commissioners information on a proposed 2021 budget. He also provided the information during the meeting. Comm. Havran also stated that he would like the District to consider paying off Squad 42 later in 2021. The commissioners reviewed the proposed budget. **Upon motion by Comm. Havran and seconded by Comm. Copeland, the Board unanimously approved the 2021 Budget.**

The website is under construction. Horton is working on a product for the District's approval. Attorney Callegari stated that a contract with Horton is needed. The District discussed the requirements for the website and the contents. The District will hold the check until the contract has been received and approved. The website should be up and running in two weeks.

Safety Fest will be a virtual event this year. They would like to make a video of Westlake and incorporate ESD 47. They will have a company come out and shoot the video. Comm. Havran is asking the District to approve an amount not to exceed \$3,600.00 to come out of the allotted budget. The commissioners agree and no motion is necessary as it was in the budget.

Amending the budget was then discussed. The rescue boat needs to be added to capital expenditures and \$16,000.00 from ballistic gear needs to be moved to the boat category as the department does not need more ballistic gear at this time. **Upon motion by Commissioner Copeland and seconded by Commissioner Porras, the Board unanimously approved the amended 2020 budget.**

The District discussed prior actions taken at meetings this year. **After discussion, Commissioner Porras made a motion to ratify all prior actions taken in the 2020 meetings up until the July 16, 2020 meeting. Commissioner Copeland seconded the motion, which received the Board's unanimous consent.**

Attorney Callegari discussed the tax levy. He stated the tax rolls should go out soon and then the District will receive calculations. The District may need to have a meeting to set the tax rate. The next regular meeting will be August 20, 2020. Mr. Desilets clarified the meeting attendees for payroll.

**THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Yost's motioned for adjournment at 8:47 p.m. Comm. Copeland 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