

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

June 18, 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 18th day of June 2020 at 7:00 p.m. 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, Commissioner Porras, Commissioner Blanke, and Commissioner Yost were present via electronic device. The meeting was recorded via zoom.

Also present via zoom were W.A. “Butch” Callegari, Jr. of Callegari Law Firm, PC, Attorney for the District (“Attorney”); Brian Desilets of Precision Utility, LLC, the District’s Bookkeeper (“Bookkeeper”); Mark Palmer, Fire Chief of Westlake Fire Department; Ryan Fortner of Sales Revenue, Inc.; and Ginny Valls, Fire Department bookkeeper (“bookkeeper”); Joseph Ellis of McCall Gibson Swedlund Barfoot PLLC; Auditor for the district.; Mr. Callegari, Mr. Desilets, Ms. Valls and Mr. Ellis were all present by zoom video while Commissioner Havran, Commissioner Porras, Commissioner Blanke, Mr. Fortner and Chief Palmer were present via zoom audio.

Commissioner Havran called the meeting to order at 7:15 p.m., and the following business was transacted. Commissioner Blanke joined the meeting via zoom audio at 7:24.

Attorney Callegari explained the protocol for electronic meetings.

Commissioner Havran commented that an individual posted a comment on the nextdoor app thanking the Westlake Fire Department for their service. There were no other comments.

Mr. Fortner emailed the sales and use tax report for the month. He reviewed the report and stated ecommerce was doing very well during COVID and are ahead of collections for the same time in 2019. **After the report was read, Comm. Yost made a motion to accept the report given 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 May. The report was emailed prior to the meeting. The report was reviewed by the commissioners.

After review, Comm. Blanke's motion, seconded by Comm. Yost 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.

Amending the District budget was then discussed. Commissioner Havran suggested moving \$25,000.00 of the allocated budget of \$26,000.00 to fund the extrication equipment and \$1,000.00 to the new pumper. **Upon motion by Comm. Porras and seconded by Comm. Blanke, the motion was unanimously accepted by the District.**

Commissioner Havran then recognized Joseph Ellis of McCall Gibson to discuss the annual audit for the District. Mr. Ellis discussed the report as presented. He will also email the report to Attorney Callegari. The commissioners reviewed and discussed the report. Mr. Ellis found that the minutes from the November 2019 meeting were not approved. Attorney Callegari will review his notes as he took the minutes in Ms. Valls absence. **Upon review, Comm. Blanke made a motion, seconded by Comm. Porras to approve the audit as presented. The motion received unanimous consent.**

Commissioner Havran recognized Chief Palmer for consideration of the Fire Department report for the month of May. He presented the written monthly report detailing the number of calls by category and the overall response times. We have had quite a few members respond to the COVID incentive and are staffing the station very well. The meal plan has helped and everyone wants to keep this in the future. The station lighting has been completed and the station is visible at night. The final inspection for the new squad will be in November. **Upon motion by Comm. Yost and seconded by Comm. Blanke, the Board unanimously approved the Fire Department report.**

The District website was discussed. Commissioner Havran sent out the information for 5 vendors for the District to review. The District needs to decide soon due to the need to post the tax information. Some were very high in cost. The various options were discussed. Comm. Porras asked about being added to the Westlake website but Attorney Callegari stated the District needs their own site. He also suggested possibly having an additional meeting to vote on a vendor next week.

The Westlake Fire Department 2021 budget will be discussed at the next meeting.

Safety Fest was deferred.

Attorney Callegari discussed the 2020 tax process briefly and it will be discussed further at the meeting Wednesday June 24, 2020. The meeting will be held in person as well as zoom.

THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Blanke's motioned for adjournment at 8:04 p.m. Comm. Yost seconded the motion, which received the Board's unanimous consent.

Passed and approved (date)

Gilberto Porras, Secretary