

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

April 22, 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 22nd day of April 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
Mike Miller	Treasurer

Commissioner Havran, Commissioner Copeland, Commissioner Porras, and Commissioner Miller were present at the Fire Station. Commissioner Blanke was not present. The meeting was recorded via zoom.

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

Commissioner Havran called the meeting to order at 7:05p.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.

There were no members from the public so public comment was deferred.

Attorney Callegari explained that out of an abundance of caution, the Board should consider ratifying all actions from the February 25th Regular Meeting as the County stamp was not present on paperwork. **Commissioner Porras made a motion to ratify all actions from the February 25th meeting. Commissioner Copeland seconded the motion and the motion received the unanimous consent of the District.**

The approval of prior minutes was then given consideration. The approval of the minutes from the regular March meeting held on March 18, 2021 were discussed. Attorney Callegari stated that there were a couple of typos but saw no other need for corrections. **Comm. Copeland made a motion to accept the minutes with typos corrected. Comm. Miller seconded the motion and the motion was unanimously**

accepted by the District.

The sales and use tax report was next for discussion. Mr. Fortner of Sales Revenue, Inc. presented the March and April report to the District. Mr. Fortner asked if the District wanted electronic reports or paper reports. There was discussion but he will send electronically and bring a few hard copies to the meetings. The report was reviewed by the District. Comm. Havran asked why the budget information was different than what the District shows. Mr. Fortner stated that was the last amount he was aware of. Comm. Havran explained where the number came from and Mr. Fortner will change the amount moving forward. Comm. Havran also inquired about the state listing being different than the data. Mr. Fortner explained that this is due to corrections made by the state. Attorney Callegari stated that the reports for February, March and April will be included in the minutes as the February report had been deferred. He also reminded the Board that Mr. Fortner's contract includes quarterly attendance. Mr. Fortner stated that was correct but that he would likely be attending more often. **After review, Commissioner Copeland made a motion to accept the sales and use tax report. Comm. Miller seconded the motion and the motion carries.**

Commissioner Havran then recognized Santos Acuna for consideration of the Bookkeeper's report for the month of March 2021. The report was emailed prior to the meeting. The report was reviewed and discussed by the commissioners. Mr. Acuna has the paperwork for the Commissioners to sign to move the funds from TexPool to Texas Class. He also brought the forms to add Comm. Miller to the bank accounts. Attorney Callegari sent the information for Allegiance Bank to Mr. Desilets and Mr. Acuna. Mr. Acuna had a check to pay Cypress Creek for dispatch. The District paid the base fee in January and this invoice is for the first quarter. **After review, Comm. Porras' 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.**

Agenda item #8, review investment options and amend broker authorizations, was deferred.

Commissioner Havran recognized Chief Mark Palmer for consideration of the Fire Department report for the month of March 2021. Chief Palmer presented copies of the written monthly report detailing the number of calls by category and the overall response times. Chief Palmer explained that the decrease in members and increase in employees is due to hiring paid EMS internally. Daytime manpower is lower due to members getting new jobs outside the department. ISO should be a "2" but it is not official. The only area of concern was the area by the airport. A tanker would help the ISO number be a 2/x. Comm. Copeland asked how a department can get a "1". Chief Palmer stated that is usually given to career departments but that a "2" is very good. The department has received the two new ambulances. They are larger than the old ones. We should be getting the two other ambulances back in the next few weeks. Commissioner Havran stated the district may test the water with getting rid of one of them. Also a consideration would be to keep them for emergencies. Things at Comm. Center are not going well. Leon Visneau went to a meeting today regarding dispatch and Chief Palmer has not had the opportunity to speak with him yet. There are several options the Department could utilize if needed for dispatch. Also the Department could go with 800 MHz radios. If we go with the county 800 MHz radios, it will be an additional \$1,200.00 per month. The department currently has 800 MHz radios on apparatus for mutual aid calls. Chief Palmer stated that the electrician is still waiting on the part and will need to rewire for the lights in the dorms to work. The cascade system needs to be replaced. The current one is old and worn out. A new system is approximately \$10,000.00. Chief will get prices but no bids are required as it is under \$50,000.00. Landscaping will be done soon. The company has been busy due to the freeze. Chief Palmer

stated he will be retiring on September 11, 2021. The Fire Board has a new process for hiring the next Chief. There will be an interview, scenario and membership vote. The committee will be comprised of three Fire Board members, one or two ESD Board members, two Westlake members. The position will be advertised for 30 days. Chief Palmer stated he would like the ESD to be more involved. The District stated the financial reports from the Department have been lacking. Ms. Valls stated she would get the reports to them again. The Tesla fire in the news was discussed. Chief Palmer stated it would take a huge amount of water to handle one. **Upon motion by Comm. Porras and seconded by Comm. Copeland, the Board unanimously approved the Fire Department report.**

The rental ambulance has been returned and the Department should have the other ambulances back in a few weeks. We can keep old and new ambulances on the agenda for next month and decide what to do. Could keep three in service and keep one as a spare. Chief Palmer discussed that calls easily paid for the rental ambulance.

The purchase of a tanker apparatus was discussed. The Department found one in South Carolina for \$35,000.00. It has low mileage. Chief Palmer had pictures to show the District. The Department can park the tanker at the airport if needed. It will cost approximately \$10,000.00 to add decals, radios and equipment. We don't want the tanker going emergency to a call so it will not need all the lights. Several were looked at but this one is the best so far. Comm. Havran found one in Montgomery County but it needed several thousand dollars of repairs. **Comm. Copeland made a motion, seconded by Comm. Miller to purchase the tanker from the fire department in South Carolina not to exceed \$35,000.00 and authorize the District's bookkeeper to wire funds, prepare a check, or obtain a cashier's check for the purchase. The Board unanimously approved the motion.**

Comm. Havran then discussed amending the District's budget. He passed out a report to the commissioners. There is a line item for paying off the squad early. He suggested deleting the \$50k early pay off line and making a new line item for the tanker with the \$50k. Attorney Callegari stated that with revenue up, the district could still pay off the truck early but could decide at a later time. Comm. Havran stated that it was a timing issue. Chief Palmer stated that the ESD 47 Commissioners have done an outstanding job. **After discussion, Comm. Copeland made a motion to amend the budget as stated. Comm. Porras seconded the motion and the motion received the unanimous consent of the Board.**

The District has been working on updated the existing contract between ESD 47 and Westlake. They have had two workshops. They have made a few changes and are ready to send to Chief Palmer and Attorney Stu Levin. Chief Palmer stated that the Fire Board was concerned and he told them to relax. He explained that the District wants things to be in order for the future. Comm. Havran pointed out a couple of typos but overall looks good. Attorney Callegari gave hard copies to Chief Palmer and will email Attorney Levin.

Safety Fest will be at Katy Mills Mall in October. Comm. Havran hopes the District will sponsor the Kids' Zone again. All agree with moving forward by consensus as it is in the budget for community involvement. Comm. Havran also discussed a few items in legislation. Safe D has a training session planned for September in Fort Worth and then in February in Round Rock will be the annual convention. May 20th is the next scheduled meeting. Comm. Copeland stated he expects members of the Fire Board to attend future meetings.

THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Copeland motioned for adjournment at 8:45 p.m. Comm. Porras seconded the motion, which received the Board's unanimous consent.

Passed and approved (date)

Gilberto Porras, Secretary