

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING
December 19, 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 19th day of December 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.

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 Volunteer Fire Department, Ginny Valls, Fire Department bookkeeper ("bookkeeper)and Jo Porras, Commissioner Porras' wife.

Commissioner Havran called the meeting to order at 7:43p.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 minutes from the regular scheduled meeting was given consideration.

After review Comm. Copeland made a motion to accept the minutes from the November regular scheduled meeting. Comm. Blanke seconded the motion and the motion was unanimously accepted by the District.

The sales and use tax report was delivered via email for review. The report was discussed by the District. **After the report was reviewed Comm. Porras made a motion to accept the report from Sales Revenue Inc. as presented. Comm. Copeland seconded the motion and the motion carries.**

Commissioner Havran then recognized Olivia Cuellar for consideration of the Bookkeeper's report for the month of November 2019. The report was reviewed by the District. There is one check outstanding at Bancorp South and after that the District will write a check to close the account. The service fee was recently deducted from the account as well. Ms. Cuellar could not confirm the pledged securities at Bancorp for November but it is not an issue as there are not funds

there. The securities at BBVA Compass have been confirmed. Comm. Havran asked Ms. Cuellar how she liked working with BBVA Compass and she said it has been a great experience. The District will be receiving a large amount of funds in the next few months from tax collections. Does the District want to determine what account to transfer the funds to? Texas Class is at \$1.91. TexPool is at \$1.67 and BBVA Compass is at \$0.25. The District will consider this and decide next month. Northwest Communications also sent a bill for radios that the District will pay.

After review, Comm. Yost's motion, seconded by Comm. Blanke, 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 discussed. **After discussion, Comm. Porras made a motion, seconded by Comm. Copeland, to adopt the pledge agreement provided by BBVA Compass and authorize Comm. Havran to sign for the District.**

Commissioner Havran then recognized Joseph Ellis of McCall Gibson to discuss the annual audit pursuant to state and local laws and rules. Attorney Callegari inquired about the internal controls. This is due to having outside employees and goes in the management letter. It is a common issue. **Commissioner Copeland made a motion to authorize McCall Gibson to begin the audit of the 2019 financials. Commissioner Blanke seconded the motion and the motion was unanimously accepted by the District.**

The authorization of the Audit of the Westlake Fire Department Financials was deferred. The 2018 audit is incomplete due to some issues with EMS Collections. Mr. Ellis discussed the matter and explained he hopes to have it cleared up soon. Intermedix also found some internal issues as well.

The District's investment policy was reviewed. Attorney Callegari does not recommend any changes to the protocols. The current investment officers are Ms. Cuellar and Mr. Desilets. Attorney Callegari feels one of the commissioners should be an investment officer but it is not crucial. Mr. Ellis stated that he is satisfied with Ms. Cuellar being one of the investment officers. There are classes in October if anyone is interested. **After discussion, Commissioner Havran's motion, seconded by Commissioner Blanke, to keep the investment policy and investment guidelines the same, received unanimous consent of the Board. Commissioner Porras made a motion to approve the resolution appointing Olivia Cuellar and Brian Desilets Investment Officers for the District. Commissioner Blanke seconded the motion and the motion received the unanimous consent of the Board.** Attorney Callegari will have the resolution to sign at the next meeting.

Commissioner Havran recognized Chief Palmer for consideration of the Fire Department report for the month of November. He presented the written monthly report detailing the number of calls by category and the overall response times. The fence is still not complete and has been unable to contact the contractor. The Department is looking into tiling the dorms upstairs. It will be about \$7,500 and if approved the Department will have it completed at their cost. ESD 48 radio – Chief had nothing to report. The Department went digital in November and is getting used to the new system. Westside dispatch allows comm center to patch calls to our channel and it should be easier now per comm center. Comm. Havran does not feel we need to do anything with the building or electrical that had been discussed previously. Winterfest went great and Mr. Driver has been doing a great job. The utility vehicle is estimated to be complete January 22, 2020. The next badge ceremony will be January 4, 2020. Chief Palmer received another sexual harassment complaint. The

majority happened outside the department but the females were encouraged to file charges. The new squad should be here October/November 2020. We have been having some issues with leaking urinals and clogged drains but we are having Roto Rooter come out. We are waiting for the A/C company to slow down so they can come out and give us an estimate on taking care of the moisture issues. Comm. Havran spoke about attending the station meeting and addressing the membership. Life Scan starts soon. Some of the commissioners would like to take part in it. The Department has more than 70 people signed up and will be paying the remaining portion after what the ESD has paid. **Comm. Blanke made a motion to approve funding not to exceed \$45,000.00 to cover more individuals. This is an increase of \$13,000.00 from the original amount. Comm. Porras seconded the motion and the motion received consent of the Board.** Comm. Copeland stated the building is very dark at night. Chief will get a price on additional lighting.

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

Property line fence repair was deferred. Chief Palmer stated there is one section incomplete but he cannot get in touch with the contractor.

The District's open records policy request fee was discussed. The District will comply with state laws. Attorney Callegari discussed the rules and regulations. The District has nothing specific in place but it defaults to state laws and the District can update it in 2020 for adoption. Action on this item was deferred.

Amending the District's budget was discussed. The increase for life scan, decreases for the utility vehicle and the accrual of funds for the utility vehicle were among the changes to the budget. **After discussion, Comm. Yost's motion, seconded by Comm. Blanke, to approve the amended budget received the unanimous consent of the Board.**

Item 13 and 14 were deferred.

Safe D 2020 will be held February 20 -22 in Galveston. You can now register together. Comm. Blanke needs credit but he is unable to go that weekend. Comm. Havran will be attending. Attorney Callegari had nothing else to report. Comm. Havran thanked all the commissioners for their work on the Board this year. The commissioners thanked Comm. Havran for his work on the Board this year. We will be paying loans in January. They have moved Safety Fest to October this year. And the budgets will need to be in early due to the new Senate Bill. The District will need the budget from the Department in June. The ESD will have theirs done by July.

THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Blanke's motioned for adjournment at 9:08 p.m. Comm. Yost seconded the motion, which received the Board's unanimous consent.

Passed and approved (date)
