

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING
June 24, 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 24th day of June 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, Commissioner Porras and Commissioner Copeland were present at the Fire Station. Commissioner Yost and Commissioner Blanke 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"). Mr. Callegari, Chief Palmer, Mr. Fortner, and Mrs. Valls were all present at the Fire Station while Mr. Desilets was present via zoom audio.

Commissioner Havran called the meeting to order at 7:04 p.m., and the following business was transacted.

Attorney Callegari explained the protocol for electronic meetings.

Public comment was deferred.

Commissioner Havran recognized Mr. Fortner with Sales Revenue Inc. for discussion on amending the advisor agreement and the monthly report. Mr. Fortner gave information on collections and cost. The agreement proposes increasing the fee to \$1,600.00 based on the fee structure. The current fee is \$1,000.00 and has not increased in 5 years. Comm. Havran wants to keep expenses down as the future is not clear at this time. He proposed a fee of \$1,400.00 per month. Mr. Fortner agreed and said we could readjust next year if needed. Chief Palmer commented on the increase in online shopping due to Covid 19. Mr. Fortner read the sales and use tax report for the month. They are still monitoring the COVID-19 situation and will continue to do so. **Commissioner Havran made a motion, seconded by Comm. Porras to accept the amended**

sales tax revenue agreement at \$1,400.00 per month. The motion received the unanimous consent of the board. After the report was read, Comm. Porras made a motion to accept the report given by Mr. Fortner. Comm. Copeland seconded the motion and the motion carries. Mr. Fortner then left the meeting.

The District's website was then discussed. The District needs to get it up and running. Comm. Havran asked for the other commissioner's opinions. Comm. Yost gave her top three picks. Comm. Havran did the same. Comm. Copeland and Porras stated they agree with Comm. Yost. After discussion, Comm. Copeland made a motion to engage Horton for the creation of the District's website. Comm. Yost seconded the motion and the motion received the unanimous consent of the Board. Comm. Copeland suggested we ask if a 5 year contract is available and Comm. Yost agrees.

The 2020 tax levy was discussed. Attorney Callegari explained the changes and new dates that affect the District. The Appraisal District has to send the information by July 25, 2020 and the calculations by August 1, 2020. Attorney Callegari explained the net effect, voter approval rate, hearings and election process. It is not clear what will happen if the appraisal district does not get the information to the District in time. Comm. Havran distributed a timeline of future meetings and important dates. July 16th is the District's regular scheduled meeting and we will need to meet on August 5, 2020 to set the tax rate.

The Westlake Fire Department budget was discussed. Comm. Havran and Chief Palmer did not get a chance to sit down and talk about the budget this year. Chief Palmer was instructed to cut the budget back by \$24K. Chief Palmer wanted to cut his salary but the Westlake Fire Board said "no". Comm. Havran distributed a budget he prepared. Chief Palmer stated he hopes that he still has the flexibility to spend the funds for the year as needed. Some line items were discussed. Audit will be changed to audit support as the District pays for the audit. Dispatch was discussed. Comm Center is increasing their rates from \$68k to \$117K. Comm. Copeland wants to know why the large increase. Chief Palmer will contact them to find out. Comm. Copeland asked Comm. Havran why the decrease in the budget for the Department. Comm. Havran explained the uncertainty of future capital and the need for two new ambulances are the cause. Comm. Copeland thanked Comm. Havran for his diligence working on the budget. He is glad sales tax is up but feels the District should look at that as extra income. He also suggested purchasing one ambulance then purchasing another 6 months later to stagger them a little. Comm. Havran and Comm. Copeland assured Chief Palmer that he does not have to stick to the exact line items just the overall budget. After discussion, Comm. Copeland made a motion seconded by Comm. Porras to accept the 2021 budget for Westlake Fire Department at \$184,000.00 per month with and overall budget of \$3,016,645.00. The overall budget includes the payment for the squad. The motion received the unanimous consent of the Board. Now the ESD budget can be finished. They will discuss at the July meeting.

Attorney Callegari had nothing to add. He has a few items to get to the auditor and will get in touch with Mr. Ellis. He is also still working on getting the minutes from April retrieved from ZOOM.

THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Copeland's motioned for adjournment at 8:38 p.m. Comm. Yost seconded the motion, which received the Board's unanimous consent.

