

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

April 6, 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 6<sup>th</sup> day of April 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 Copeland, 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"); Olivia Cuellar of Precision Utility, LLC, the District's Bookkeeper ("Bookkeeper"); Mark Palmer, Fire Chief of Westlake Fire Department; Joseph Ellis of McCall Gibson Swedlund Barfoot PLLC; Auditor for the district.; Mr. Callegari, Ms. Cuellar, Comm. Copeland and Mr. Ellis were all present by zoom video while Commissioner Havran, Commissioner Porras, and Chief Palmer were present via zoom audio.

Commissioner Havran called the meeting to order at 7:11 p.m., and the following business was transacted. Commissioner Yost joined the meeting via video at 7:22.

Attorney Callegari explained the protocol for electronic meetings.

Commissioner Havran made an opening statement regarding Westlake Fire Department and their response to the COVID-19 situation.

Public comment was deferred.

Mr. Fortner emailed the sales and use tax report for the month. Not all the commissioners received the report as some of the commissioners and the attorney are all having issues with emails from him. Commissioner Havran read the report highlights. **After the report was read, Comm. Copeland made a motion to accept the report given by Mr. Fortner. Comm. Yost seconded the motion and the motion carries.**

Commissioner Havran then recognized Olivia Cuellar for consideration of the Bookkeeper's report for the month of March. The report was reviewed by the District. Ms. Cuellar will monitor

TexPool and Texas Class interest rates over the next few months.

**After review, Comm. Porras' motion, seconded by Comm. Copeland to approve the Bookkeeper's report, the District's Financial Report, and the Investment Report as presented, received unanimous consent of the Board. Comm. Havran then made a supplemental motion ratifying the checks signed prior to tonight's meeting but after the last meeting noting all checks are included in the report presented tonight. Comm. Porras seconded the motion and the motion received unanimous consent of the Board.**

Commissioner Havran recognized Chief Palmer for consideration of the Fire Department report for the month of March. He presented the written monthly report detailing the number of calls by category and the overall response times. The utility vehicle is in Portland but not at the facility due to COVID-19. The badge ceremony has been moved to May 9, 2020. There is nothing new to discuss regarding the squad. Chief Palmer thanked the District again for Lifescan. The scan found not one but two cases of cancer. The ESD 48 base station is in the table closet and the invoice for electrical has been sent to them for payment. The Department had been looking for decon foggers prior to COVID-19 and have purchased 3. The station and apparatus are being kept clean. We are still not allowing meetings or gatherings at this time. The gym is being used by members and law enforcement. Attorney Callegari asked the department is limiting the amount of people in the gym and if social distancing was being encouraged? Chief Palmer will post signs tomorrow. COVID-19 has caused many members to lose their jobs and has caused some price gouging for supplies. Chief Palmer then discussed the incentive protocol for COVID-19. He also discussed obtaining PPE items and that pre-COVID they were \$0.99 and we were charged \$7.00 per unit. Chief Palmer will likely report the price gouging in the future but needed to make sure the Department was covered. Comm. Havran stated that Chief Palmer needs to keep receipts and he hopes to get the department reimbursed after all is said and done. Chief discussed the possibility of a meal plan to keep members from going out and contracting the virus. Testing was discussed. We purchased 40 antibody tests to use when needed. **Upon motion by Comm. Yost and seconded by Comm. Copeland, the Board unanimously approved the Fire Department report.**

Commissioner Havran then recognized Joseph Ellis of McCall Gibson to discuss the annual audit for the Department pursuant to state and local laws and rules. The District discussed authorizing the audit for the Department. The engagement letter was sent and is the same as prior years. Attorney Callegari will check to see if the audit for 2018 has been approved and will add it to the agenda for next month if it has not. Comm. Havran wanted to make it clear that the District will be paying for the audit and Ms. Cuellar will pay the remaining amount due. **Commissioner Copeland made a motion to authorize McCall Gibson to begin the audit of the Westlake Fire Department 2019 financials. Commissioner Porras seconded the motion and the motion was unanimously accepted by the District.**

Lighting repair/replacement will be taken off the agenda for future meetings unless needed as the matter has been resolved.

Public Relations was also taken care of last month. Commissioner Havran signed the contract with Robotronics but the District has not seen a bill yet. Chief Palmer stated although the robot purchased is a good tool, he feels items purchased should be prioritized by what the department needs. He was unaware that Mr. Driver was going to come to Comm. Havran with the proposal and feels the members should go through him for items needed at the station.

The District website was discussed. He sent emails to the commissioners regarding bids and proposals for websites. There was discussion on scope of work and time frame of need. Comm. Yost suggested inviting vendors to zoom meeting and Comm. Copeland and Yost asked for demos and/or examples of work. Comm. Havran will email the commissioners with information.

Technical rescue equipment was discussed. Chief is unsure where this came from. He feels high angle rescue requires more training, equipment and commitment than we have available. He was unsure who brought to Commissioner Havran. Comm. Havran stated it was on Chief's report sometime last year and that no one came to him specifically. This item will be removed from the agenda as no further action is needed.

Safety Fest is still on hold at this time. Comm. Havran is hoping to sponsor the kid zone again this year. The matter was deferred.

Amending the budget was deferred.

Attorney Callegari stated electronic meetings are being recorded and he will get with Mrs. Valls for minutes. There are different rules for video and audio and the District will still need to post the meeting with all sign in information at least 3 days in advance. There was discussion on the April regular meeting. The District may need to have multiple meetings in the future to discuss tax rates and the website. The 4<sup>th</sup> Thursday in April will be designated as the next meeting. Attorney Callegari will post the regular meeting for April 23, 2020 and wait for guidance on the website meeting.

**THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Porras' motioned for adjournment at 8:55 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