

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING  
May 28, 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 28<sup>th</sup> day of May 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 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, Mr. Desilets and Mrs. Valls were all present by zoom video while Commissioner Havran, Commissioner Blanke, Commissioner Porras, Mr. Fortner, and Chief Palmer were present via zoom audio.

Commissioner Havran called the meeting to order at 7:35 p.m., and the following business was transacted.

Attorney Callegari explained the protocol for electronic meetings.

Public comment was deferred.

Mr. Fortner read the sales and use tax report for the month. They are monitoring the COVID-19 situation. They are auditing accounts again and have found a minimal number of business closures. **After the report was read, Comm. Porras made a motion to accept the report given by Mr. Fortner. Comm. Blanke 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 reviewed by the District. Olivia Cuellar has resigned from Precision Utility and Brian will be taking care of the accounts.

**After review, Comm. Blanke's motion, seconded by Comm. Porras, 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.

Commissioner Havran recognized Chief Palmer for consideration of the Fire Department report for the month of April. He presented the written monthly report detailing the number of calls by category and the overall response times. The utility vehicle is at the training station waiting to be outfitted for completion. Chief Palmer and Eric Valls flew to Oregon and drove the vehicle back. The cost of their travel and expenses totaled \$2,100. It would have cost \$4,600 to ship. Chief gave estimates on the cost of completion. There was nothing to report on the badge ceremony or the new squad. All the lights at the station have been repaired. COVID-19 has caused the department to increase manpower. We have only had one person quarantined so far. We have not been allowing meetings or other gatherings at the station at this time. Chief Palmer has been working on the budget and should have it completed soon. We were going to inspect the two nursing homes in our area but the City of Houston did it before we could get there. Chief Palmer is scheduled to have a third surgery to repair the same knee in August. Upon motion by Comm. Porras and seconded by Comm. Blanke, the Board unanimously approved the Fire Department report.

The District website as then discussed. Comm. Havran sent out a report for the commissioners to review. Comm. Blanke will check to see if he received it. The matter was deferred until all the commissioners could review the information. Chief Palmer was asked about the Department's website and he feels it could be better.

The Safety Fest was then discussed. The committee met and there will be big changes this year. There will be no tents or events. It will be conducted via youtube video starting in September and will run for 6 weeks.

Amending the budget and discussion on an ESD administrator position matter were deferred.

Attorney Calligari stated things are still in emergency mode and asked if anyone wanted to meet in person next month. Comm. Porras asked about sanitizing at the station. The Department has been disinfecting regularly and after any meetings that take place. Comm. Havran stated he would like to meet in person next month. The next meeting is scheduled for June 18,2020.

THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Porras' motioned for adjournment at 8:25 p.m. Comm. Blanke 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