

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

November 19, 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 19th day of November, 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 was present at the Fire Station. Commissioner Copeland, Commissioner Blanke and Commissioner Porras were present via electronic device. The meeting was recorded via zoom.

Also present at the fire station were Santos Acuna of Precision Utility, LLC, the District’s Bookkeeper (“Bookkeeper”); Leon Visneau, Assistant Fire Chief of Westlake Volunteer Fire Department, and Ginny Valls, Fire Department bookkeeper (“bookkeeper”). Marsha Thomas, a member of the community, was present at the station. W.A. “Butch” Callegari, Jr. of Callegari Law Firm, PC, Attorney for the District (“Attorney”); Ryan Fortner of Sales Revenue Inc.; and Brian Desilets of Precision Utility, LLC. were 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.

Marsha Thomas was present at the station. She stated she is interested in public affairs, ESD 47 and their meetings.

The approval of prior minutes was then given consideration. The approval of the minutes from the regular October meeting held on October 15, 2020 were reviewed. **Comm. Copeland made a motion to accept the minutes as presented. Comm. Blanke seconded the motion and the motion was unanimously accepted by the District.**

The sales and use tax report was next for discussion. Mr. Fortner emailed the report to Attorney Callegari and he sent it to the commissioners. The report was reviewed by the District. Mr. Fortner stated that ecommerce will be the life blood for collections during the pandemic as many are shopping online. **After review, Commissioner Blanke made a motion to accept the sales and use tax report. Comm.**

Copeland seconded the motion and the motion carries.

Renewal of the District's insurance coverage was discussed. Attorney Callegari discussed the annual premium and that not much had changed from the prior year.

It should be noted that Commissioner Porras joined the meeting at 7:25 via zoom.

Commissioner Havran then recognized Santos Acuna for consideration of the Bookkeeper's report for the month of October. The report was emailed prior to the meeting. The report was reviewed by the commissioners. Attorney Callegari stated that the pledged securities were inadequate. Mr. Acuna will contact the bank then contact Attorney Callegari. **After review, Comm. Blanke's 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.**

Commissioner Havran recognized Assistant Chief Leon Visneau for consideration of the Fire Department report for the month of October 2020. Assist. Chief Visneau presented copies of the written monthly report detailing the number of calls by category and the overall response times. Assist. Chief Visneau stated he had attended the last meeting with Comm. Center and they assured him they would be able to still dispatch for WVFD without Cypress Creek EMS. Community is also looking into dispatching but that is in the future. Westlake is looking into a different mapping program and will be utilizing a 60 day trial to see if it is similar to what we are using for our current mapping. The new pumper is in town and they are outfitting it now. The badge ceremony has been moved to December 5th. **Upon motion by Comm. Blanke and seconded by Comm. Copeland, the Board unanimously approved the Fire Department report.**

Commissioner Havran then discussed the Departments health assessment/screening and the appropriation of funds for the program. Ms. Valls stated the labs would be done in December just like last year and that the actual physicals would happen in January therefore the invoice would not come until late January and would not affect the 2020 budget. No other action was needed.

Attorney Callegari discussed the laws related to the sale of District assets. He did more research and still feels that the procedures discussed last month are the best option for the District and the Department. He has set up accounts in the event that the District wants to utilize auctions to sell apparatus. He prepared a resolution for the District to adopt. Assist. Chief Visneau asked about passenger vehicles. Attorney Callegari stated the information he has presented is what is best for all parties. Assist. Chief Visneau also asked they table to resolution until Chief Palmer could speak on the Department's behalf. **After discussion, Comm. Havran made a motion to table the resolution until the December meeting. Comm. Blanke seconded the motion and the motion received the unanimous consent of the District.**

#11 was deferred.

Sole source suppliers were then discussed. Attorney Callegari explained the procedures for purchasing items. If the sole source company is on HGAC or Buy Board then no action needs to be taken. If not, the District would need to make sure they are comparing items apples to apples so they can show there is no other source to obtain said goods.

The traffic signal pre-emption system was discussed. Commissioner Havran stated he received a quote on the signals in district but none shared with ESD 48. He did not bring the quote but he will send

the information to the other commissioners and Attorney Callegari. The District will not move forward until next month.

Safety Fest 2020 was discussed. It was a pretty good success even though it was virtual. The station provided a video and tour of the station. Comm. Havran thanked Westlake VFD and J. Driver for their assistance with the video. The item may be removed from the agenda.

Amending the budget was discussed. Comm. Havran asked that \$900.00 be taken from HCAD and asked that insurance be increased by \$900.00. This will cause a net 0 on the bottom line. **Comm. Havran motioned, seconded by Comm. Porras to amend the budget as noted. The motion received the unanimous consent of the Board.**

The resignation of Comm. Yost was discussed. She has resigned due to health related issues. **Comm. Copeland motioned, seconded by Comm. Blanke, to accept Commissioner Yost's resignation. The motion received the unanimous consent of the Board.** Comm. Havran thanked her for her service.

Attorney Callegari stated after the spot is filled, the term of office will end in November of 2021. Comm. Havran stated the next meeting is December 17, 2020. Safe D is scheduled in Fort Worth. They are looking at virtual options but a decision has not been made. The meeting will be in February of 2021. Attorney Callegari will send out an updated commissioners' historical tenure roster during January 2021.

THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Porras motioned for adjournment at 8:15 p.m. Comm. Blanke seconded the motion, which received the Board's unanimous consent.

Passed and approved (date)

Gilberto Porras, Secretary