

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

October 15, 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 15th day of October, 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 and Commissioner Copeland were present at the Fire Station. Commissioner Yost was present via electronic device. Commissioner Blanke and Commissioner Porras were not in attendance. The meeting was recorded via zoom.

Also present at the fire station were W.A. “Butch” Callegari, Jr. of Callegari Law Firm, PC, Attorney for the District (“Attorney”); Santos Acuna of Precision Utility, LLC, the District’s Bookkeeper (“Bookkeeper”); Mark Palmer, Fire Chief of Westlake Volunteer Fire Department, and Ginny Valls, Fire Department bookkeeper (“bookkeeper”). Ryan Fortner of Sales Revenue Inc. was also present.

Commissioner Havran called the meeting to order at 7:11p.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.

Public comment was deferred.

The approval of prior minutes was then given consideration. The minutes from the Tax Hearing on September 17, 2020 meeting were reviewed. Comm. Havran noted the misspelling of Mr. Klimek. **Comm. Copeland made a motion to accept the minutes as corrected. Comm. Yost seconded the motion and the motion was unanimously accepted by the District.** The approval of the minutes from the regular September meeting held on September 17, 2020. Comm. Havran noted the misspelling of Mr. Klimek. **Comm. Copeland made a motion to accept the minutes as corrected. Comm. Yost 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 the commissioners prior to the meeting. The report was reviewed by the District. Ecommerce and telecom services are high right now as 90% of sales tax is coming from ecommerce. After review, Commissioner

Copeland made a motion to accept the sales and use tax report. Comm. Yost seconded the motion and the motion carries.

Clarification of the contract with Sales Revenue Inc. was discussed. The District was unsure when the contract was to start. Comm. Havran was under the impression it was for the new year and in the 2021 budget. Mr. Fortner thought it would be effective in July 2020 but is willing to move the date to January 1, 2021. Comm. Copeland made a motion to accept the clarification of the contract with Sales Revenue Inc. with an effective date of January 1, 2021. Comm. Havran seconded the motion and the motion carries.

Commissioner Havran then recognized Santos Acura for consideration of the Bookkeeper's report for the month of September. The report was emailed prior to the meeting. The report was reviewed by the commissioners. Mr. Acura noted that the rates have dropped in TexPool and he will keep an eye on it.

**After review, Comm. Copeland's motion, seconded by Comm. Yost 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.**

It should be noted that Commissioner Porras joined the meeting at 7:30 via zoom. Commissioner Blanke joined the meeting via zoom at 7:38.

Commissioner Havran recognized Chief Palmer for consideration of the Fire Department report for the month of September 2020. Chief Palmer emailed and presented copies of the written monthly report detailing the number of calls by category and the overall response times. The badge pinning ceremony is tentatively scheduled for November 7, 2020. The new squad is in Houston and should be ready in 4 to 7 weeks. The annual awards banquet is November 13, 2020. Chief Palmer stated that it may be time to go with one paid EMS crew per day. The Department is making more runs and it is getting tougher to get volunteers to ride. He asked the commissioners to keep this in mind over the next several months. It will cost approximately \$250,000. He also asked for support on calling people in if needed and have no one to respond. Attorney Callegari commented on the trend of less and less volunteers. Chief Palmer feels volunteers are more compassionate but is concerned that the fire side will follow at some point if we go with paid EMS. Comm. Havran stated that some funds could be taken from incentive if we are not using it on volunteers. Comm. Havran asked about the Johnson 800 radios and issues with them. Chief Palmer stated that some do not like them but the department has had no issues. Human error caused the issue the other day. J. Driver has made arrangements with Domino's Pizza to deliver a pizza to selected homes if they have smoke detectors. If not we will replace or install the detectors. They are also still doing drive by birthdays as well. **Upon motion by Comm. Blanke and seconded by Comm. Porras, the Board unanimously approved the Fire Department report.**

Attorney Callegari discussed the laws related to the sale of District assets. He stated that it cannot be just in the minutes and it would need to be published. You can give it away but in order to sell it you would need to follow county rules such as going through an auction, state auction or putting your intent to sell in a publication at least 6 weeks prior. You could look for a sell board to post them as well. An associate of Attorney Callegari will find the sell board prior to the arrival date for the new ambulances.

**Comm. Porras made a motion to authorize the purchase of two ambulances at approximately \$248,000.00 each. Comm. Havran seconded the motion and the motion carries.**

The traffic signal pre-emption system was discussed. Chief gave the District a list of the ones he feels would benefit the Department. There are 14 apparatus and 26 signals. Comm. Havran asked if the District should meet with ESD 48. Comm. Copeland suggested getting a price for the intersections before approaching them. Attorney Callegari asked if they were on Buy Board or HGAC. Comm. Havran was not certain but they have the sole contract with the County. It was discovered during discussion that they are

in fact on HGAC. Comm. Havran will email the vendor and start discussion the process.

Safety Fest 2020 was discussed. It is starting next week via video format. It will be virtual only. The website address is [katyareasafetyfest.org](http://katyareasafetyfest.org).

Amending the budget was deferred.

Attorney Callegari then gave report. He discussed the situation with ESD 11 and Cypress Creek EMS. Their attorney is working with some of the districts to find an alternate remedy but the District will need to see how this plays out. Attorney Callegari feels the District should continue until something else happens. Chief Palmer stated the Department could dispatch itself if necessary. The District then discussed the bill for dispatch that is received in January for the annual contract. Attorney Callegari will look into that as they do not want to pay for the entire year with all that is going on. The consensus was to monitor the situation and respond as needed. The next meeting will be November 19, 2020.

**THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Copeland's motioned for adjournment at 9:21 p.m. Comm. Yost 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