

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

February 15, 2024

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 February 2024 at 7:00 p.m. at the Westlake Fire Department, 19636 Saums Rd., Houston, TX 77084, a designated meeting place of the Board. The roll was called of the duly constituted members of the Board, to-wit:

Mitch Copeland	President
Gilberto Porras	Vice President, Assist. Treasurer, Assist. Secretary, and Records Retention Officer
Brian Havran	Secretary and Public Information Officer
Mike Miller	Treasurer and Investment Officer
John P. Blanke	Commissioner

All Commissioners were present at the Fire Station.

Also present at the fire station were "Butch" Callegari, Jr. of Callegari Law Firm, PC, Attorney for the District ("Attorney"); Brian Desilets of Clarity Consulting Corp., bookkeeper for the District; Marc Palmer, Interim Chief of Westlake Fire Department; Ryan Fortner of Revenue Management Services and Ginny Valls, recording secretary for the District.

Commissioner Copeland called the meeting to order at 7:26 p.m., and the following business was transacted.

No members of the public were present so public comment was deferred.

Comm. Copeland discussed the minutes from the January regular meeting. There were a couple of typos that were corrected. **After discussion, Comm. Porras made a motion to accept the January regular meeting minutes as corrected. Comm. Havran seconded the motion, and the motion was unanimously accepted by the District.**

The sales and use tax collection were next for discussion. Mr. Fortner emailed the report to the District. The report for January was reviewed. 2023 ended 7% higher than 2022. Mr. Fortner stated that he will stay on top of recovery attempts and the accounts by the airport. The District asked if they could get the report a day or so early. Mr. Fortner stated that he will if he can get the tax report earlier. **After review, Comm. Havran's motion, seconded by Comm. Miller, to approve the Sales Tax report received unanimous consent of the Board.**

Commissioner Copeland next discussed the bookkeepers' report. Mr. Desilets presented the report for January 2024 to the District for their review. Mr. Desilets sent the revisions discussed at last month's meeting and they look good. One loan payment did not clear so the funds were wired to the loan company. Mr. Desilets stopped the payment on the check as well. He has also submitted the paperwork to set up wire payments for future loan payments in the coming years. Mr. Desilets stated that he has emailed the State to have them move the tax deposits to TexasClass. **After discussion and review, Comm. Miller's motion, seconded by Comm. Porras to defer the Bookkeeper's report, the District's Financial Report, the Investment Report and approve payment of the bills as presented, received unanimous consent of the Board.**

Commissioner Copeland recognized Interim Chief Palmer for consideration of the Fire Department report

for the month of January 2024. Copies of the written monthly report were prepared detailing the number of calls by category and the overall response times. The commissioners reviewed the report. Chief Palmer stated that the Department has been responding to a number of swatting calls initiated from a former employee. This former employee has also been sending threatening phone calls to members. Chief Palmer is getting quotes on the remodel which will include some technology, painting, etc. Attorney Callegari stated that the surplus vehicle will be posted on an auction site soon. He asked Chief Palmer for information on the vehicle and provided examples of what he needed for the post. **After review, Comm. Miller's motion, seconded by Comm. Havran to approve the Fire Department's report as presented, received unanimous consent of the Board.**

Audit of the Department's financials was then discussed. The District received a copy of the report via email. Ms. Valls will distribute hard copies once received. Overall the audit looks good. We may want to break it out next year but we will talk to Ms. Henze. Ms. Valls asked about the surplus funds to be returned to the District. It is around \$68,000. Ms. Valls will consult with Ms. Henze to see if it can be entered into the 2023 financials. **After review, Comm. Havran's motion, seconded by Comm. Miller to approve the audit of the Department's 2022 financials as presented, received unanimous consent of the Board.**

The audit of the District's financials was discussed. Comm. Havran stated he felt that the District should go with McCall Gibson Swedlund Barfoot one more year. Comm. Copeland and Miller stated they felt it was best to go with Breedlove & Co. because they would have access to look at both sets of Financials together. **After further discussion, Comm. Copeland's motion, seconded by Comm. Miller to enter into a contract with Breedlove and Co. PC to perform the audit of Harris County Emergency Services District 47's 2023 financials, received consent of the Board with four commissioners voting "for" the motion, none against, and Comm Havran entering a vote of "present".**

Amending the District's budget was discussed. Items from last year that need to be moved over and additional items for the 2024 budget were reviewed. A compressor upgrade, PC for the administrative office, and the emergency alerting system were among those items. Comm. Miller will adjust the budget for review and amending next month.

There was no need to convene to executive session.

Attorney Callegari stated that he did hear from the elections department that the county would allow joint elections in the November election. Comm. Copeland stated that he recently had a meeting regarding the Greenhouse Project and parts of it are moving forward. The next meeting will be March 21, 2024.

**THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Porras motioned for adjournment at 8:35 p.m. Comm. Miller seconded the motion, which received the Board's unanimous consent.**

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Passed and approved (date)

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Brian Havran, Secretary