

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

January 17, 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 17th day of January 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
John P. Blanke	Commissioner
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

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”); Jill Henze of Breedlove & Co. PC, Auditor for the Department; Brian Desilets of Clarity Consulting Corp., bookkeeper for the District; Assistant Chief Branch of Westlake Fire Department; and Ginny Valls, recording secretary for the District.

Commissioner Copeland called the meeting to order at 7:10 p.m., and the following business was transacted.

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

Jill Henze presented a proposal for Breedlove & Co. PC to possibly handle the District’s audit in the future. She spoke of her qualifications and credentials of the company and answered questions from the District. The District will discuss and let Breedlove & Co. know when they come to a decision.

Comm. Copeland discussed the minutes from the December regular meeting. There were a couple of changes to be made; Changing the meeting date to the 21<sup>st</sup>, adding McCall Gibson Swedlund Barfoot PLLC and changing issues staffing to staffing issues in the Westlake report. **After discussion, Comm. Havran made a motion to accept the December regular meeting minutes as corrected. Comm. Miller seconded the motion, and the motion was unanimously accepted by the District.**

Commissioner Copeland next discussed the bookkeepers’ report. Mr. Desilets presented the report for December 2023 to the District for their review. After discussion on bills and checks presented, check #2240 was voided as it was written to Westlake VFD. A new check was written for Sterling McCall to cover the cost of the chassis for the ambulance. Mr. Desilets did not see the invoice from Ms. Valls in his email for the other items from 2023. She sent it again during the meeting. The question was asked if the District needs to move over some items from the 2023 budget to the 2024 budget as they will be purchased in 2024. **After discussion and review, Comm. Porras’ motion, seconded by Comm. Miller 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.**

The sales and use tax collection were next for discussion. Mr. Fortner may have thought the meeting was Thursday and was not in attendance. The report was deferred.

Commissioner Copeland recognized Interim Assistant Chief Branch for consideration of the Fire Department report for the month of December 2023. 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. Comm. The retirement plan is up and running and only 5 have opted out. Many volunteers have signed up for NextLevel Urgent care. Lifescan blood work will be January 22<sup>nd</sup> – January 24 and the physicals will be from February 5<sup>th</sup> – February 16<sup>th</sup>. AC Branch mentioned that the department used the Booster truck during the ice storm to respond to some calls due in part to the ice on the freeways. The department will be meeting with Frazer soon to go over final specifications and get a better idea of the cost of the box for the new ambulance. The department plans to staff the 3<sup>rd</sup> ambulance in 2025 and the current Ambulance 43 could be kept as a reserve. Comm. Copeland asked if there are thoughts on re-chassis instead of rebuild and it is possible. The banquet is January 20<sup>th</sup> at Pine Forest Country Club. **After review, Comm. Havran’s motion, seconded by Comm. Miller to approve the Fire Department’s report as presented, received unanimous consent of the Board.**

Ms. Henze stated that the Department audit was going well and should be completed soon.

Item #8, #9 and #10 on the agenda were deferred and there was no need to convene to executive session.

Attorney Callegari explained that the County is not doing joint elections in May. He stated he is not sure what will happen in November. He anticipates they will allow joint elections in the future but wanted the District to be aware. Attorney Callegari will reach out and see if he can get an idea on later elections. The District should not need an election until 2025.

Comm. Havran stated that this Saturday Comm. Briones would be at HCC in Katy from 12 to 2 as part of her “listening tour”. He also mentioned her Places4People project that will kick off in February. Safe D will be in Irving, Texas this year and will be held February 22-24. The next meeting is February 15, 2024.

**THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Miller motioned for adjournment at 8:24 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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Brian Havran, Secretary