

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

July 20, 2023

The Board of Directors of Harris County Emergency Service District No. 47 (“the District”) met in regular session, open to the public, on the 20th day of July 2023 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 Brian Desilets of Clarity Consulting Corp., bookkeeper for the District; Ryan Fortner of Revenue Management Services; Anthony Love of Goldman Sachs Personal Financial Management; and Ginny Valls, recording secretary for the District. “Butch” Callegari, Jr. of Callegari Law Firm, PC, Attorney for the District (“Attorney”) joined the meeting via zoom.

Texas State Representative, Jon Rosenthal was in attendance as a guest.

Commissioner Copeland called the meeting to order at 7:15 p.m., and the following business was transacted.

Comm. Copeland gave a brief history of the department and District for Representative Rosenthal. Representative Rosenthal stated he hopes to support and serve the department. Comm. Havran stated it was a pleasure to have met Mr. Rosenthal at the Capital. There was a discussion on the Katy Area Safety Fest and Comm. Havran will get the information to Mr. Rosenthal.

Comm. Copeland discussed the minutes from the June regular meeting. Comm. Copeland noted a grammatical error, and it was corrected. **Comm. Miller made a motion to accept the June regular meeting minutes as corrected. Comm. Blanke seconded the motion, and the motion was unanimously accepted by the District.**

The discussion of a possible retirement plan for firefighters was then discussed. Mr. Love explained retirement plans for firefighters. He explained his recommendations and discussed defined contributions vs. pension plans. Contribution limits and different options were discussed as well as possible costs for the employer. Deadlines to start the plan were discussed. The District will consider the options in the future. Mr. Love then left the meeting.

Options for a third-party review of the departments 2022 financials was discussed. Mr. Desilets stated that he has spoken with Breedlove and Breedlove may be able to complete the audit. Attorney Callegari will reach out to them again.

Commissioner Copeland next discussed the bookkeepers' report. Mr. Desilets presented the report for June 2023 to the District for their review. Mr. Desilets asked Mr. Fortner for contact information for someone in the Comptrollers office to assist with changing where the District funds are deposited and Mr. Fortner will assist. **After review, Comm. Havran'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.**

The sales and use tax collection were next for discussion. Mr. Fortner presented the report to the District. The report from June 2023, was reviewed. He noted that E-commerce is still high. He also noted that the District received funds from tax recovery that was going to another district. He explained why this happens and may have more recovery information next month. **After review, Comm. Havran's motion, seconded by Comm. Porras, to approve the Sales Tax report received unanimous consent of the Board.**

Commissioner Copeland recognized Ms. Valls for consideration of the Fire Department report for the month of June 2023. Interim Chief Palmer prepared copies of the written monthly report detailing the number of calls by category and the overall response times and they were distributed by Ms. Valls in his absence. The commissioners reviewed the report. Ms. Valls discussed the recent group home shutdown and response times. Comm. Havran asked if automatic alarms can be billed for? Ms. Valls will ask the billing company and Chief Palmer. **After review, Comm. Porras' motion, seconded by Comm. Havran to approve the Fire Department's report as presented, received unanimous consent of the Board.**

The audit of the department's financials was deferred.

The sidewalk safety project was discussed. Comm. Copeland expects to hear a decision soon. Comm. Copeland and Attorney Callegari will attend interviews as needed.

Amending the District Budget was deferred.

The commissioner's election was discussed. Two commissioners, Comm. Copeland and Comm. Blanke, are up for reelection. Attorney Callegari has received no inquiries about the positions. Attorney Callegari explained what will happen if an election is needed and discussed the August 21st deadline to be placed on the ballot. If two or fewer are running, there is no need to have an election. The election can be canceled if needed at the September meeting. **Upon motion from Comm. Miller, seconded by Comm. Havran, the Board unanimously approved adopting the order to call the commissioner's election. After discussion, Comm. Havran made a motion, seconded by Comm. Porras to approve contracting with Harris County for election services and equipment for the November 7, 2023 election. The motion received the unanimous consent of the Board.**

Comm. Havran discussed the WestComm open house to open their new dispatch center. The District was overlooked when invitations went out but they have offered to give the commissioners a tour of the new facility. The commissioners discussed possible dates and Comm. Havran will arrange with WestComm. Mr. Desilets inquired whether the new Senate bill increasing the cap for fees of office applies to the district. Mr. Desilets will send an email to Attorney Callegari and he will look in to it. Mr. Rosenthal asked if the District joins the regular scheduled elections? Attorney Callegari stated yes and gave a brief history of the elections.

THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Porras motioned for adjournment at 8:47 p.m. Comm. Havran seconded the motion, which received the Board's unanimous consent.

Passed and approved (date)

Brian Havran, Secretary