

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING

October 26, 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 26th day of October 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 “Butch” Callegari, Jr. of Callegari Law Firm, PC, Attorney for the District (“Attorney”); Marc Palmer, Interim Fire Chief of Westlake Fire Department; Brian Desilets of Clarity Consulting Corp., bookkeeper for the District; Ryan Fortner of Revenue Management Services, 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.

Comm. Copeland discussed the minutes from the September regular meeting and special meeting. **Comm. Havran made a motion to accept the September regular meeting minutes and Special meeting minutes as presented. Comm. Blanke 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 September 2023 to the District for their review. Bank OZK contacted Comm. Copeland to change the address on the account and add Mr. Desilets. Comm. Copeland will also be signing the paperwork allowing the District to change the tax payments deposits to Texas Class. **After review, Comm. Miller’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 emailed the report to the District. The report from September 2023, was reviewed. Mr. Fortner will be checking the business’ around the airport for Comm. Havran to make sure we are collecting those. If we are not receiving funds for these and we should be, the District will get the funds back. **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 Interim Chief Marc Palmer for consideration of the Fire Department report for the month of September 2023. Interim Chief Palmer prepared copies of the written monthly report detailing the number of calls by category and the overall response times. The commissioners reviewed the report. Comm. Copeland asked about a grass fire that was in Houston's territory and asked if we received that call. Chief Palmer was not sure if we were dispatched. The retired medic explorer can now be removed from the fleet. Chief Palmer will get Attorney Callegari the information so that it can be put to auction. Chief Palmer explained that the department had five members graduate the academy and 3 will likely start riding more. The department is scheduled to start another academy in January. The department is implementing an accident review board to determine action after accidents. Attorney Callegari asked if the department had consulted their attorney to make sure legal terms and scope were followed. Chief Palmer will get with the department attorney and make sure. Chief Palmer discussed station maintenance issues. Attorney Callegari reminded everyone about the reconciliation at the first of the year to see where the department is with excess funds. Comm. Havran asked if Ms. Valls could elaborate on the budget categories. The retirement plan is in place to start January 1, 2024. Chief Palmer will find out how the plan is funded and if the department needs to set a match now. There was nothing new to report on litigation. **After review, Comm. Porrás' 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 discussed. The District signed the paperwork to engage the auditor, Breedlove and Associates.

The sidewalk safety project was discussed. A letter was received that stated the project was not selected. Consideration of another project, Places for People, was mentioned. Attorney Callegari will contact them and get more information.

After the tax election, the District will need to canvas the election results. There was discussion on moving the regular meeting to November 20, 2023 and canvas the election results the same night or having an extra meeting. It was determined the District would have one meeting on November 20, 2023.

Attorney Callegari has documents for the commissioners to sign. Comm. Miller and Havran attended a meeting of ESD Commissioners at ESD 100. They were discussing cyber security and Comm. Havran expressed that it may not be a bad idea to reach out and get an assessment. Comm. Havran also discussed the need for Emergency Service Districts to educate state legislators on what those Districts do. It was agreed that it would be a good idea. Comm. Havran proposed having a meeting for area ESDs to meet with state representatives and Attorney Callegari directed him to contact their Chiefs of Staff to schedule a workshop. Attorney Callegari will have his assistant put something together.

THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Miller motioned for adjournment at 8:59 p.m. Comm. Porrás seconded the motion, which received the Board's unanimous consent.

Passed and approved (date)

Brian Havran, Secretary

