

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING
September 21, 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 21st day of September 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; and Ginny Valls, recording secretary for the District.

Commissioner Copeland called the meeting to order at 7:15 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 August regular meeting. **Comm. Havran made a motion to accept the August regular meeting minutes as presented. 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 August 2023 to the District for their review. Mr. Desilets reminded the District that he would not be at the October meeting due to his son’s wedding. Mr. Desilets explained that the interest on tax funds would be dispensed on a monthly basis from now on. **After review, Comm. Miller’s motion, seconded by Comm. Havran 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 August 2023, was reviewed. **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 August 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. Chief Palmer discussed gas leak responses and the process of those types of calls. **After review, Comm. Porras' motion, seconded by Comm. Miller 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 received a proposal from Breedlove and Co. PC for approximately \$10K - \$12K. **After discussion, Comm. Havran's motion, seconded by Comm. Miller to enter into a contract with Breedlove and Co. PC to perform the audit of the Westlake Fire Department's 2022 financials, received unanimous consent of the Board.**

The sidewalk safety project was discussed. Comm. Copeland stated it is under design. An interlocal agreement will be created. He feels it seems positive but the matter can be taken off the agenda for now as nothing will happen until sometime next year.

Amending the District Budget was deferred.

The tax rate Hearing was deferred.

The District's 2024 budget was discussed. The commissioners reviewed the drafted budget. Also discussed were the new tax bill, multi-use vehicle, cascade truck, landscaping, and ambulance that was previously ordered. Attorney Callegari advised Chief Palmer that he would need to call and coordinate the retirement plan for the employees if the Department wants to move forward with it. Station renovations were also discussed along with a program for the volunteers with Next Level Urgent Care. **Upon motion by Comm. Miller and seconded by Comm. Miller, the District unanimously approved the Harris County Emergency Services District 47 2024 budget.**

The 2023 tax levy was discussed. The District discussed the Truth in Taxation calculations and publications, in accordance with applicable laws. **After review, Comm. Porras made the following motion of intent to levy property taxes: "I move that the proposed property tax rate be increased by the adoption of a tax rate of \$0.100000 per \$100 valuation, which is effectively a 36.53% percent increase in the tax rate;" and Comm. Miller seconded the motion. The motion received the unanimous consent of the District.**

After discussion, Comm. Porras made the following motion to approve the tax levy: "I move that the proposed property tax rate be increased by the adoption of the rate of \$0.100000 per \$100 which is effectively a 36.53% increase in the tax rate;" and Comm. Blanke seconded the motion.

The motion was voted on by record vote as follows:

Comm. Blanke – for,
Comm. Copeland – for,
Comm. Havran – against,
Comm. Miller – for,
Comm. Porras – for.

The estimate for contracting with the county for the election was discussed and was lower than anticipated. **After discussion, Comm. Copeland 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.**

The commissioner's election was discussed. Attorney Callegari has received no inquiries about the positions. Comm. Copeland and Comm. Blanke are both unopposed for election to office for the election scheduled to be held November 7, 2023. **After discussion, Comm. Miller made a motion, seconded by Comm. Havran to declare the candidates, Comm. Copeland and Comm. Blanke, elected by written order and cancel the election. The motion received the unanimous consent of Board.**

Other matters before the board were discussed. There will be one vehicle for surplus for discussion soon. Safety Fest was a success and Westlake was well represented. Comm. Havran stated that Ms. Abarca did a great job and really stepped up.

THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Havran motioned for adjournment at 9:23 p.m. Comm. Miller seconded the motion, which received the Board's unanimous consent.

Passed and approved (date)

Brian Havran, Secretary