

Meeting Minutes
Harris County Emergency Services District No. 7

The Board of Commissioners of **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 7** held a meeting on **January 16, 2020 at 6:30 PM** at the following location in the District, **Spring Fire Department Administration Building, 656 East Louetta Road, Spring, Texas 77373.**

Bob Schmanski	President	(Absent)
Gayle Fuller	Vice-President	(Present)
Keith Willingham	Secretary	(Present)
Todd Anderson	Treasurer	(Present)
Melanie Gander	Asst. Treasure	(Present)

Also in attendance:

Scott Seifert, Fire Chief Spring Fire Department
Scott Schoonover, Spring FD Deputy Chief
Jerod Davenport, Spring FD Deputy Chief
Joel Crenshaw, Spring FD Deputy Chief
Renee Butler, McLennan & Associates, District Bookkeepers
John Peeler, Coveler & Peeler, District Legal Counsel
Terry Lynch, JT Lynch Company, LLC
Andy Lynch, JT Lynch Company, LLC
Jeff Lynch, JT Lynch Company, LLC
Greg Thrower, Special Counsel
Donald May, Spring FD Facilities Maintenance Coordinator
Tim Burke, Spring FD IT Manager
Steve Schoonover, Spring FD Senior Captain
Shannon Taylor, HCESD7 Administrator
Maricruz Gonzalez, Spring FD Administrative Assistant

Call meeting to order

Vice President Gayle Fuller presided in the absence of the President, called the meeting to ORDER at 6:30pm.

To receive public comment

No public comment was made

Review and take action on matters relating to calling an election to be held on May 2, 2020.

- a. Approve an Order calling for an election under Texas Health and Safety Code Section 775.0345. Three seats are up for election on the District Board.
- b. Order Approving and Appointing an Agent for the Election.

- c. Maricruz Gonzalez may accept the responsibility of Early Voting Clerk.
- d. Stations 72, 74 and 75 will host election day voting.
- e. Spring Fire Department Administration building will host early voting.
- f. Order Adopting Form of Notice of District Election;
- g. Action to approve a contract with Hart InterCivic, Inc. for election services.
- h. To consider and take action on such other Orders, Resolutions and related matters as required or appropriate to call for the District election.
Communications Director, Tracee Evans can reach more voters via social media and increase awareness with her contacts.

Motion made by Commissioner Fuller to approve election matters, seconded by Commissioner Anderson. Motion approved 3 - 0.

To review and approve minutes of prior meetings.

Commissioner Fuller made a Motion to approve the Minutes for the December 19, 2019 meeting seconded by Commissioner Anderson. Motion approved 3-0.

To review and take action on financial matters including, financial report, investments, depository institutions, depository security agreements, Investment Policy, and District bills.

Renee Butler with McLennan & Associates presented the bookkeepers report, current Operating Cash Balance is \$21,782,051.02, noting the sale of the Crimson Pumper Truck (\$115,000.00) Ms. Butler presented the investment reports for the December to January period. Motion made by Commissioner Fuller to approve the bookkeepers report and pay bills as presented, seconded by Commissioner Willingham. Motion approved by a vote of 3 - 0.

6:40 P.M. CLOSED SESSION

To meet in Closed Session pursuant to Government Code §551.071 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas and Tax Code §323.3022 to discuss sales tax matters.

To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.

To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.

7:24 P.M. RECONVENE FROM CLOSED SESSION

To review and take action on matters related to financing, payment and acquisition of capital items, including equipment and vehicles, and action on debt, including retiring debt or incurring debt to finance the construction of District facilities or acquire equipment.

Discussion of funds to pay off the training complex. Motion to pay in full DAC Ltd. loan and not to exceed \$6,405,813.98 + or minus 10%. Motion made by Commissioner Fuller, Seconded by Commissioner Anderson, Commissioner Willingham abstained from the vote. Motion approved by 3 - 0.

To review and take any action regarding real estate, including sale, purchase, lease, platting, utilities, encumbrances and legal actions related to real estate.

No action taken by the Board.

To review, discuss and take action on District budget(s).

Discussion regarding early payoff for budget, take money out of reserve to pay off \$21,000,000.00
No action taken by the Board.

To review and take action on amendments to Spring Fire Department budget(s) and district funding of same.

No action taken by the Board.

To review and take action to amend fire protection contract with Spring Fire Department.
Contract extended 1st Quarter of 2020. Motion made by Commissioner Fuller, Seconded by Commissioner Willingham. Approved by 3 - 0.

To review and take action on sales tax matters.

No action taken by the Board.

To review and take action regarding insurance.

No action taken by the Board.

To review and take action regarding master plan or site planning for the proposed training facility.

ESD Attorney John Peeler suggested securing detention pond proposals for the training facility. Discussion regarding RFQs from Tommie Abercrombie, proposals and cost. No action taken by the Board.

To review and take any action regarding construction, improvements, repairs renovations to District real property and stations, including construction payments, change orders, permits, engaging architect(s) or engineer(s), and selecting contractor(s), including but not limited to administrative or maintenance facilities and all District and Department stations.

1) James C. Leo property is almost cleared. 2) The tree planting behind Administration and 71 is complete, no issues. 3) Discussion of cameras installed around the easement/back fence of Administration and Station 71 would cost \$12,000.00 to \$15,000.00. The Board decided not to purchase cameras. 4) Facilities Coordinator Donald May informed the Board of a drainage/sewer issue at Station 73, which turned out to be a neighbor's grey water line. The problem is resolved. No voting action taken by the Board.

To review and act on ISO re-grade and actions necessary regarding water supply.

Chief Seifert informed the Board the classification of **Class 2** will stand, as no action meant the re-grade was accepted. No action taken by the Board.

8:01 P.M. RECESS

8:14 P.M. RECONVENE IN OPEN SESSION

To review and take action regarding communication and outreach to District residents regarding District activities, including presentation from consultants, action on District technology needs, including equipment, software/licenses and District website.

No action taken by the Board.

Receive ESD committee reports.

No action taken by the Board.

To review and take action on the payment of operations and capital funding pursuant to service agreement with the Spring Fire Department.

No action taken by the Board.

Fire Chief's Report of Service Provisions and SFD business, including current and long range information exchange.

Chief Seifert presented the following: 1) A quote from Ward Diesel no smoke devices (to eliminate emissions) for the D70 Suburban & fire trucks \$227,215.56. 2) TCFP status submitted to SOP officer, no response yet. SOP/SOG nothing changed. 3) Fire Reports - nothing changed. A brief discussion of the house fire in Haven Lakes has no official cause yet. 4) Profit & Loss - \$1.2 million under budget due to personnel. SFD will issue the ESD Board a refund check. 5) Pavers have been installed at the Michael West memorial.

To review and take action regarding the disposition of surplus and salvage property.

Deputy Chief Scott Schoonover discussed gym lockers from old Station 78, old rescue tools and hoses have no market value but can be donated to the Texas Forest Service.

Motion made by Commissioner Fuller, all salvaged items can be donated, seconded by Commissioner Anderson. Motion approved by a vote of 3-0

To review and take action on mutual aid agreement(s).

No action taken by the Board.

To review and take action on matters related to communications, dispatching, or traffic preemption, including approving inter local agreements or purchasing equipment.

No action taken by the Board.

To review and take action regarding municipal actions affecting the District.

No action taken by the Board.

To review and take action on any issues related to the District's transition to become the direct provider of fire protection services, including: acquisition of necessary assets; employment of fire suppression staff, command staff, and administrative staff; issues related to the coverage of the District territory; and cooperation with neighboring providers.

A date has not been set for the transition. No action taken by the Board.

To review and take action on personnel matters, including policies, scheduling, evaluations, benefits, compensation, hiring, retention and evaluation of District employees, including District command staff, administrative staff, and suppression personnel.

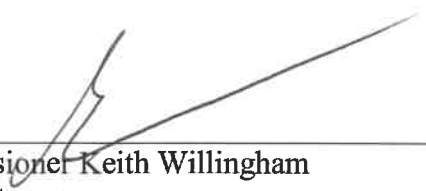
Fire Chief Scott Seifert presented a proposal from TCDRS for a pension plan with various options. The idea would be a 5 year, rule of 75 and 20 year option. Members will have their 401K, be vested when 401K dissolves, they can invest in 457B with no penalties. Chief Seifert encouraged the Board to review the proposal and not vote today. No action taken by the Board.

To review and take action to schedule the next regular monthly meeting date as well as any items that need to be on the next meeting agenda.

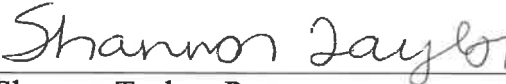
The next Board meeting will be held on Thursday, February 13, 2020.

Adjourn.

There being no further business brought before the Board, or any further public comment. Motion to adjourn made by Commissioner Fuller, seconded by Commissioner Anderson. The meeting is adjourned at 8:47 p.m.



Commissioner Keith Willingham
District Secretary



Shannon Taylor Preparer