

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 **May 20, 2021 at 6:30 p.m.** at the following location in the District, **Spring Fire Department Administration Building, 656 East Louetta Road, Spring, Texas 77373.**

Due to the status of COVID-19 in the County, some people appeared via teleconference.

Bob Schmanski	President	(Present at the meeting location)
Melanie Gander	Vice-President	(Present at the meeting location)
Keith Willingham	Secretary	(Present at the meeting location)
Todd Anderson	Treasurer	(Present at the meeting location)
Gayle Fuller	Asst. Secretary/Treasurer	(Present at the meeting location)

Also in attendance:

Scott Seifert, Fire Chief, Spring Fire Department - (Present at the meeting location)
Robert Logan, Assistant Fire Chief, Spring Fire Department (Present Via Tele-Conference)
Jerod Davenport, Spring FD Deputy Chief - (Present Via Tele-Conference)
Scott Schoonover, Spring FD Deputy Chief - (Present at the meeting location)
John Peeler, Coveler & Peeler, District Legal Counsel - (Present at the meeting location)
Renee Butler, McLennan & Associates, District Bookkeeper - (Present at the meeting location)
Terry Lynch, JT Lynch Company, LLC - (Present at the meeting location)
Andy Lynch, JT Lynch Company, LLC - (Present at the meeting location)
Jeff Lynch, JT Lynch Company, LLC - (Present at the meeting location)
Greg Thrower, Special Legal Counsel for real estate - (Present Via Tele-Conference)
Donald May, Spring FD Facilities Maintenance Coordinator (Present at the meeting location)
Greg Monroe, Spring FD Captain - (Present Via Tele-Conference)
Steve Schoonover, Spring FD Sr. Captain - (Present Via Tele-Conference)
Damaris Rolon, Spring FD Administrative Support Specialist - (Present at the meeting location)
Tim Burke, Spring FD IT Manager - (Present Via Tele-Conference)
Shannon Taylor, HCESD7 Administrator - (Present at the meeting location)

Call meeting to order.

Commissioner Bob Schmanski called the meeting to **ORDER** at 6:30 p.m.

To receive public comment.

No public comment was made.

6:33 p.m. ENTER CLOSED SESSION

Closed Sessions, the Board included Legal Counsel John Peeler, Fire Chief Scott Seifert, and Deputy Chief Scott Schoonover (in person). Via teleconference, Assistant Fire Chief, Robert Logan and Deputy Chief Jerod Davenport for items 3, 4, and 5.

Item 4 included real estate consultants Terry, Andy and Jeff Lynch (in person), and legal counsel for real estate, Greg Thrower (via teleconference).

- 3. 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.**
- 4. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.**
- 5. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.**

7:33 p.m. RECONVENE FROM CLOSED SESSION

- 6. To review and act on financial matters including, financial report, investments, depository institutions, depository security agreements, audits, Investment Policy, and District bills.**

District bookkeeper, Renee Butler presented the monthly District financial reports, including the following items of note: General Fund Current balance is \$30,916,386.10 cash and investment reports from April to May were reviewed.

Commissioner Fuller moved to approve the bookkeeper's report as presented and to pay District bills as presented. Second by Commissioner Anderson. Motion approved 5-0

- 7. To review and take any action regarding construction, improvements, repairs, renovations to real property, facilities 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, training facilities and all emergency services stations.**

Spring FD Facilities Maintenance Coordinator, Donald May reported the generator at the Administration building is repaired. There are no major issues to report regarding the stations.

Chief Seifert updated the Board on the latest meeting with Tommy Abercrombie regarding the Training Facility. After reviewing the drawings with Tommy, the Executive staff, Commissioners Schmanski and Willingham and Donald made adjustments to the design. Chief Crenshaw and Captain Monroe were not in the meeting. Captain Monroe sent Chief Seifert information about an indoor water prop to consider using at the Training Facility. The indoor water prop would allow various water training simulations. The prop is around 30 ft. x 60 ft. and priced at \$1,000,000.00.

No action taken by the Board.

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

Motion by Commissioner Willingham, Second by Commissioner Anderson to authorize only a two-inch (2") water line to be provided by the District in the Development Agreement for the Leo Property. Motion approved 5-0.

Motion by Commissioner Willingham, Second by Commissioner Anderson to approve 7th Amendment to real estate contract on sale of Leo property to extend closing date. Motion approved 5-0.

Motion by Commissioner Willingham, Second by Commissioner Schmanski to authorize counsel to take the old Spring Volunteer Fire Association properties to title to lead to transfer of properties from the Association to the District with title insurance. Motion approved 5-0.

- 9. To review, discuss and act on District budget(s).**

Chief Seifert inquired what is the best way to add categories to the budget as matters arise, such as land fees.

No action taken by the Board.

- 10. To review and act on matters related to financing, payment and acquisition of capital items, including equipment and vehicles, and action on acquisition/construction financing of same, including retiring or incurring financing for the construction of District facilities or acquisition of vehicles and equipment.**

The Board generally discussed the financing options for funding the construction of the training facilities. Commissioner Schmanski stated he would like Coveler & Peeler involved in assisting the District to secure financing for future projects.

No action taken by the Board.

- 11. To review and act on sales tax matters.**

The Board generally discussed recent sales tax activity.

No action taken by the Board.

- 12. To review and act regarding insurance.**

No action taken by the Board.

- 13. Fire Department report on activities, including current and long-range information exchange.**

Fire Chief Scott Seifert presented information on the following:

- Revised Profit and Loss Reports for March, two transactions were recorded incorrectly.
- April's Profit and Loss Reports. The Department is currently \$1,250,578.20 under budget.
- Transaction list of all expenses paid for April.
- Fire Report - total number of incidents 537.
- The Administration building and property are appraised at \$2,600,000.00 and inside contents are appraised at \$323,000.00 for a combined total \$2,923,000.00.
- Breedlove & Co., P.C., CPAs are working on the 2020 audit for HCESD 7.
- Texas Emergency Communications Center ("TECC") has a contract with Cypress Creek EMS to use two Spring Fire Department stations.
- The purchase of a manual transfer switch for \$6,900.00 will come from the Contingency expense.
- HB639 - Chief Seifert is investigating what services SFD would provide and if charges can be applied for the services if the bill is approved.

Commissioner Fuller discussed (House Bill) HB639 with the Board. The proposed bill will allow EMTs to do non-emergency services such as immunizations, and health screenings. HB639 is currently pending.

No action taken by the Board.

- 14. To review, discuss and take action on mutual aid or interlocal agreements, including those regarding emergency services or disaster operations.**

No action taken by the Board

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

The District's old SCBA equipment was discussed and if the equipment could be donated to another district or volunteer departments. The Board approved this without new action noting that they have previously approved disposition of the old SCBA units through the TAMUFS Helping Hands program. The Board also asked Mr. Peeler to investigate options to minimize or eliminate liability when transferring surplus property to other entities besides using the Helping Hands program.

- 16. To review and act on matters related to communications, dispatching, or traffic preemption, including approving interlocal agreements, contracts regarding dispatch services or purchasing equipment.**

No action taken by the Board

- 17. Receive ESD committee reports.**

No action taken by the Board.

- 18. To review and act regarding municipal actions affecting the District.**

No action taken by the Board.

- 19. To review and act on any issues related to the District's transition to become the direct provider of fire protection services, including: financial issues; acquisition of assets.**

Mr. Peeler and Chief Seifert have discussed services the Spring Volunteer Fire Association may be able to provide to the District via contract with the District. They will have more information forthcoming.

No action taken by the Board.

- 20. To review and act 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.**

Chief Seifert will meet with two new Training Captains soon.

No action taken by the Board.

- 21. To review and take action on Records Management and Records Retention matters, including updates to designation of records officer(s), records policies, retention schedules, and to approve Records Disposition Log(s).**

No action taken by the Board.

- 22. To review and approve minutes of prior meetings.**

Commissioner Fuller moved to approve the April 15, 2021 meeting minutes as presented.
Second by Commissioner Willingham. Motion approved 5-0.

- 23. To review and act to schedule the next regular monthly meeting date as well as any items that need to be on the next meeting agenda.**

The next regular meeting is June 17, 2021 at 6:30 p.m.

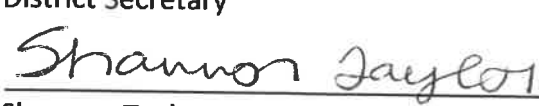
- 24. To review and act on matters related to COVID-19, and other emergencies, including but not limited to meeting procedures, emergency expenditures and continuity of functions per Government Code Chapter 418.**

No action taken by the Board.

There being no further business brought before the Board, or any further public comment. Motion to adjourn made by Commissioner Anderson. Second by Commissioner Willingham. The meeting is adjourned at 8:20 p.m.



Commissioner Keith Willingham
District Secretary



Shannon Taylor, Preparer