

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 **June 17, 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	(Absent)
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)**
- 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 via Tele-Conference)**
- Terry Lynch, JT Lynch Company, LLC - **(Present via Tele-Conference)**
- David Mills **(Present via Tele-Conference)** Candidate for open Board position
- Tracee Evans (Spring FD Communications Director) - **(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 at the meeting location)**
- Shannon Taylor, HCESD7 Administrator - **(Present at the meeting location)**

Call meeting to order.

Commissioner Melanie Gander called the meeting to **ORDER** at 6:30 p.m.

To receive public comment.

No public comment was made.

6:31 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) for item 5.

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

6:41 p.m. RECONVENE FROM CLOSED SESSION

- 6. To review and take action on resignation of District Commissioner.**

Commissioner Bob Schmanski gave a letter to Commissioner Keith Willingham stating his resignation, effective immediately from the Board of Commissioners. The Board unanimously accepted Mr. Schmanski's resignation. Commissioner Gander presented Mr. Schmanski a plaque in appreciation of his service to the Department. Mr. Schmanski thanked everyone and exited the meeting.

- 7. To review and take action to appoint a person to fill the unexpired term of any vacancy on the Board, including any created by resignation of a Commissioner.**

Commissioner Gander moved to appoint Mr. David Mills to complete the remainder of Commissioner Schmanski's term. Second by Commissioner Willingham. Motion accepted 3-0.

Mr. Mills took the Oath of Office and is now recognized as a Commissioner of Harris County Emergency Services District No. 7.

- 8. To review and take action to elect Board Officers.**

Commissioner Willingham moved to appoint Commissioner Gander as President. David Mills abstained from voting. Motion approved 3-0.

Commissioner Gander moved to appoint Commissioner Fuller as Vice President. David Mills abstained from voting. Motion approved 3-0.

Commissioner Gander moved to appoint David Mills as Assistant Treasurer. David Mills abstained from voting. Motion approved 3-0.

Board Officers for the remainder of 2021 to 2022:

**President - Melanie Gander
Vice President - Gayle Fuller
Treasurer - Todd Anderson
Secretary - Keith Willingham
Assistant Treasurer - David Mills**

The Board noted that Commissioner Fuller will remain the Records Management Officer, noting that the Board recently received confirmation of that update with the Texas State Library and Archives Commission.

6:57 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) for items 4, and 5. Item 4 included real estate consultant Terry Lynch (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.**

7:26 p.m. RECONVENE FROM CLOSED SESSION

- 9. 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 \$29,118,543.71 cash and investment reports from May to June were reviewed. A check for the CyFair Backup project was approved \$1,801.60 (check #2285).

Commissioner Gander moved to approve the bookkeeper's report as presented and to pay District bills as presented. Second by Commissioner Fuller. Motion approved 3-0, with Commissioner Mills abstaining due to his unfamiliarity with the District budget and bills at this time.

- 10. 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.**

No action taken by the Board.

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

The Seventh Amendment to Commercial Contract - Unimproved Property and Addendum to Commercial Contract - Unimproved Property (the "Seventh Amendment") on the James C. Leo property. Commissioner Gander moved to extend the Feasibility Period. Second by Commissioner Willingham. Motion approved 4-0.

Commissioner Gander moved to extend the closing on the James C. Leo property, through October 15, 2021. Second by Commissioner Fuller. Motion approved 4-0.

Cypress Creek EMS will no longer be the 9-1-1 emergency medical services provider to the District. Preparations to cease the Lease Agreement with Cypress Creek EMS at Stations 74 and 75 will be made.

Commissioner Gander moved to authorize Chief Seifert to proceed with terminating the Lease Agreements for Stations 74 and 75 with Cypress Creek EMS. Second by Commissioner Willingham. Motion approved 4-0.

12. To review, discuss and act on District budget(s).

Chief Seifert presented an amended District Budget 2021 with revised and new categories. Chief Seifert informed the Board, Dispatch services with Cypress Creek EMS will end on or about September 1, and start with ("TECC") Texas Emergency Communications Center.

Commissioner Gander moved to approve the fourth amended District Budget 2021 as presented. Motion approved by Commissioner Willingham. Motion approved 4-0.

The Board noted that the 2022 Budget will need to be reviewed at the regular July meeting in order to prepare for the budget and tax adoption process to begin in August.

13. 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.

Chief Seifert and Mr. Peeler are working with Tommy Abercrombie on the ("CMAR") Construction Manager at Risk for the Training Facility project.
No action taken by the Board.

14. To review and act on sales tax matters.

Chief Seifert provided recent sales tax information/data from HdL for the Board to review.
No action taken by the Board.

15. To review and act regarding insurance.

No action taken by the Board.

8:00 p.m. BREAK

8:07 p.m. RESUME

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

Fire Chief Scott Seifert presented information on the following:

- May's Profit and Loss Reports.
- Transaction list of all expenses paid for May.
- Fire Report - total number of incidents 492. Chief Schoonover discussed the property loss of \$1,047,500.00 due to a large housefire during a recent storm.
- ("TECC") Texas Emergency Communications Center - Christensen Building Group, LLC was awarded the bid to construct the dispatch center. September 3, 2021 is the "go-live" date.
- Chief Schoonover reported the CenterPoint Tower is progressing. An estimated completion date is roughly September 1, 2021.
- Working on the Public Assistance event with FEMA and winter weather event funding. Commissioner Gander will replace former Commissioner Bob Schmanski as the authorized signor for documents.
- ("ARP")-American Rescue Plan will bridge the gap on the public assistance event. Commissioner Fuller will work with Chief Schoonover on the paperwork.
- The new Cascade/Rehab Truck will be in SFD'S station next week.
- Drawings for the approved new engine and ladder truck are progressing.
- SAFE-D will have a fall event this September, in Fort Worth, Texas.
- The VCOS Symposium in the Sun Conference is planned for November 2021.

No action taken by the Board.

17. 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

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

Chief Schoonover reported:

- The new Morning Pride Bunker Gear should arrive soon.
- Todd Mission Volunteer Fire Department is requesting rescue tools.
- ("MES") Municipal Emergency Services offered \$5,000.00 and Metro Fire Apparatus Specialists, Inc. offered money for SCBA parts SFD is no longer using.

Commissioner Gander moved to approve the Surplus and Salvaged Equipment list as presented. Second by Commissioner Fuller. Motion approved 4-0.

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

Mr. Peeler will work with Mr. Ira Coveler on the Interlocal Agreement.
No action taken by the Board.

- 20. Receive ESD committee reports.**

No action taken by the Board.

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

No action taken by the Board.

- 22. 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.**

No action taken by the Board.

- 23. 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.**

No action taken by the Board.

- 24. 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.

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

Commissioner Willingham moved to approve the May 20, 2021 meeting minutes as presented. Second by Commissioner Gander. Motion approved 3-0, Commissioner Mills abstained due to not attending the prior meeting.


26. 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 July 15, 2021 at 6:30 p.m.

27. 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 Gander. The meeting is adjourned at 8:31 p.m.



Commissioner Keith Willingham
District Secretary



Shannon Taylor, Preparer