

Special Meeting Minutes
Harris County Emergency Services District No. 7

The Board of Commissioners of **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 7** held a special meeting on **July 8, 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.**

Melanie Gander	President	(Absent)
Gayle Fuller	Vice-President	(Present at the meeting location)
Keith Willingham	Secretary	(Present at the meeting location)
Todd Anderson	Treasurer	(Present at the meeting location)
David Mills	Asst. Treasurer	(Present at the meeting location)

Also in attendance:

Scott Seifert, Fire Chief, Spring Fire Department - **(Present at the meeting location)**
John Peeler, Coveler & Peeler, District Legal Counsel - **(Present at the meeting location)**
Marshall Holmes, Cokinos|Young - **(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 Gayle Fuller 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 Marshall Holmes (in person) for item 4.

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

7:43 p.m. RECONVENE FROM CLOSED SESSION

- 6. To review and take action on lawsuits or claims, including against Brookstone, LP regarding construction claims.**

Commissioner Fuller moved to designate (herself) Commissioner Fuller, and Chief Seifert as the District's representatives for next week's mediation on the claims against Brookstone and to give them authority to settle the claims under the parameters discussed in closed session. Second by Commissioner Mills. Motion approved 4-0.

- 7. To review and take action on real estate matters, including the sale or purchase of real property and any actions related to same, including site work, permits, encumbrances, and the engagement or termination of services related to the sale or purchase of real property or related actions.**

No action taken by the Board.

- 8. 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 operations, administrative or maintenance facilities, and all emergency services stations.**

Tommy Abercrombie with Abercrombie Planning + Design sent document to Mr. Peeler to review, with an emphasis on insurance requirements during construction. Commissioner Willingham will work with Mr. Peeler in reviewing the documents, noting his experience in the insurance industry.

No action taken by the Board.

- 9. To review and act regarding 2022 Budget and 2021 Tax Setting including scheduling meetings for same.**

Chief Seifert will have budget information to review at next Thursday's regular Board meeting (July 15).

Commissioner Anderson moved to designate the Harris County Tax Assessor to prepare Tax Rate calculations with Counsel to assist them and prepare the required notices. Second by Commissioner Willingham. Motion approved 4-0.

3. To review and act on matters related to communications, dispatching, or traffic preemption, including approving interlocal agreements, contracts regarding dispatch services, approving expenses for same or purchasing equipment.

Chief Seifert presented an example of the Texas Emergency Communications Center ("TECC") Cost Sharing Mix showing each department's share of data/expenses. He noted that ESD 7 legal counsel Ira Coverler has worked with the TECC representatives from all five Districts to construct a model for cost sharing.


Commissioner Fuller moved to approve the Texas Emergency Communications Center ("TECC") Cost Sharing Mix as presented, not to exceed \$600,000.00. Second by Commissioner Anderson. Motion approved 4-0.

Legal counsel John Peeler noted that the Interlocal Agreement between the Districts calling for administration of dispatching duties to be conducted by the TECC would be forthcoming from his office.

There being no further business brought before the Board, or any further public comment. Motion to adjourn made by Commissioner Willingham. The meeting is adjourned at 7:59 p.m.



Commissioner Keith Willingham
District Secretary



Shannon Taylor, Preparer