

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 **July 15, 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	(Present at the meeting location)
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
Robert Logan, Assistant Fire Chief, Spring Fire Department
Jerod Davenport, Spring FD Deputy Chief
Scott Schoonover, Spring FD Deputy Chief
Joel Crenshaw, Spring FD District Chief
John Peeler, Coveler & Peeler, District Legal Counsel
Renee Butler, McLennan & Associates, District Bookkeeper
Terry Lynch, JT Lynch Company, LLC
Greg Monroe, Spring FD Captain
Damaris Rolon, Spring FD Administrative Support Specialist
Tim Burke, Spring FD IT Manager
Shannon Taylor, HCESD7 Administrator

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.

6:31p.m. ENTER CLOSED SESSION

Closed Sessions, the Board included Legal Counsel John Peeler and Fire Chief Scott Seifert for items 3, 4, and 5.

- 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.**

7:00 p.m. RECONVENE FROM CLOSED SESSION

- 6. To review and act on any matters related to ongoing litigation/claims, including approval of settlement documents.**

No action taken by the Board.

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

District bookkeeper, presented the monthly District financial reports, including the following items of note: General Fund Current balance is \$28,795,638.87 cash and investment reports from June to July were reviewed.

Mrs. Butler informed the Board PNC Bank has acquired BBVA Compass Bank, and will no longer service the current General Fund account due to the bank's policy against pledging securities for public funds. Mrs. Butler discussed other banking options. Fire Chief Scott Seifert suggested using Amegy Bank, since the District currently has open accounts with Amegy.

[7:02 p.m. Terry Lynch with JT Lynch Company entered the meeting.]

Commissioner Gander moved to authorize Legal counsel John Peeler and Chief Seifert to coordinate with the Texas Comptroller and Harris County Tax Office to arrange for District funds to be deposited in Amegy Bank accounts as soon as possible and to coordinate the transfer of funds from BBVA to Amegy. Second by Commissioner Fuller. Motion approved 5-0.

Commissioner Fuller moved to approve the bookkeeper's report as presented and pay District bills as presented. Also approving a check for \$740.56 to reimburse the Operations account, for expenses regarding equipment for the new Rehab/Cascade Truck. Second by Commissioner Anderson. Motion approved 5-0.

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

No action taken by the Board.

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

Terry Lynch stated platting is delayed due to issues with Harris County. Commissioner Fuller will assist Mr. Lynch with the county's public infrastructure to clear up the delay.

No action taken by the Board.

- 11. To authorize the Harris County Tax Assessor - Collector's office to prepare the District's 2021 Tax Rate Calculations and authorize legal counsel to work with the Tax Office to publish required Tax Rate Notices.**

Commissioner Gander moved to authorize the Harris County Tax Assessor - Collector's office to calculate tax rates and Mr. Peeler's office to post required notices for tax rate adoption. Second by Commissioner Willingham. Motion approved 5-0. A special meeting may be scheduled to adopt the tax rate.

10. To review, discuss and act on District budget(s), including presentation of preliminary 2022 budget by staff.

Chief Seifert presented a 2022 Proposed Operations Expense budget. Commissioner Willingham asked about the increase in health insurance, as rates continue to rise. Commissioner Fuller asked about utilities and Capital Expenses. Chief Seifert said that plans call for a truck to be traded in, so the budget amount may change. Mr. Peeler noted that the District's election equipment and software is out of date. Legal counsel recommends new voting machines, with a Request for Proposal possibly needed to confirm costs.

No action taken by the Board.

12. 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 presented information regarding new utility trucks. Commissioner Mills moved to allow the Department to order new trucks now, due to the computer chip shortage and fallout from the COVID-19 pandemic. Second by Commissioner Gander. Motion approved 5-0.

7:59 p.m. BREAK [Commissioner David Mills exits the meeting.]

8:06 p.m. RETURN FROM BREAK, ENTER CLOSED SESSION

8:16 p.m. RECONVENE FROM CLOSED SESSION

13. To review and act on sales tax matters.

Chief Seifert provided a sales tax report for the Board to view payments, trends, projections, noting revenue is up versus same period for 2020. Commissioner Fuller spoke recently to Paula Barr with HdL Companies, to discuss if the new rules would affect the District. Chief Seifert and Commissioner Fuller are the new contacts on the HdL account.

No action taken by the Board.

14. To review and act regarding insurance.

No action taken by the Board.

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

Fire Chief Scott Seifert presented information on the following:

- June's Profit and Loss Reports.
- Transaction list of all expenses paid for June.
- A dividend check from Texas Mutual for \$100,149.96 (workers compensation).
- An associate with Breedlove & Co. P.C. met with our Accounting department to gather information for the 2020 audit.
- Chief Schoonover reported no major fires for June's Incident Report
- American Rescue Plan - A form will be mailed to Paul Bettencourt, State Senator and Commissioner Jack Cagle to request reimbursement for \$114,600.00, expenses during COVID.
- The Department is proceeding with a public assistance grant from FEMA.
- The new Rehab/Cascade truck will go into service soon.

No action taken by the Board.

16. 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

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

Commissioner Gander moved to accept the Surplus and Salvaged Equipment report as presented and to authorize disposition per staff's recommendations. Second by Commissioner Willingham. Motion approved 4-0.

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

Chief Logan reported regarding the ("TECC") Texas Emergency Communications Center that Ira Coveler is working on the Interlocal Agreement on behalf of all member districts. Chief Logan also reported September 2, 2021 is the "go live" date when TECC is expected to take over dispatching from CCEMS. He said that "caution notes", response data and location should transfer to the new system.

19. Receive ESD committee reports.

No action taken by the Board.

20. To review and act regarding municipal actions affecting the District.

No action taken by the Board.

21. 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.

22. 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 work on a nation-wide job posting for a Deputy Chief of Training. The position is in the current budget.

No action taken by the Board.

23. To review and take action on Records Management and Records Retention matters.

No action taken by the Board.

24. To review and approve minutes of prior meetings.

Commissioner Fuller moved to approve the June 17, 2021 meeting minutes and the July 8, 2021 Special Meeting minutes as presented.

Second by Commissioner Willingham. Motion approved 4-0.

25. 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 August 19, 2021 at 6:30 p.m.

26. 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 8:37 p.m.



Commissioner Keith Willingham
District Secretary



Shannon Taylor, Preparer