

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 **September 23, 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	(Absent)
Todd Anderson	Treasurer	(Present at the meeting location)
Keith Willingham	Secretary	(Absent)
David Mills	Asst. 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 via Tele-Conference)**
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 at the meeting location)**
Greg Thrower, Special Legal Counsel for real estate **(Present via Tele-Conference)**
John Warren, Cokinos|Young, Special Counsel - **(Present via Tele-Conference)**
Greg Monroe, Spring FD Captain - **(Present via Tele-Conference)**
Kevin Price, 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.

3. To conduct the Public Hearing forum to allow interested parties to address the Board of Commissioners and be heard regarding the proposed property tax rate setting.

No public attendance or comments were made.

4. Conclude Public Hearing on Tax Increase.

There being no testimony offered, Commissioner Gander concluded the Public Hearing.

5. To adopt the District 2022 Budget.

Commissioner Gander moved to adopt the previously proposed District Budget, which includes a total anticipated revenue of \$30,852,080.27 for budget year 2022. Second by Commissioner Anderson. Motion approved 3-0.

6. To adopt the District 2021 Tax Rate.

Commissioner Gander moved to adopt the tax rate in excess of No New Revenue Rate, using the statutorily required language:

“I move that the property tax rate be increased by the adoption of a tax rate of \$0.09750/\$100, which is effectively a 3.71 percent increase in the tax rate.”

Second by Commissioner Anderson. Motion approved 3-0, with Commissioners Fuller and Willingham absent.

7. Cancel the District’s Tax Rate Election.

Commissioner Gander announced unanimous consent that the District would not hold a tax rate election due to the adopted rate not exceeding the rate necessary to require an election.

6:35p.m. ENTER CLOSED SESSION

Closed Sessions, the Board included Legal Counsel John Peeler for items 8, 9 and 10. Fire Chief Scott Seifert, (in person) and Chief Scott Schoonover (Via Tele-Conference) for items 8 and 9.

8. 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.

9. **To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.**
10. **To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.**

8:15 p.m. RECONVENE FROM CLOSED SESSION

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

No action taken by the Board.

12. **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 \$28,622,826.46 cash and investment reports from August to September were reviewed.

Commissioner Gander moved to approve the bookkeeper's report as presented and pay District bills as presented. Second by Commissioner Anderson. Motion approved 3-0.

13. **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.**

Chief Seifert and Mr. Peeler reported the following:

The ("RFP") Request for Proposal package to solicit proposals for the construction manager at risk for the Training center is almost ready.

A new A/C unit will be installed at the Old Town Spring building.

No action taken by the Board.

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

A special meeting is planned for next week, September 30, 2021.

- 15. 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.**

No action taken by the Board.

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

Chief Seifert provided a sales tax report for the Board to view payments, trends and projections.
No action taken by the Board.

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

No action taken by the Board.

- 18. Fire Department report on activities, including current and long-range information exchange.**
Fire Chief Scott Seifert presented information on the following:

- August's Profit and Loss Reports. The Department is currently \$2,136,516.89 under budget.
- Transaction list of all expenses paid for August.
- September 24, 2021 is the deadline for Full Time Firefighter applications.
- The fire report lists 622 total number of incidents.
- ("TECC") Texas Emergency Communications Center is "live" and running. Trucks are dispatched and responding to calls. 26 ambulance vehicles are on duty.
- The EOC was activated for Hurricane Nicholas, but it was a non-event.
- SFD deployed 1 tanker and 4 personnel to Louisiana to assist Norco Volunteer Fire Department with running calls and community assistance.
- Increasing COVID-19 cases reinstated Administrative personnel to work from home.
- Life Scan was open to friends and family for a minimal fee.
- Enrollment in the new United Healthcare insurance was effective October 1, 2021. Blue Cross Blue Shield had a 9% rate increase. The Department saved 8% switching to United Healthcare.
- The approved new Ladder and Engine vehicles are being finalized.
- CenterPoint Energy ordered materials for the new tower, construction will start soon.
- The 2020 financial audit is close to completion.
- Working with FEMA on the Public Assistance event and winter weather funding. The grant writer will contact FEMA for details on why HCESD 7 did not receive funds.
- SFD hosted a car seat safety check at Station 75, partnering with Texas Children's Childhood Injury Prevention Center and Safe Kids Greater Houston.
- The Spring into Safety event will be October 9, 2021 in Old Town Spring.

Chief Seifert asked the commissioners for authorization to approve payment for all incoming invoices/bills. Commissioner Gander agreed Chief Seifert is the appropriate source to direct the invoices for approval.

Commissioner Gander asked how many SFD members have received the COVID-19 vaccine. Chief Seifert responded with "37% of the Department is vaccinated." 15 personnel tested positive for COVID-19. An option for mandated testing was discussed.

19. 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.

20. To review, discuss and take action to approve the medical first responder agreement between Harris County Emergency Services District No. 7 and Harris County Emergency Services District No. 11 and delegate management of first responder operations to District Command Staff.

Commissioner Gander moved to approve the Board to execute the medical First Responder and Provider Agreement. Second by Commissioner Anderson. Motion approved 3-0.

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

No action taken by the Board.

22. To review and act on matters related to communications, dispatching, or traffic preemption, including interlocal agreements, contracts or purchasing equipment.

No action taken by the Board.

23. Receive ESD committee reports.

No action taken by the Board.

24. 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.

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

No action taken by the Board.

26. To review and approve minutes of prior meetings.

Commissioner Gander moved to approve the August 19, 2021 meeting minutes as presented. Second by Commissioner Anderson. Motion approved 3-0.

27. 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.

A special meeting will be September 30, 2021 at 6:30 p.m., to address real estate matters. The next regular meeting is October 21, 2021 at 6:30 p.m.

28. 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 8:53 p.m.



Commissioner Keith Willingham
District Secretary



Shannon Taylor, Preparer