

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 **October 21, 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	(Absent)
Todd Anderson	Treasurer	(Present at the meeting location)
Keith Willingham	Secretary	(Present at the meeting location)
David Mills	Asst. Treasurer	(Present at the meeting location)

Also in attendance:

Robert Logan, Assistant Fire Chief, Spring Fire Department - **(Present at the meeting location)**
Joel Crenshaw, District Chief, Spring FD - **(Present via Tele-Conference)**
John Peeler, Coveler & Peeler, District Legal Counsel - **(Present at the meeting location)**
Renee Butler, McLennan & Associates, District Bookkeeper - **(Present at the meeting location)**
Greg Thrower, Special Legal Counsel for real estate **(Present via Tele-Conference)**
Marshall Holmes, Cokinos|Young - **(Present via Tele-Conference)**
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 David Mills called the meeting to **ORDER** at 6:39 p.m.

To receive public comment.

No public comment was made.

6:40p.m. ENTER CLOSED SESSION

Closed Sessions, the Board included general counsel John Peeler, special counsel for real estate Greg Thrower, litigation counsel Marshall Holmes and Assistant Fire Chief Robert Logan for items 3 and 4. The Board did not conduct a closed session under item 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.**

7:32 p.m. RECONVENE FROM CLOSED SESSION

- 6. To review and act on any matters related to construction or real estate contract claims or litigation, including approval of settlement documents.**

Commissioner Mills moved to approve the mediator's proposal to settle the construction claims against Brookstone. Second by Commissioner Anderson. Motion approved 3-0.

Commissioner Anderson moved to approve the settlement agreement presented by counsel regarding overpayment claims against JT Lynch Company. Second by Commissioner Mills. Motion approved 3-0.

- 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 Renee Butler, presented the monthly District financial reports, including the following items of note: General Fund Current balance is \$27,937,234.94 cash and investment reports from September to October were reviewed.

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

- 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.**

Commissioner Mills moved to authorize closing on the sale of the James C. Leo property, based upon the documents approved last month, and execution of any and all documents necessary to close by the District Board officers. Second by Commissioner Anderson. Motion approved 3-0.

- 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.**

Legal counsel John Peeler reviewed changes to the Election Code from the 2021 Legislative Session, including action by the Legislature to move Texas away from Direct Recording Electronic Voting Machines. Mr. Peeler recommended purchasing the Hart Intercivic Verity system which complied with the new requirements to have paper ballots produced. He estimated the cost for the District to maintain the same number of polling locations as prior elections at approximately \$50,000. He noted that the District budgeted for 2022 to hold an election as usual and to purchase new machines in the amount of \$250,000.00. He estimates the District would need 12 machines priced at approximately \$4,000.00 each. Commissioner Willingham moved to authorize Mr. Peeler to place the order with Hart Intercivic, Inc. for the new voting system. Second by Commissioner Mills. Motion approved 3-0.

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

A sales tax report was provided for the Board to view payments, trends and projections.
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.
Assistant Fire Chief Robert Logan presented information on the following:

- September's Profit and Loss Reports.
- Transaction list of all expenses paid for September.
- The new Rescue Truck final inspection will be the beginning of December.
- The approved new Ladder and Engine vehicles should be in production soon.
- 5 new firefighters will begin their academy training November 1. Plans to hire 14 more firefighters in 2022, 2 short from 2021 and 12 approved for new positions in 2022.
- Fire report - few working house fires, rescued a worker off the roof of Church's Chicken/gas station.
- Department training continued at air soft facility, MAYDAY and self-survival skills.
- The Winter Storm Public Assistance Grant is submitted and in review by FEMA, no time table on receiving funds.
- Construction at the CenterPoint tower has started. Infrastructure is being completed by CenterPoint and the building ordered.
- The Honor Guard is working with Harris County Fire Marshal's office and Harris County Constable's Office Precinct 4, with coordination of fire department involvement in Deputy Adkin's funeral. SFD will assist with a ladder truck and displaying the flag.
- Officer badge pinning ceremony is planned for November 19, at 18:00.
- Firefighter badge pinning ceremony is planned for November 20, at 14:00.
- The Spring into Safety event in Old Town Spring marked the end of Fire Prevention Week.
- SFD hosts monthly car seat safety checks at our fire stations, partnering with Texas Children's Childhood Injury Prevention Center and Safe Kids Greater Houston. The next event will be at Station 74.
- SFD will host Truck or Treat at all nine Spring Fire Stations on Halloween night.
- SFD partnered with the Gulf Coast Regional Blood Bank for a successful blood drive.
- In December, SFD will do a Santa's Fire Engine Sleigh ride with Santa riding in the Captain's seat of a reserve pumper. Law enforcement, EMS and Pct. 4 road crews will participate too.
- December 4, 2021 is SFD's annual banquet at Hochzeit Hall in Old Town Spring.
- All Spring Fire stations are collection points for Toys for Tots and the ABC 13 Share Your Holidays Food Drive.

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.

No action taken by the Board.

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

Assistant Fire Chief Logan reported there are no issues at the new communications center, staff are working through any “bugs.” More ambulances are on scene.

No action taken by the Board.

17. Receive ESD committee reports.

No action taken by the Board.

18. 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.

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

No action taken by the Board.

20. To review and approve minutes of prior meetings.

Commissioner Willingham moved to approve the September 23, 2021 meeting minutes as presented. Second by Commissioner Anderson. Motion approved 3-0.

21. 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 November 18, 2021 at 6:30 p.m.

- 22. 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 Mills. The meeting is adjourned at 7:59 p.m.



Commissioner Keith Willingham
District Secretary



Shannon Taylor, Preparer