

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 **January 20, 2022 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)
Todd Anderson	Treasurer	(Absent)
Keith Willingham	Secretary	(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)**
Robert Logan, Assistant 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)**
Krystine Ramon, Coveler & Peeler - **(Present at the meeting location)**
Renee Butler - McLennan & Associates, District Bookkeeper - **(Present at the meeting location)**
Martin Vila, Raba Kistner - **(Present at the meeting location)**
Greg Monroe, Spring FD Captain - **(Present via Tele-Conference)**
Steve Schoonover, Spring FD Sr. Captain - **(Present via Tele-Conference)**
Kevin Price, Spring FD 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 6:32 p.m.

To receive public comment.

No public comment was made.

3. Review and take action on matters relating to calling an election to be held on May 7, 2022:

- a. Approve an Order calling for an election under Texas Health and Safety Code Section 775.0345.
- b. Order Approving and Appointing an Agent for the Election;
- c. Order Appointing an Early Voting Clerk and Deputy Early Voting Clerk;
- d. Order Establishing and Designating Election Precincts and Polling Places;
- e. Order Establishing and Designating Early Voting Polling Places;
- f. Order Adopting Form of Notice of District Election;
- g. Action to approve a contract with Hart InterCivic, Inc. for election services.
- h. Action to approve a contract with KNOWiNK for election services.
- i. To review and take action to hold an election jointly with one or more other political subdivisions.
- j. To consider and take action on such other Orders, Resolutions and related matters as required or appropriate to call for the District election.

Mr. Peeler presented an Order for election which dealt with items a, c, d, e and f. Motion by Commissioner Fuller and second by Commissioner Gander to approve the Order as presented by counsel. Motion was approved by a vote of 4 to 0.

The Board then reviewed the need to appoint an Agent for the Election. Motion by Commissioner Fuller and second by Commissioner Gander to appoint Shannon Taylor as the agent for the election. Motion was approved by a vote of 4 to 0.

Mr. Peeler advised that the contracts with Hart InterCivic and KNOWiNK are not yet ready but asked the Board to preliminarily approve contracting with both entities, as they are needed to program the ballots and the poll pads, respectively. Motion by Commissioner Willingham and second by Commissioner Fuller to preliminarily contract with Hart and KNOWiNK. Motion was approved by a vote of 4 to 0.

Mr. Peeler also relayed an inquiry by representatives of Harris County ESD 11 to hold the election jointly between ESD 7, ESD 11 and other potential contiguous districts or to consider joining the Harris County held joint election. The Board generally expressed a desire to hold the ESD 7 election independently. No action was taken on this item.

No additional action was taken on election matters at this time.

[Martin Vila, with Raba Kistner entered the meeting at 6:34 p.m.]

[Renee Butler with McLennan & Associates, entered the meeting at 6:35 p.m.]

6:41 p.m. ENTER CLOSED SESSION

Closed Sessions, the Board met under items 4, 5 and 6.

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

7:00 p.m. RECONVENE FROM CLOSED SESSION

[Chief Robert Logan joined the meeting]

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

District legal counsel reminded the Board that a settlement agreement with Brookstone, L.P. has been approved and that District President Gander has previously been authorized to execute documents necessary to effectuate the settlement.

- 8. 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 \$44,750,024.20 and cash and investment reports from December to January. It was noted that some of the current balance is construction loan funds.

Commissioner Gander moved to approve the bookkeeper's report as presented and pay District bills as presented. Second by Commissioner Fuller. Motion approved 4-0.

- 9. To engage an auditor to perform the District's 2021 Audit.**

Commissioner Willingham moved to engage Breedlove & Co., P.C. to complete the 2021 financial audit for the District. Second by Commissioner Gander. Motion approved 4-0.

- 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.**

Commissioner Willingham suggested soliciting bids to repair the building construction issues at Station 77.

Commissioner Gander moved to approve legal counsel, John Peeler to obtain RFQ's (Request for Qualifications) for design services. Second by Commissioner Willingham. Motion approved 4-0. Commissioner Mills and SFD Facilities Maintenance Coordinator, Donald May will work together with counsel on the project.

Martin Vila with Raba Kistner, Inc. introduced himself to the Board once again and stated he would like an opportunity to provide consulting and management services on the training field project.

Chief Seifert updated the Board on the status of the training field. CMAR interviews were December 7, and 8, 2021. Three companies were interviewed - SpawGlass, Durotech and Butler-Cohen. Reference checks have been completed. Commissioner Fuller researched each company for any litigation lawsuits. Commissioner Willingham moved to appoint SpawGlass for the ("CMAR") Construction Manager at Risk. Second by Commissioner Fuller. Motion approved 4-0.

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

Chief Seifert will have a lease proposal for an additional training office, forthcoming. 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 a proposal from Siddons Martin Emergency Group, LLC. for a new Engine 71 Pumper replacement. The unit total price is \$628,599.00 and includes a trade in credit of \$200,000.00 for the current Engine 71 pumper. The construction completion will take 16 months. Chief Seifert requested an additional \$50,000.00 for the purchase of loose equipment. Chief Seifert noted this is an HGAC qualified purchase.

Commissioner Gander moved to approve the proposal from Siddons Martin Emergency Group, LLC. for \$628,599.00 with an additional \$50,000.00 for the purchase of loose equipment. Second by Commissioner Mills. Motion approved 4-0.

13. 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.

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:

A Non-Disclosure Agreement with Delta Industries was presented to legal counsel John Peeler, for his review. No action taken by the Board.

- December's Profit and Loss Reports.
- Transaction list of all expenses paid for December.
- 2022 Annual Drivers License check/inspection for department employees is complete.
- COVID protocols have been adjusted, per Human Resources recent email.
- The contract on the 11 acre tract near the training facility property, cancelled. The cost of the 11 acre tract is \$2,750,000.00.
- Workers Compensation - Two open Claims- Injury Dates August (Knee) and June (Shoulder) of 2021. June claim is anticipated to close end of January, whereas the claimant will be off Light duty and back on shift.
January 2022, one injury - Minor claim not to exceed \$150.00, possible pinched nerve, non-work related-initial visit covered.
- Sales Tax Revenue was automatically deposited into an Amegy account instead of the ("Texas CLASS") Texas Cooperative Liquid Assets Securities System Trust, account.

Commissioner Gander moved to allow Chief Seifert permission to transfer no more than \$9,000,000.00 of the Sales Tax Revenue from the Amegy account to the ("Texas CLASS") Texas Cooperative Liquid Assets Securities System Trust, account. Second by Commissioner Willingham. Motion approved 4-0.

16. 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 disposing of items and donating items to the Texas A&M Forest Service Helping Hands Program, as presented. Second by Commissioner Willingham. Motion approved 4-0.

17. 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.

18. Receive ESD committee reports.

No action taken by the Board.

19. 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.

20. To review and act to approve interlocal agreement with other Harris County Emergency Services Districts regarding the purchase of election equipment, including creating a non-profit entity to manage the equipment.

Legal counsel John Peeler stated new election equipment was purchased. A new interlocal agreement for the maintenance, storage and management of the equipment is forthcoming.

No action taken by the Board.

21. To review and approve minutes of prior meetings.

Commissioner Gander moved to approve meeting minutes from December 16, 2021 as presented. Second by Commissioner Fuller. Motion approved 4-0.

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 February 15, 2022 at 6:30 p.m.

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 8:15 p.m.



Commissioner Keith Willingham
District Secretary



Shannon Taylor, Preparer