

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 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.**

Due to the status of COVID-19 in the County some people appeared via teleconference.

Bob Schmanski	President	(Present at the meeting location)
Melanie Gander	Vice-President	(Present Via Tele-Conference)
Keith Willingham	Secretary	(Present at the meeting location)
Todd Anderson	Treasurer	(Present at the meeting location)
Gayle Fuller	Asst. Secretary/Treasurer	(Present Via Tele-Conference)

Also in attendance:

Scott Seifert, Fire Chief, Spring Fire Department - (Present at the meeting location)
Robert Logan, Spring FD Assistant Fire Chief - (Present Via Tele-Conference)
Scott Schoonover, Spring FD Deputy Chief - (Present Via Tele-Conference)
Jerod Davenport, Spring FD Deputy Chief - (Present at the meeting location)
John Peeler, Coveler & Peeler, District Legal Counsel - (Present Via Tele-Conference)
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)
Donald May, Spring FD Facilities Maintenance Coordinator (Present at the meeting location)
Greg Monroe, Spring FD Captain - (Present Via Tele-Conference)
Steve Schoonover, Spring FD Sr. Captain - (Present Via Tele-Conference)
Tracee Evans, Spring FD Communications Director - (Present Via Tele-Conference)
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 Bob Schmanski called the meeting to **ORDER** at 6:30 p.m.

To receive public comment.

No public comment was made.

- 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 and all emergency services stations.**

Facilities Maintenance Coordinator, Donald May reported a few generator and plumbing repairs at the stations. Counter tops and sinks were replaced in the bathrooms at the Administration building.

[6:34 p.m. John Peeler, District Legal Counsel and Greg Thrower, Special Legal Counsel joined via tele-conference]

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

Real estate consultant Terry Lynch spoke of a plat for the James C. Leo property, which should be ready mid to late February.

Commissioner Schmanski moved to suspend the \$4,000.00 monthly retainer paid to JT Lynch Company. Second by Commissioner Anderson. Motion approved 5-0.

The Sixth Amendment to Commercial Contract - Unimproved Property and Addendum to Commercial Contract - Unimproved Property (the "Sixth Amendment") which extends the Feasibility Period for 60 days to February 19, 2021. Commissioner Schmanski moved to approve, subject to review by District legal counsel Coveler & Peeler, PC, the Sixth Amendment to the contract on the James C. Leo property, which will extend the feasibility period for 60 days. Second by Commissioner Anderson, motion approved 5-0.

6:35 p.m. ENTER CLOSED SESSION

Closed Sessions, the Board included Fire Chief Scott Seifert, and Legal Counsel John Peeler (via telephone), for items 3, 4, and 5. Item 4 included real estate consultant Terry Lynch, and special legal counsel for real estate, Greg Thrower.

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.**

7:06 p.m. RECONVENE FROM CLOSED SESSION

To review and act regarding master plan or site planning for the proposed training facility

Chief Seifert reported that he spoke with Tommie Abercrombie via teleconference call for a project update:

Mr. Abercrombie is taking on renditions of the design for the Educational building. The Logistics building is packaged and ready to be priced. A "dirt package" consists of the north entrance (where the Logistics building will be located), the construction entrance for the entire project, and the main entrance. Weekly project updates will continue every Wednesday morning with Mr. Abercrombie, specific members of the Board, and SFD personnel.

No action taken by the Board.

To review, discuss and act on District current year budget(s).

No action taken by the Board.

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 for two new apparatus purchases.

- 1) Pierce Velocity Aerial 105' - \$1,439,946.00 with Pierce 2013 trade in \$200,000.00 value.
- 2) Pierce Velocity Pumper - \$796,477.00 with Pierce Engine 74 trade in \$200,000.00 value.

Commissioner Schmanski motioned to approve the purchase of a new Pierce Velocity Ladder and a replacement Engine 77 via cooperative purchasing program authorizing prepayment of \$1,805,567.00 in order to receive a discount and to approve the trade in of older trucks toward the purchase of the new apparatus as presented by Chief Seifert, subject to receipt of a performance bond from Siddons Martin. Second by Commissioner Anderson. Motion approved 5-0.

The new staff Tahoes should arrive mid-March. Payment will not be made on the three vehicles until they arrive.

[7:15 p.m. District bookkeeper, Renee Butler joined via phone]

8. To review and take action on financial matters including, financial report, investments, depository institutions, depository security agreements, 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 \$24,755,453.43 cash and investment reports from December to January reviewed.

Ms. Butler noted two checks have not cleared, a check payable to Harris County MUD #249 and a check payable to Commissioner Todd Anderson. The checks were voided and Ms. Butler will reissue a check payable to Commissioner Anderson.

Commissioner Schmanski motioned to approve the bookkeeper's report and all bills to be approved as presented. Second by Commissioner Fuller, motion approved 5-0.

Counsel presented a Resolution regarding the annual review of the Investment Policy required by statute. Mr. Peeler noted he recommends no changes to the 2020 version of the Investment Policy approved by the Board previously, and therefore recommends approval of a short form Resolution stating that the Board has reviewed the policy as required and that it intend to continue to operate under the 2020 policy at this time. The Resolution passed upon motion made by Commissioner Willingham, second by Commissioner Anderson by a vote of 5-0, effective January 21, 2021.

Commissioner Schmanski noted that the District will be retiring approximately \$5,000,000 of existing loans over the next 14 months.

To review and act on sales tax matters.

No action taken by the Board.

To review and act regarding insurance.

No action taken by the Board.

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

Fire Chief Scott Seifert presented information on the following:

- At February's meeting, a check will be payable to the ESD for unused funds, as the department is \$2,600,000.00 under budget. COVID-19 impacted conference and training spending.
- 2020 Statistics via Powerpoint - Property value is over \$14 billion, the effective tax rate is .0997,
 - Various statistics by station, shifts (A,B,&C), call volume.
 - Calls from dispatch are down, calls by station have decreased due to COVID. 62% of call volume is EMS calls. EMS calls were carefully screened to ensure safety.
 - Wednesday, Thursday and Saturday are busy days. Calls are down by 16%.
 - The department is hiring more full-time firefighters.
- ESD 11 hired a CEO, COO and a Chief Administrative Officer, purchased a 42-acre complex with buildings, terminated their contract with Cypress Creek EMS effective September 1, 2021.
- Chief Crenshaw is stepping into a new role as District Chief (due to Chief Babendure's passing).
- Anticipating the COVID-19 pandemic may continue for 10-12 more months.
- Cyber threats are increasing and the department is continuing to prepare for such instances.

To review, discuss and take action on mutual aid or interlocal agreements, including those regarding emergency services or disaster operations.

Chief Scott Schoonover reported the Harris County radio provider does not have our interlocal agreement on file. Chief Schoonover is working to correct the matter.

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

Commissioner Schmanski moved to approve the surplus and salvaged items as presented. Second by Commissioner Anderson. Motion approved 5-0.

To review and take action on matters related to communications, dispatching, or traffic preemption, including approving interlocal agreements or purchasing equipment.

No action taken by the Board.

Receive ESD committee reports.

No action taken by the Board.

To review and act regarding municipal actions affecting the District.

No action taken by the Board.

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.

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.

Chef Seifert informed the Board more firefighters have been hired as approved, noting that 4 excellent candidates will have a final interview with Chiefs Seifert, Logan and Davenport. Chief Seifert asked the Board for approval to hire 2 more firefighters this year. The Board approved the request.

To review and take action on Records Management and Records Retention matters, including updates to designation of records officer(s), records policies, retention schedules, and to approve Records Disposition Log(s).

No action taken by the Board.

To review and approve minutes of prior meetings.

Commissioner Schmanski moved to approve the January 7, 2021 Special meeting minutes. Second by Commissioner Gander. Motion approved 5-0.

Commissioner Gander moved to approve the December 17, 2020 meeting minutes. Commissioner Schmanski abstained from voting, as he was absent from the meeting. Commissioner Anderson second the motion. Motion approved 4-0.

7:58 p.m. BREAK

8:03 p.m. RETURN FROM BREAK, ENTER CLOSED SESSION

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.

8:24 p.m. RECONVENE FROM CLOSED SESSION

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 18, 2021 at 6:30 p.m.

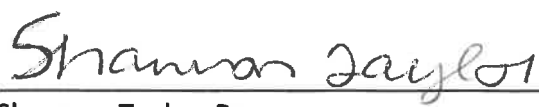
To review and act on matters related to COVID-19, including but not limited to meeting procedures, emergency expenditures and continuity of functions per Government Code Chapter 418.

Mr. Peeler will consult with Commissioner Schmanski on future meetings and the COVID-19 meeting procedures.

There being no further business brought before the Board, or any further public comment. Motion to adjourn made by Commissioner Willingham, second by Commissioner Anderson. The meeting is adjourned at 8:25 p.m.



Commissioner Keith Willingham
District Secretary



Shannon Taylor, Preparer