

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 **February 25, 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.

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|-------------------------|----------------------------------|---|
| Bob Schmanski | President | (Present at the meeting location) |
| Melanie Gander | Vice-President | (Present at the meeting location) |
| Keith Willingham | Secretary | (Present Via Tele-Conference) |
| 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)
Scott Schoonover, Spring FD Deputy Chief - (Present at the meeting location)
Jerod Davenport, Spring FD Deputy Chief - (Present Via Tele-Conference)
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)
Andy Lynch, JT Lynch Company, LLC - (Present at the meeting location)
Jeff 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)
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 6:31 p.m.

To receive public comment.

No public comment was made.

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

Chief Seifert reported: due to the weather (snow, freezing temps), there was no weekly meeting last week; there will be a meeting on Friday, 2/26; the Education Building will stay three stories with a shell area available for buildout; the next meeting will discuss elevations.

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 \$28,913,951.43 cash and investment reports from January to February were reviewed.

District legal counsel suggested a register of the operating expenses each month be provided to the Board for review.

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

[6:35 p.m. Commissioner Bob Schmanski entered the meeting.]

6:41 p.m. ENTER CLOSED SESSION

Closed Sessions, the Board included Legal Counsel John Peeler (via telephone), Fire Chief Scott Seifert, Deputy Chief Jerod Davenport and Deputy Chief Scott Schoonover for items 3, 4, and 5. Item 4 included real estate consultants Terry, Andy and Jeff Lynch, and 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.

8:07 p.m. RECONVENE FROM CLOSED SESSION AND TAKE A BREAK

8:08 p.m. RESUME

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

The Sixth Amendment to Commercial Contract - Unimproved Property and Addendum to Commercial Contract - Unimproved Property (the "Sixth Amendment") which extends the Feasibility Period to March 31, 2021. Commissioner Gander moved to approve the Sixth Amendment to the contract on the James C. Leo property, which will extend the feasibility period 60 days. Second by Commissioner Schmanski. Motion approved 3-0.

Commissioner Schmanski moved to instruct counsel and special counsel for real estate to prepare the development agreement according to the terms discussed in closed session and bring back for the board to approve at the March meeting. Second by Commissioner Anderson. Motion approved 3-0.

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

No action taken by the Board.

- 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 updated the Board on the status of all the District's stations and buildings during the cold weather event, February 13-20: the buildings had no damage except for the Old Town Spring facility, which had two exterior pipes burst; the generator at the Administration building kept tripping the breaker, resulting in lost power; otherwise no major damage to SFD property; all issues have been addressed.

Commissioner Willingham said there are people living/camping on the 52 acres (Training Facility site). Adding cameras to monitor the site would be costly. Other options to deter unwanted visitors on the property may be addressed later.

- 11. 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.

12. To review and act on sales tax matters.

No action taken by the Board.

13. To review and act regarding insurance.

No action taken by the Board.

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

Fire Chief Scott Seifert presented information on the following:

- Profit and Loss Reports.
- A check will be payable to the ESD for unused funds, as the department is under budget.
- Credit cards from Spring Volunteer Fire Association are cancelled. Only cards from the Harris County Emergency Services District No. 7 Operations account are active.
- The department is currently \$300,000.00 under budget at the first of the year.
- A contract was presented for a grant writer to prepare an application for a federal grant or Safer Grant through FEMA. The company will fine tune grants to enable chances for approval. With a grant, Chief Seifert was hoping to fund nine full-time firefighters.
- A department drivers license check resulted in 5 people with expired licenses, due to COVID-19 they will receive an extension to April 2022.

Commissioner Gander moved to allow SFD to hire a grant writer for \$3,500.00. Second by Commissioner Anderson. Motion Approved 3-0.

Chief Schoonover briefed the Board regarding the cold weather event (February 13-20): the Emergency Operations Center was staffed Sunday afternoon 2/14 to Saturday morning 2/20 and logged 446 responses, equal to one month's worth of calls in one week; the department normally has 415-460 calls per month.

15. 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.

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

Chief Seifert reported: 140 air packs are surplus due to the District replacing them with new units; certain departments around the area are interested in receiving the old units as they are still serviceable; SFD would like to donate them to the Texas A&M Forest Service Helping Hands Program and they can delegate where the items are donated from the Forest Service to providers. Chief and counsel reviewed the benefit to the District in disposing of the equipment through the Forest Service, noting the state statute that allows the Forest Service to take equipment from departments and donate the items while providing liability relief to the donor.

Commissioner Gander moved to approve the donation of the surplus air packs to the Texas A&M Forest Service Helping Hands Program with the allocation to the departments who are interested. Second by Commissioner Anderson. Motion approved 3-0.

17. 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.

18. Receive ESD committee reports.

No action taken by the Board.

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

No action taken by the Board.

20. 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.

21. 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.

- 22. 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.

- 23. To review and approve minutes of prior meetings.**

Commissioner Gander moved to approve the January 21, 2021 meeting minutes. Second by Commissioner Schmanski. Motion approved 3-0.

- 24. 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 March 18, 2021 at 6:30 p.m.

- 25. 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 Schmanski. Second by Commissioner Anderson. The meeting is adjourned at 8:40 p.m.



Commissioner Keith Willingham
District Secretary



Shannon Taylor, Preparer