

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 **March 18, 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	(Absent)
Melanie Gander	Vice-President	(Absent)
Keith Willingham	Secretary	(Present at the meeting location)
Todd Anderson	Treasurer	(Present at the meeting location)
Gayle Fuller	Asst. Secretary/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 Dept. **(Present Via Tele-Conference)**
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)**
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)**
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 Gayle Fuller called the meeting to **ORDER** at 6:31 p.m.

To receive public comment.

No public comment was made.

6:35 p.m. ENTER CLOSED SESSION

Closed Sessions, the Board included Legal Counsel John Peeler (via telephone), Fire Chief Scott Seifert, Assistant Fire Chief Robert Logan, and Deputy Chief Jerod Davenport for items 3, 4, and 5. IT Manager Tim Burke stepped into the Closed session briefly to help with telecommunications issues but not for discussion.

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 matters.**

6:51 p.m. RECONVENE FROM CLOSED SESSION

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

Commissioner Fuller moved to approve the document to supply water and sanitary sewer at Station 75. Second by Commissioner Willingham. Motion approved 3-0.

Commissioner Fuller moved to approve borings on the detention area of the James C. Leo property, not to exceed \$3,000.00. Second by Commissioner Anderson. Motion approved 3-0.

6. 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 \$29,312,566.54 cash and investment reports from February to March were reviewed.

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

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

Chief Seifert stated there is no meeting this week. Mr. Abercrombie is working on getting cost estimates. The Logistics building is in the final design phase.

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

Chief Seifert presented information on reconciling the 2020 unspent operating funds. The General Fund will receive:

- 1) \$225,892.25 from Spring Volunteer Fire Association's operating account's year-end balance.
- 2) \$2,103,899.26 from HCESD 7's operating account for year-end balance.
- 3) \$850.00 from Spring Volunteer Fire Association's operating account for a refund on an SVFA credit card.

Harris County Emergency Services District 7 will reimburse \$1,381.50 to the Spring Volunteer Fire Association operating account for Paycom expenditures (preparation of employee W-2's).

HCESD 7 will pay the future invoice for the 2020 SVFA audit not to exceed \$10,000.00.

Commissioner Anderson moved to accept the reconciliation report and checks as presented. Second by Commissioner Willingham. Motion approved 3-0.

Chief Seifert asked the Board to consider the following changes to the District Budget per a proposed 2nd Amendment:

- \$522,814.86 from the General Fund to the Reserve Contribution category 2550, to avoid a deficit with the proposed changes.
- Category 6361 Development Costs - Training Field was \$250,000.00, increasing the amount to \$703,511.67 to allow for invoices and additional development costs (cost estimator, etc.)

Two new expense categories were added:

- 6220 Bank Service Charges
- 6435 Communications Projects

Commissioner Willingham moved to approve the 2nd Amendment of the District Budget as presented. Second by Commissioner Anderson. Motion approved 3-0.

7:27 p.m. BREAK

7:28 p.m. RESUME

- 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. The Department is currently \$384,806.93 under budget.
- The department is averaging around 430 calls per month.
- A new transaction list will reflect all transactions made in the HCESD 7 Operations account. The list will be provided to the Commissioners prior to each month's regular meeting.

No action taken by the Board.

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

Commissioner Willingham moved to approve the Interlocal Agreement between Harris County and HCESD 7 for the use of Harris County's 800 Megahertz Radio System. Second by Commissioner Fuller. Motion approved 3-0.

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

Commissioner Willingham moved to approve the Surplus and Salvage Equipment item list as presented. Second by Commissioner Anderson. Motion approved 3-0.

Commissioner Willingham moved to approve the list of requested items to be donated to the Texas A&M Forest Service Helping Hands Program, as presented. Second by Commissioner Fuller. 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.

Commissioner Fuller has been attending the SAFE-D Legislative Group meetings online. Ms. Fuller discussed House Bill 2323 relating to emergency services districts. House Bill 2323 would allow a territory to be removed by a municipality if an alternate ESD or provider is selected. If approved House Bill 2323 would become effective September 1, 2021.

District legal counsel Mr. Peeler and his team will research House Bill 2323 and House Bill 1473 regarding meeting minutes, videos, information, etc.

No action taken by the Board.

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

Mr. Peeler has not received any recent letters or information about The Woodlands annexation.
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 Fuller moved to approve the February 25, 2021 meeting minutes and the March 4, 2021 Special Meeting minutes as presented. Second by Commissioner Willingham. Motion approved 3-0.

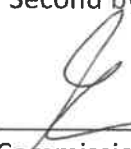
24. To review and act to schedule the next regular monthly meeting date as well as any items that need to be on the next meeting agenda.

The next regular meeting is April 15, 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.

Commissioner Fuller noted she has received her COVID-19 vaccine.

There being no further business brought before the Board, or any further public comment. Motion to adjourn made by Commissioner Fuller. Second by Commissioner Willingham. The meeting is adjourned at 7:55 p.m.



Commissioner Keith Willingham
District Secretary



Shannon Taylor, Preparer