

Special Meeting Minutes
Harris County Emergency Services District No. 7

The Board of Commissioners of **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 7** held a special meeting on **March 30, 2020 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 state of emergency caused by the COVID-19 pandemic, the District exercised its authority to hold the meeting via telephone and conference call, per Government Code §551.125. The call was broadcast at the meeting location and recorded per the requirements of the Texas Open Meetings Act.

Bob Schmanski	President	(Present via Tele-Conference)
Gayle Fuller	Vice-President	(Present via Tele-Conference)
Keith Willingham	Secretary	(Present via Tele-Conference)
Todd Anderson	Treasurer	(Present via Tele-Conference)
Melanie Gander	Asst. Treasurer	(Absent)

Also in attendance:

Scott Seifert, Fire Chief, Spring Fire Department - **(Present at meeting location)**
Robert Logan, Spring FD Assistant Chief - (Tele-Conference)
Scott Schoonover, Spring FD Deputy Chief - (Tele-Conference)
Joel Crenshaw, Spring FD Deputy Chief - (Tele-Conference)
Renee Butler, McLennan & Associates, District Bookkeeper - (Tele-Conference)
John Peeler, Coveler & Peeler, District Legal Counsel - (Tele-Conference)
Andy Lynch, JT Lynch Company, LLC - (Tele-Conference)
Jeff Lynch, JT Lynch Company, LLC - (Tele-Conference)
Terry Lynch, JT Lynch Company, LLC - (Tele-Conference)
Greg Thrower, Attorney, Thrower Law, P.C. - (Tele-Conference)
Steve Kiebzak, Spring FD Human Resources Director - (Tele-Conference)
Tracee Evans, Spring FD Communications Director - (Tele-Conference)
Tim Burke, Spring FD IT Manager - **(Present at meeting location)**
Shannon Taylor, HCESD7 Administrator - **(Present at meeting location)**

Call meeting to order

Commissioner Schmanski called the meeting to ORDER at 6:30 p.m.

To receive public comment

No public comment was made.

To review and take action to approve engaging services to conduct floor level surveys of District stations and produce renderings of same.

Commissioner Willingham motioned to approve floor level surveys, not to exceed \$5,000. Second by Commissioner Schmanski. Motion approved 3-0.

To review and discuss and take action to approve payment of recurring operational bills by EFT, credit card, or online payments.

Commissioner Schmanski moved to authorize payment of recurring bills per the schedule provided by Chief Seifert and not to exceed budgeted amounts. Second by Commissioner Willingham. Motion approved 3-0.

Commissioner Fuller re-joined the call after having audio issues.

To review, discuss and take action to authorize Commissioner Schmanski and/or Commissioner Willingham to approve expenses relating to station inspections and/or surveys.

Motion by Commissioner Schmanski to approve up to \$10,000.00 for expenses relating to station inspections and/or surveys related to possible claims regarding station design or construction. Second by Commissioner Willingham. Motion approved 4-0.

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 sates tax matters.

No action taken by the Board.

To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.

No action taken by the Board.

To review and take action on temporary operational changes due to COVID-19 conditions in Harris County.

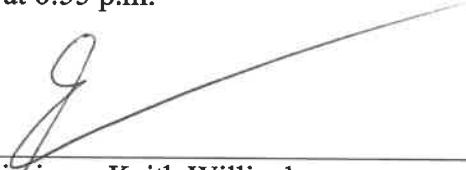
Commissioner Schmanski moved to authorize two commissioners and in the case of the unavailability of two commissioners one commissioner plus Chief Seifert or Assistant Chief Logan to authorize up to \$100,000.00 for emergency expenditures. Second by Commissioner Fuller. Motion approved 4-0.

Commissioner Schmanski moved to immediately to establish a Payroll account and an Operations account for ongoing Fire Department activities, with a sub account for emergency operations kept in the District's accounting ledgers/reports. Second by Commissioner Fuller. Motion approved 4-0.

Commissioner Schmanski moved to add in addition to the Board, Chief Seifert and Assistant Chief Logan as signers and with access to the Payroll accounts and Operations account, and requiring both Chiefs to be bonded in the same manner as the Treasurer. Second by Commissioner Fuller. Motion approved 4-0.

Adjourn.

There being no further business brought before the Board, or any further public comment, Commissioner Fuller motioned to adjourn, Commissioner Willingham second the motion. Motion approved 4-0. The meeting is adjourned at 6:55 p.m.



Commissioner Keith Willingham
District Secretary



Shannon Taylor, Preparer