

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 **May 21, 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.**

The District Board of Commissioners met in person, and due to the status of COVID-19 in the County, allowed other persons to appear via teleconference to provide information and counsel to the Board.

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

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)
Joel Crenshaw, Spring FD Deputy Chief - (Present Via Tele-Conference)
Renee Butler, McLennan & Associates, District Bookkeeper - (Present Via Tele-Conference)
John Peeler, Coveler & Peeler, District Legal Counsel - (Present Via Tele-Conference)
Terry Lynch, JT Lynch Company, LLC - (Present at the meeting location)
Andy Lynch, JT Lynch Company, LLC - (Present Via Tele-Conference)
Jeff Lynch, JT Lynch Company, LLC - (Present Via Tele-Conference)
Greg Thrower, Special Legal Counsel for real estate - (Present Via Tele-Conference)
Tim Burke, Spring FD IT Manager - (Present at the meeting location)
Shannon Taylor, HCESD7 Administrator - (Present at the meeting location)
Erika Smiley, Public citizen - (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.

6:34 p.m. ENTER CLOSED SESSION

Closed Sessions, the Board included Fire Chief Scott Seifert and Legal Counsel John Peeler, for items 3, 4, and 5 and included real estate special counsel Greg Thrower and real estate consultants Terry Lynch, Andy Lynch and Jeff Lynch for item 4.

- 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.**

7:13 p.m. RECONVENE FROM CLOSED SESSION

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

Commissioner Schmanski moved to amend the contract for the sale of the Leo Property per special counsel Greg Thrower's recommendations. Motion was seconded by Commissioner Anderson. The motion was approved by a vote of 3 to 0 with Commissioner Willingham abstaining.

Commissioner Schmanski moved to authorize Terry Lynch to secure an engineer to conduct a drainage study for the Leo Property at a cost not to exceed \$25,000.00. Second by Commissioner Anderson. Motion was approved by a vote of 4 to 0.

To review and take action regarding master plan or site planning for the proposed training facility.

Tommie Abercrombie with Abercrombie Planning + Design, is working on the proposed Training Facility documents and schematics. An update will be provided at next month's ESD7 meeting.

To review and take action on financial matters including, financial report, investments, depository institutions, depository security agreements, Investment Policy, and District bills.

Renee Butler with McLennan & Associates presented the Bookkeeping Report Summary: the General Fund Current balance is \$23,349,650.67, investment reports from April to May, Director's fees and bills. Motion by Commissioner Willingham to approve the bookkeeper's report and pay bills as presented, second by Commissioner Anderson. Motion approved 4-0.

The Investment Policy was presented, Commissioner Schmanski moved to approve and adopt the Resolution for Investment, second by Commissioner Willingham.

Commissioner Schmanski moved to appoint Jorge Diaz of McLennan and Associates as the Investment Officer for HCESD 7 second by Commissioner Willingham. Both motions approved 4-0.

To review, discuss and take action on District budget(s).

Chief Scott Seifert and Commissioner Schmanski suggested revising the ESD's Budget since Spring Fire Department's Budget currently has these expenses.

- 1) Election expenses could be deleted.
- 2) ISO Consulting (water score) could be deleted.
- 3) Community Outreach - Delete.
- 4) Website - Delete.
- 5) Engineering Fees can be folded into Architect Fees, leaving zero in Engineering and the balance would go to Architect Fees.
- 6) The remaining money would be returned to the Operating Reserve.
- 7) Split Interest and Principle.

Commissioner Schmanski asked Renee Butler to prepare a revision of the Budget integrating the items discussed tonight to present to the Board for review and approval at next month's HCESD 7 meeting.

To review and take action on matters related to financing, payment and acquisition of capital items, including equipment and vehicles, and action on debt, including retiring debt or incurring debt to finance the construction of District facilities or acquire equipment.

Chief Seifert reported that the portable generator which was approved at a prior meeting was purchased for \$43,472.50 from Evolve, and placed at the radio tower located at South Plum Creek. He noted that payment for the generator was included in tonight's bills.

To review and take action on sales tax matters.

District Legal Counsel John Peeler discussed the concerns about COVID-19 affecting sales tax collections for ESD 7 and all Texas entities. He noted that due to the large adjustment on the ESD 7 May 2019 collections, it was not possible to compare May 2019 to May 2020. He suggested that the Board closely monitor the collections for the next several months.

To review and take action on requirements of Government Code §2054.5191 [HB 3834 (2019)] and District compliance with cybersecurity.

Counsel reminded the Board that all elected officials and government employees with access to the computer systems must complete the training so that the report can be filed online by June 15, 2020. Chief Seifert reported that 70% of commissioners and staff have completed the cybersecurity training modules. Reminders are being sent to finish before the deadline.

To review and take action regarding insurance.

Two dividend checks received from Texas Mutual, totaling \$58,182.09 will be deposited into the General Fund account.

To review and take any action regarding construction, improvements, repairs renovations to District real property 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 District and Department stations.

No action taken by the Board.

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

Chief Seifert presented: 1) January, February and March 31, expenses are 25% of the Annual Budget. Starting April 1, expenses are paid out of the ESD's new Operating Account. Based on Spring Volunteer Fire Association's Profit and Loss, funds not spent in the 1st Quarter will result in a check payable to HCESD 7. HCESD 7 now reflects 75% of the Annual Budget. Beginning 2021 all budgets will be combined into one single budget.
2) Fire Reports - Deputy Chief Scott Schoonover reported total call volume is down 31%.

3) Cypress Creek EMS ambulances are staffing out of Stations 74 and 75, thus easing the volume of calls for Spring Fire Department. Cypress Creek EMS signed an agreement to pay \$1,000.00 for rent each month, per station (Station 74 and Station 75). Cypress Creek EMS is also posting at Station 72. The relationship is working well and five ambulances are running in SFD's coverage area.

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

Deputy Chief Schoonover presented a report of items to dispose of as well as requesting to donate 30 AV2000 SCBA Masks to the Texas A&M University Forest Service. Commissioner Schmanski moved to approve the Surplus and Salvaged Equipment disposal request and donation to the Texas A&M Forest Service, second by Commissioner Willingham. Motion approved 4-0.

To review and act on ISO re-grade and actions necessary regarding water supply.

No action taken by the Board.

To review and take action on mutual aid agreement(s).

No action taken by the Board.

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

Traffic preemption - additional intersections will be added later in the year or 2021.

To review and act regarding communication and outreach to District residents regarding District activities.

No action taken by the Board.

Receive ESD committee reports.

No action taken by the Board.

To review and take action regarding municipal actions affecting the District.

John Peeler will have a report at next month's HCESD 7 meeting.

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 take action 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.

To review and approve minutes of prior meetings.

Commissioner Schmanski moved to approve the April 16, 2020 meeting minutes with the minor correction to the item regarding sales tax on page 3, second by Commissioner Anderson. Motion approved 4-0.

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 meeting is June 18, 2020 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.

Chief Seifert reported that Spring Fire Department is closed to the public through June 15, with no public access to stations; the Fire Department work from home order is extended for Administrative staff; and employees are productive working from home.

Adjourn.

There being no further business brought before the Board, or any further public comment. Motion to adjourn made by Commissioner Willingham, second by Commissioner Schmanski.
The meeting is adjourned at 8:24p.m.



Commissioner Keith Willingham
District Secretary



Shannon Taylor, Preparer