

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 **July 16, 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 Via Tele-Conference)
Melanie Gander	Vice President	(Present Via Tele-Conference)
Keith Willingham	Secretary	(Present Via Tele-Conference and 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)**
Joel Crenshaw, Spring FD Deputy Chief - **(Present at the meeting location)**
Scott Schoonover, 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)**
Dr. Ron Welch, Muncipal Information Services - **(Present at the meeting location)**
Terry Lynch, JT Lynch Company, LLC - **(Present Via Tele-Conference)**
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)**
Marshall Homes, Cokinos|Young - **(Present Via Tele-Conference)**
Philip King, Cokinos|Young - **(Present Via Tele-Conference)**
John Warren, Cokinos|Young - **(Present Via Tele-Conference)**
Tim Burke, Spring FD IT Manager - **(Present at the meeting location)**
Donald May, Spring FD Facilities Maintenance Coordinator - **(Present at the meeting location)**
Steve Schoonover, Spring FD Sr. Captain - **(Present Via Tele-Conference)**
Tracee Evans, Spring FD Communications Director - **(Present Via Tele-Conference)**
Shannon Taylor, HCESD7 Administrator - **(Present at the meeting location)**

Call meeting to order.

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

To receive public comment.

No public comment was made.

To Receive a report from Dr. Ron Welch with Municipal Information Services regarding demographic data for the district.

Dr. Welch discussed his in-depth report consisting of: changes in taxable value 2018 & 2019 due to the development of residential and commercial acreage and the construction of taxable improvements, net inflow of personal property and changes in the appraisals by HCAD. Tax revenues from 2018 & 2019 tax rolls, economic considerations and the energy sector, as well as the effects of COVID-19 on the global economic system were highlighted. Details of Houston real estate, aggregation of MUDs by census tracts, construction of taxable improvements in the ESD, estimated and projected taxable values and future growth are also included in the report.

6:50 p.m. THE BOARD ENTERED CLOSED SESSION UNDER GOVERNMENT CODE SECTIONS 551.071, 551.072 AND 551.074.

[7:31 p.m. COMMISSIONER WILLINGHAM WHO HAD APPEARED VIA TELE-CONFERENCE FOR PART OF THE MEETING, PERSONALLY ENTERED THE MEETING DURING CLOSED SESSION.]

The Board included Fire Chief Scott Seifert and legal counsel, for items 4, 5, and 6. Item 5 included real estate consultants Terry Lynch, Andy Lynch and Jeff Lynch.

- 4. 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.**
- 5. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.**
- 6. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.**

8:20 p.m. RECONVENE FROM CLOSED SESSION

[COMMISSIONER FULLER EXITED THE MEETING COINCIDING WITH THE START OF OPEN 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 Willingham moved to approve a Notice of Detention Requirements document for the Ambrose Mays Survey (24606 Cypresswood Dr.). Second by Commissioner Schmanski, motion approved 4-0.

Commissioner Willingham moved to approve an Affidavit To The Public document regarding the Ambrose Mays Survey. Second by Commissioner Schmanski, motion approved 4-0

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

Deputy Chief Joel Crenshaw gave an update on his bi-weekly teleconference meetings with Tommie Abercrombie of Abercrombie Planning + Design and members of the logistics group, regarding size of rooms, and planning. The Quartermasters group is next for their input in the design process. No action taken by the Board.

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 \$22,531,598.28 after allocations, cash and investment reports from June to July, Director's fees and bills.

An additional invoice \$1,247.50 for Coveler & Peeler was approved and will be added to the cash disbursement report.

Commissioner Anderson moved to approve the bookkeeper's report amended and pay bills as presented. Second by Commissioner Schmanski motion approved 4-0.

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

Chief Seifert said there are no more changes to the 2020 budget it will stay the same. No action taken by the Board.

To review and take action on 2021 budget and 2020 tax rate adoption planning, including review of Truth in Taxation procedures and designation of officials to calculate tax rates and provide tax rate information to the Board.

District legal counsel, John Peeler recapped the timeline needed for the 2021 budget and tax rate adoption.

- 1) A special meeting August 6, to review the budget.
- 2) A special meeting on August 10 or 11 to propose the tax rate.
- 3) August 24, take final action on the tax rate if adopting a rate in excess of the Voter Approval Tax Rate.

Commissioner Schmanski moved to authorize the Harris County Tax Assessor to do the rate calculations with counsel to assist them and prepare the required notices. Second by Commissioner Anderson, motion approved 4-0.

Commissioner Schmanski moved to use the 3.5% factor for calculating the Voter-Approval Tax Rate (VAR) rather than using the disaster provision of the Tax Code to allow the use of the 8% factor. Second by Commissioner Anderson, motion approved 3-1.

To review and take act 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.

No action taken by the Board.

To review and act on sales tax matters.

Chief Seifert stated sales tax collections are up 5% in June and down 11% this month.

No action taken by the Board.

To review and take action regarding insurance.

Commissioner Schmanski noted to expect an increase in the insurance quote for worker's compensation 30-35% and property 15%.

No action taken by the Board.

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.

Commissioner Willingham moved to authorize hiring an additional land expert for \$15,000.00. Second by Commissioner Schmanski, motion approved 4-0.

Commissioner Willingham moved to hire a boring specialist for \$5,500.00. Second by Commissioner Schmanski, motion approved 4-0.

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

- Chief Seifert presented:
- 1) Incident Reports - medical calls are down due to Stations 74 & 75 staffed by Cypress Creek EMS. Deputy Chief Schoonover reported an 18-21% decrease in EMS calls for SFD.
 - 2) Spring Volunteer Fire Association Profit & Loss Reports (January 1 to March 31) - A check will be processed to the ESD for the amount not spent in Q1/2020.
Harris County Emergency Services District No. 7 Profit & Loss Reports (April 1 to present) reflect \$1,000,000.00 under budget for personnel.
 - 3) A survey was emailed to all employees asking how proud they are of Spring Fire Department. A score of 9.53 is increasing as the survey is still open. Past score results are 9.14 in 2018 and 8.43 in 2016.
 - 4) Department head personnel are working on their department Budgets and will have them finished by the end of July.
 - 5) Rehab Cascade Unit - Personnel recently attended a pre-construction meeting in Wisconsin to confirm costs.

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

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.

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.

Mr. Peeler stated the Harris County Tax office sent him information, he is currently reviewing and will have details 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.

Chief Seifert said a Request for Proposal for a three-year contract for wellness exams was sent to three companies. Life Scan was one of the two companies who sent back their RFP. Life Scan proposed \$645.00 per person for the 1st year, \$660.00 per person for the 2nd year and \$680.00 per person for the 3rd year. A new item, coronary artery calcium exam is added. Spring Fire Department has used Life Scan for the past couple of years, Chief Seifert would like the Board to consider using Life Scan. Commissioner Willingham moved to approve Life Scan's quote. Second by Commissioner Gander, motion approved 4-0.

To review and approve minutes of prior meetings.

Commissioner Willingham moved to approve the June 18, 2020 meeting minutes. Second by Commissioner Gander, 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 regular meeting is August 20, 2020 at 6:30 p.m. Tax and budget related meetings are tentatively scheduled for August 6, 10, or 11 and a special meeting for August 24, for tax approval.


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.

No action taken by the Board.

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 Gander.

The meeting is adjourned at 9:16p.m.



Commissioner Keith Willingham
District Secretary



Shannon Taylor, Preparer