

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 and workshop on **August 6, 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 via tele-conference; 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.

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

Also in attendance:

Scott Seifert, Fire Chief, Spring Fire Department - **(Present at the meeting location)**
Robert Logan, Spring FD Assistant Fire Chief - **(Present at the meeting location)**
Jerod Davenport, Spring FD Deputy Chief - **(Present Via Tele-Conference)**
Scott Schoonover, Spring FD Deputy Chief - **(Present at the meeting location)**
Joel Crenshaw, Spring FD Deputy Chief - **(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 Bob Schmanski called the meeting to ORDER at 6:30 p.m..

To receive public comment.

No public comment was made.

To hold a workshop regarding the District 2021 Budget.

Chief Seifert presented the draft 2021 operating budget of Spring Fire Department. Monies allocated to the operating expense is a 7% increase over the 2020 Budget.

Commissioner Gander asked if SFD leased or bought department vehicles. Chief Seifert replied the department purchases vehicles. Chief Logan said the department customizes the vehicles with lights, sirens, antennas. The specialty items would need to be removed and the technology may be outdated and not much in value/lease return.

- 50000 Apparatus Repair/Maintenance will have a \$2,900.00 increase.
- 51000 Facilities will have \$7,460.00 less than last year.
- 51520 Professional Services will add new items: Bookkeeping, Sales Tax Monitoring, ISO Consulting, Legislative Consulting, Election Expenses and Legal Notices.
- Payroll will be added for Commissioners.
- 51700 Information Technology - Harris County Emergency Services District No. 7 is not a 501 (c) (3) organization, it is a government entity. Pricing is adjusted to compensate for the changes in expenses resulting in a \$195,648.50 budget increase.
- 52000 Personnel - the 2021 Budget will include a breakdown of TESRS (Volunteer) Retirement, TCDRS (Employee) Retirement and Empower Retirement. The department will save money by switching to the TCDRS (Texas County & District Retirement System) pension plan vs. the 401K plan.

An increase in the budget will allow SFD to add 9 new Full Time Firefighter positions. Chief Logan explained if a Part Time Firefighter leaves, the position will be replaced with a Full Time Firefighter. Full time salary is less than part time, thus saving the department money.

- 52100 Quartermaster's Budget will increase \$139,368.95.
- 52300 Training - Due to the effects of COVID-19 the numbers are not solid. Chief Crenshaw stated All Full-Time Firefighters will receive swift water training and Blue Card Training, thus an increase of \$97,067.00 for the Training budget.
- 52600 Contingency will increase \$50,000.00 to leave room for unknown expenses.
- The Proposed 2021 Budget is \$19,195,679.05

Chief Seifert discussed highlights and future plans:

2019 - \$400,000.00 extra was left over

2020 - A new Rescue truck was approved

2021 - The department would like to purchase three new red Chevy Tahoe vehicles - \$150,000.00

- Every five years the department purchases new bunker gear for each firefighter. Chief Schoonover informed the Board if an order is placed before the end of 2020 the department will miss the 10% price increase.

- Replace Engine 77 - \$805,000.00
- Purchase Ladder 74 - \$1,400,000.00
- Capital expenses for 2021 - \$2,955,000.00

To review and take action to propose the District 2021 Budget

The Board will further address the 2021 Budget at a special meeting on August 10, 2020.

Adjourn.

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 7:29 p.m.



Commissioner Keith Willingham
District Secretary



Shannon Taylor, Preparer