

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 **August 20, 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)
Melanie Gander	Vice-President	(Present Via Tele-Conference)
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, Spring FD Assistant Fire Chief - **(Present Via Tele-Conference)**
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)**
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 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)**
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. Commissioner Gander was not present at the beginning of the meeting, she joined at 7:09 PM.

To receive public comment.

No public comment was made.

6:34 p.m. ENTER CLOSED SESSION

Closed Sessions, the Board included Legal Counsel John Peeler, for items 3, 4, and 5. Item 4 included real estate consultants Terry Lynch, Andy Lynch and Jeff Lynch.

- 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.**

6:57 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.

No action taken by the Board.

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

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.

District Bookkeeper, Renee Butler presented her financial reports - General Fund Current balance is \$21,651,227.88 after allocations, cash and investment reports from July to August, and Director's fees. All bills were approved, an invoice from Moody Engineering for \$1,020.00 was presented and approved. ADP Payroll company will cease, with the commissioners being paid through Harris County Emergency Services District No. 7's in house payroll department (Paycom software). Commissioner Schmanski moved to approve the bookkeeper's report amended and pay bills as presented. Second by Commissioner Fuller. Motion approved 4-0.

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

No action taken by the Board.

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.

Chief Seifert presented a proposal from Siddons-Martin for the new rescue truck and related equipment. Commissioner Willingham moved to approve \$1,108,523.00 for the Pierce Custom Velocity HDR with a full pre-payment approved pending receipt of the performance bond from the vendor. Second by Commissioner Fuller. Motion approved 4-0.

To review and act on sales tax matters

Chief Seifert stated Sales tax revenue is up, on-line businesses such as Amazon are doing well. Local businesses, Splash Town and Top Golf may experience lower revenue due to COVID-19 restrictions.

To review and take action regarding insurance.

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.

No action taken by the Board.

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

Chief Seifert presented Profit and Loss Reports and stated after this month Spring Volunteer Fire Association's reports will cease unless there is activity to convey. The Board agreed and preferred to receive profit and loss reports only for Harris County Emergency Services District No. 7. There were no questions from the Board on P&L reports or fire reports. Chief Seifert noted that year-to-date the Fire Department is \$1.7 million under budget.

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

The Board approved disposing of: 1-K65 TIC Charger, 1-Bar Code Scanner, 7-Portable Radio Lapel Mics, 5-6 Bank Impact Radio Chargers, 1-Golight Vehicle Spotlight, 1-Craftsman Right Angle Impact Driver, 1-Craftsman Battery and Charger, 1-100' 5" Hose, 7-Otto 500 Lapel Mic. 8-AP50 SCBA Frame and Parts can be donated to the Texas A&M University Forest Service. Commissioner Schmanski moved to approve the Surplus and Salvaged Equipment disposition and trash items disposal request, including donation to the Texas A&M University Forest Service. Second by Commissioner Fuller. Motion approved 5-0.

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

District Legal Counsel, John Peeler, stated the Harris County Fire Marshal's office is asking everyone to join the Harris County Continuity Plan. Chief Seifert informed the Board the base plan is approved every 5 years, last approved in 2015. If HCESD7 does not approve the plan, the department will need a plan of their own.

To review and take action on matters related to communications, dispatching, or traffic preemption, including approving inter-local 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.

No action taken by the Board.

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 asked the Board for approval to hire nine new additional firefighters for 2021, starting the process a few months ahead of schedule. He reported that if the Department can begin the hiring process September 1, the new hires would start their first shift in November, while waiting until January 1, would be a March or April start date for the new firefighters. The Board reached a consensus to support hiring personnel for 2021 now, since the new positions are within the budget.

To review and approve minutes of prior meetings.

Commissioner Willingham moved to approve the August 6, 2020 Special Meeting minutes as submitted by staff. Second by Commissioner Fuller. Motion approved 5-0.

Commissioner Willingham moved to approve the August 10, 2020 Special Meeting minutes as submitted with edits from counsel. Second by Commissioner Fuller. Motion approved 5-0.

Commissioner Willingham moved to approve the July 16, 2020 minutes as presented by staff. Second by Commissioner Fuller. Motion approved 5-0.

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 September 17, 2020 at 6:30 p.m. A public hearing with a tax adoption will be on the Agenda.

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.

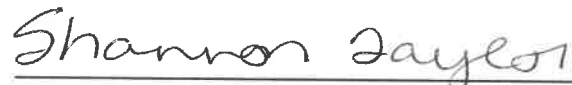
Chief Logan updated the Board on personnel who previously tested positive to COVID-19. The employees now test negative and have returned to work.

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 Anderson. The meeting is adjourned at 7:26 p.m.



Commissioner Keith Willingham
District Secretary



Shannon Taylor, Preparer