

**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 **September 17, 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.

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

**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 Thrower, Special Legal Counsel for real estate - **(Present Via Tele-Conference)**  
Donald May, Spring FD Facilities Maintenance Coordinator **(Present at the meeting location)**  
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..

**To receive public comment.**

No public comment was made.

**Conduct the public hearing to allow interested parties to address the Board of Commissioners and be heard regarding the proposed property tax rate setting.**

No public comment was made.

**Conclude Public Hearing on Tax Increase.**

There being no testimony offered, Mr. Schmanski concluded the Public Hearing at 6:34 PM.

**To adopt the District 2021 Budget.**

Commissioner Schmanski moved to approve the previously proposed District Budget, noting the total anticipated revenue of \$25,433.364.05 for budget year 2021. Second by Commissioner Willingham. Motion approved 4-0.

**To adopt the 2020 District tax rate for maintenance and operations.**

Commissioner Schmanski moved to adopt the District's maintenance and operations tax rate, using the statutorily required language:

"I move that the property tax rate be increased by the adoption of a tax rate of \$0.099700 per \$100, which is effectively a 3.74% percent increase in the tax rate."

Second by Commissioner Willingham. Motion approved 4-0, with Commissioner Anderson absent.

**To adopt the 2020 District tax rate for debt.**

Commissioner Schmanski moved to adopt no tax rate for 2020. Second by Commissioner Fuller. Motion approved 4-0.

**The Board noted that the District total 2020 Tax Rate is \$0.099700/\$100 and that the Order adopting the rate reflects the statutorily required language.**

**6:39 p.m. ENTER CLOSED SESSION**

Closed Sessions, the Board included Legal Counsel John Peeler, for items 8, 9, and 10. Item 9 included real estate consultants Terry Lynch, Andy Lynch, Jeff Lynch and Legal counsel for real estate, Greg Thrower.

- 8. 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.**
- 9. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.**
- 10. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.**

**7:04 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.**

The Board reviewed the Fifth Amendment to Commercial Contract - Unimproved Property and Addendum to Commercial Contract - Unimproved Property (the "Fifth Amendment") for the property currently under contract for sale by the District, often referred to as the "James C. Leo property", which extends the Feasibility Period to January 8, 2021. Commissioner Schmanski made a motion to approve the Fifth Amendment to the contract on the James C. Leo property. Second by Commissioner Willingham. Motion approved 4-0.

The Board is not taking any action on the letter of intent presented by real estate consultant Terry Lynch.

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

Chief Seifert reported that he spoke with Mr. Tommy Abercrombie of Abercrombie Planning+Design to inquire if the department were to break ground on January 1, what are the steps to get there. Mr. Abercrombie will provide information at the end of the month; he is working on a presentation to update the Chiefs and Board. 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 \$21,989,941.02 after allocations, cash and investment reports from August to September, and Director's fees. Current bills were presented in the reports for approval, an invoice from Northwest Communications for \$44,382.34, regarding the West Side Tower project, was also presented for approval.

Commissioner Willingham 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 act on District current year budget(s).**

Chief Seifert informed the Board later this year the approved SCBA air packs will arrive. The \$1,038,000.00 was approved by the Board in 2019.

The new rescue truck was ordered. Renee Butler will process the \$1,108,523.00 to Siddons-Martin.

**[7:20 p.m. COMMISSIONER GANDER EXITED THE MEETING.]**

**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.**

No action taken by the Board.

**To review and act on sales tax matters**

No concern at this time from the Board. No action taken.

**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.**

Spring FD Facilities Maintenance Coordinator, Donald May updated the Board on general repairs: Air Conditioning issues due to warmer weather and more usage. Generator repairs on older units. No plumbing issues at Station 77. 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 the department is \$2,000,000.00 under budget.
- A recent fire at a high end property and the extensive damage to the home due to no fire hydrants in the area. The use of portable water structures and mutual aid from nearby fire departments were beneficial. The developer is aware of the need for fire hydrants.
- Full Time Firefighter job postings the week of September 1, with 57 applicants, 28 of those are completed applications.
- Chief Seifert presented audited financial statements for Spring Volunteer Fire Association ending 2019.

There were no questions from the Board on P&L reports or fire reports.

**Break called at 7:41 p.m.**

**7:43 p.m. back in session**

**To review, discuss and take action on mutual aid or interlocal agreements regarding disaster operations, including revisions or amendments to the Harris County Basic Plan.**

Commissioner Schmanski moved that the Board approves him authorizing his signature on the needed document(s), pending final review by counsel. Second by Commissioner Willingham. Motion approved 3-0.

**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 items to auction in multiple lots, on the Rene Bates Auction website. Commissioner Schmanski moved to approve the Surplus and Salvaged Equipment disposal request. Second by Commissioner Fuller. Motion approved 3-0.

**To review and act 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 inter-local agreements or purchasing equipment.**

Commissioner Schmanski moved to approve A-1 of the Master Sale of Goods and Services between Harris County Emergency Services District No. 7 and Global Traffic Technologies. The amount is approved and currently in the budget. Second by Commissioner Fuller. Motion approved 3-0

Commissioner Schmanski moved to authorize the development of an inter-local agreement with other neighboring districts regarding dispatch issues. Second by Commissioner Fuller. Motion approved 3-0.

**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 act 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 Willingham moved to approve the August 20, 2020 meeting minutes amended. Second by Commissioner Fuller motion approved 3-0.

**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.**

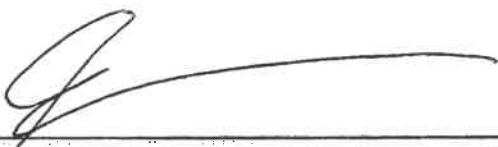
The next regular meeting is October 15, 2020 at 6:30 p.m.


**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.**

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 Schmanski. The meeting is adjourned at 7:50 p.m.

  
\_\_\_\_\_  
Commissioner Keith Willingham  
District Secretary

  
\_\_\_\_\_  
Shannon Taylor, Preparer