

**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 **October 15, 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 Via Tele-Conference)</b>
<b>Todd Anderson</b>	<b>Treasurer</b>	<b>(Present at the meeting location)</b>
<b>Gayle Fuller</b>	<b>Asst. Secretary/Treasurer</b>	<b>(Present at the meeting location)</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 at the meeting location)**  
**Jeff Lynch, JT Lynch Company, LLC - (Present at the meeting location)**  
**Jill Henze, Breedlove & Co., P.C., CPA - (Present at the meeting location)**  
**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.

**9. To Review, discuss and take action on approval of District 2019 Audit**

Jill Henze with Breedlove & Co., P.C. presented a draft of the audited financial statements for Harris County Emergency Services District No. 7, ending 2019. Chief Seifert suggested noting when the District became the direct employer of fire suppression and administrative personnel.

Commissioner Schmanski motioned to approve the District audit subject to changes discussed and authorize filling with the County. Second by Commissioner Willingham. Motion approved 5-0.

**6:47 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.**

Real estate consultant, Terry Lynch discussed drainage issues at the James C. Leo, Cypresswood property. The northwest corner is low, causing water and debris to drain that direction. There are a few piles of debris left to be cleared off the property. The drainage plan needs to be approved. The plat will be completed mid December to January.

Mr. Lynch presented an updated insurance policy from ACP Equipment and Services.

Mr. Lynch has received inquiries from an interested buyer for the 3 acres on Kreinhop.

No action taken by the Board.

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

Deputy Chief Joel Crenshaw informed the Board of his video conference with Mr. Tommy Abercrombie of Abercrombie Planning+Design. Mr. Abercrombie showed a drawing of the site and proposed two designs of the Logistics building - a modern version and a traditional old style design. The traditional design reflects the history of Spring and early developments. Both designs will have a slight cost difference, though material costs were not discussed or presented. The majority was in favor of the traditional design.

The Educational building is in the design phase.

In 4-6 weeks, a request for qualifications will be presented for a local architect to work with Mr. Abercrombie as the project moves closer to the construction phase.

**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 \$21,776,580.80, cash and investment reports from September to October, and Director's fees. All bills were approved.

Commissioner Fuller motioned to approve the bookkeeper's report amended and pay bills as presented. Second by Commissioner Anderson, motion approved 5-0.

**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.**

Deputy Chief Scott Schoonover discussed the issues related to the Plum Creek tower where ESD 7 has communications antennas and equipment being recently condemned. The tower was damaged and there are no plans for repair. The tower hosted SFD's main dispatch/operational channel. A replacement tower is urgently needed.

The proposed replacement, Centerpoint Tower, is a 300 foot tower located at the Grand Parkway 99 and Interstate 45. The total cost of the project is \$354,956.37. HCESD 7 would be the lead purchasing agency for NW Radio and Centerpoint. Multiple departments have approved sharing the proposed cost of the tower.

Commissioner Schmanski moved due to the condemning of the Plum Creek tower and the emergency need for primary communications, the Board authorize \$354,956.37 without the requirement to go through bidding for the acquisition of equipment with two commissioners authorized to release funds on an incremental basis as necessary to move the project forward between ESD 7 meetings. Second by Commissioner Willingham. Motion approved 5-0.

Commissioner Schmanski moved to authorize him to execute the contract with Buy Board cooperative purchasing program to allow ESD 7/SFD to purchase equipment at a competitive cost/discount without going out for bids. He noted that this is similar to the HGAC program of which ESD 7 is already a member. Second by Commissioner Fuller. Motion approved 5-0.

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

No action taken by the Board.

**To review and act 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.**

Commissioner Schmanski moved to engage consultants as recommended by legal counsel, not to exceed \$15,000.00. Second by Commissioner Willingham. Motion approved 5-0.

Facilities Maintenance Coordinator Donald May reported: a final walk through at Station 74 with LDF Construction and BRW Architects, resulted in three items needing attention and will be addressed; Station 78's air conditioning unit went out and was repaired.

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

Fire Chief Scott Seifert presented information on the following:

- Profit and Loss Reports and stated a check will be issued to HCESD 7 at year end, to reimburse funds, as the department is \$2,400,000.00 under budget.
- Full Time Firefighter job postings resulted in 70 applicants, 50 of those were completed applications. 30 people took the written test, 19 passed. 14 individuals passed the Physical Ability Test. 7 candidates were selected to interview with the chiefs.
- The future of dispatch, more information forthcoming.

Deputy Chief Jerod Davenport updated the Board regarding his and Assistant Fire Chief Robert Logan's meeting with the developer of Stonebridge Ranch Estates: A massive fire destroyed a home in September and lack of fire hydrants in the subdivision are concerning. The developer is working with municipal utility districts to install needed fire hydrants.

Commissioner Schmanski discussed a video Spring Fire Department posted on social media, highlighting the one year anniversary of the Motel 6 fire, where eight people were rescued.

**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.**

No action taken by the Board.

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

No list of items for surplus or disposal.

The new air packs arrived, a few had defects. The department is training with the new air packs.

**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.**

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.**

With the audit done, Mr. Peeler can work with the Woodlands Township to make sure we have the correct documentation.

**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 take action on Records Management and Records Retention matters, including updates to designation of records officer(s), records policies, retention schedules, and to approve Records Disposition Log(s).**

Commissioner Fuller volunteered to be the Assistant Secretary and Records Management Officer.

Commissioner Schmanski moved to designate Commissioner Fuller as Assistant Secretary and official Records Management Officer and to name Chief Seifert as Records Liaison Officer. Second by Commissioner Willingham. Motion approved 5-0. Counsel will update the Archives Commission of the Changes

Commissioner Schmanski moved to authorize disposition of records as presented in the disposition log presented by counsel. pending confirmation of the records officer update from the archives commission and counter signature by the other Records Committee members. Second by Commissioner Willingham. Motion approved 5-0.

**To review and approve minutes of prior meetings.**

Commissioner Schmanski moved to approve the September 17, 2020 meeting minutes. 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 November 19, 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.

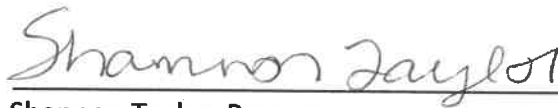
**Adjourn.**

There being no further business brought before the Board, or any further public comment. Motion to adjourn made by Commissioner Fuller, second by Commissioner Gander. The meeting is adjourned at 8:17 p.m.



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Commissioner Keith Willingham  
District Secretary



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Shannon Taylor, Preparer