

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 **December 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 with less than a quorum present in person due to the COVID-19 state of Disaster declaration in the State and County, with other Commissioners as well as consultants and other persons appearing in person and via teleconference to provide information and counsel to the Board.

Bob Schmanski	President	(Absent)
Melanie Gander	Vice-President	(Present at the meeting location)
Keith Willingham	Secretary	(Present Via Tele-Conference)
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)
Jerod Davenport, Spring FD Deputy Chief - (Present Via Tele-Conference)
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 Via Tele-Conference)
Greg Thrower, Special Legal Counsel for real estate - (Present Via Tele-Conference)
Ray Holliday, BRW Architects - (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 Melanie Gander called the meeting to ORDER at 6:30 p.m.

To receive public comment.

No public comment was made.

6:31 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, Jeff Lynch and Legal counsel for real estate, Greg Thrower.

- 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.**

7:11 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 would like to meet with Mr. Terry Lynch to review their current agreement/contract and to address real estate matters. A meeting is planned for the first week of January to address real estate matters.

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

Chief Seifert stated "We are in the final stages of the drawings for the Logistics building and the early stages of the design for the Education Center." A meeting is planned with Mr. Tommy Abercrombie of Abercrombie Planning+Design before the end of the year and the planning members will continue to meet with Mr. Abercrombie during the year.

No action taken by the Board.

To review and act on financial matters including, financial report, investments, depository institutions, depository security agreements, audits, Investment Policy, and District bills.

District bookkeeper, Renee Butler presented the monthly District financial reports, including the following items of note: General Fund Current balance is \$19,817,461.13 cash and investment reports from November to December reviewed.

In addition to the bills listed in the report, these additional invoices were presented for review: Coveler & Peeler \$100,000.00 for Government Relations Retainer and CrossPointe Construction \$3,792.50 for review of project documents.

Commissioner Willingham motioned to approve the bookkeeper's report as amended and pay bills as presented. Second by Commissioner Fuller, motion approved 4-0.

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

No action taken by the Board.

To review and take any action regarding construction, improvements, repairs, renovations to real property facilities 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 emergency services stations.

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.

No action taken by the Board.

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.

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 the department is \$2,600,000.00 under budget due to COVID-19 restrictions on normal operations and activities.
- The Training Captain position is posted internally.
- EVT Mechanic, Red Haney won 4th place in Fire House Magazine's Emergency Vehicle Technician of the Year award.

The Board generally discussed changes underway with the EMS provider for the area - CCEMS and ESD 11. Chief Seifert reported: he was assured by the executive director of Cypress Creek EMS dispatch services will not be affected to SFD; Cypress Creek EMS is still providing service, though September 1, 2021 may be the end date; HCESD 11 has an emergency agreement with Harris County Emergency Corps. to provide service should the need arise.

To review, discuss and take action on mutual aid or interlocal agreements, including those regarding emergency services or disaster operations.

No action taken by the Board.

To review and act regarding the disposition of surplus and salvage property.

No list of items for surplus or disposal.

To review and take action on matters related to communications, dispatching, or traffic preemption, including approving interlocal agreements or purchasing equipment.

Chief Seifert stated a contract is not available yet for the new Springwood Tower, as CenterPoint Energy's legal department is working on an agreement.

He indicated that the Plum Creek Tower is still being used, though it is damaged.

No action taken by the Board.

Receive ESD committee reports.

No action taken by the Board.

To review and act regarding municipal actions affecting the District.

Mr. John Peeler is going to have the auditor, Breedlove & Co. P.C, CPA double check a few numbers. The completed calculations and demand will be available soon for review.

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 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).

No action taken by the Board.

To review and approve minutes of prior meetings.

Commissioner Fuller moved to approve the November 19, 2020 meeting minutes as amended. Second by Commissioner Willingham. Motion approved 4-0.

Commissioner Gander moved to approve the December 1, 2020 Special Meeting Minutes. Second by Commissioner Anderson. 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 January 21, 2021 at 6:30 p.m.

A special meeting is scheduled for January 7, at 5:30 p.m. to meet with Mr. Terry Lynch to discuss current agreement/contracts and address a few real estate matters.

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.

Commissioner Gander asked about vaccines for the firefighters as she heard there would be opportunities for inoculation soon. Chief Seifert said he spoke to the Harris County Public Health office and first responders are in the same group as the general public.

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 7:42 p.m.



Commissioner Keith Willingham
District Secretary



Shannon Taylor, Preparer