

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 **February 15, 2022 at 6:30 p.m.** at the following location in the District, **Spring Fire Department Administration Building, 656 East Louetta Road, Spring, Texas 77373.**

Melanie Gander	President	(Absent)
Gayle Fuller	Vice-President	(Present at the meeting location)
Todd Anderson	Treasurer	(Absent)
Keith Willingham	Secretary	(Present at the meeting location)
David Mills	Asst. Treasurer	(Present at the meeting location)

Also in attendance:

Scott Seifert, Fire Chief, Spring Fire Department - **(Present at the meeting location)**
Robert Logan, Assistant Fire Chief, Spring Fire Department - **(Present Via Tele-Conference)**
Scott Schoonover, Spring FD Deputy Chief - **(Present at the meeting location)**
John Peeler, Coveler & Peeler, District Legal Counsel - **(Present at the meeting location)**
Renee Butler, McLennan & Associates, District Bookkeeper - **(Present at the meeting location)**
Martin Vila, Raba Kistner - **(Present at the meeting location)**
Greg Monroe, Spring FD Captain - **(Present Via Tele-Conference)**
Damaris Rolon, Spring FD Administrative Support Specialist - **(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 Gayle Fuller acted as the presiding officer and called the meeting to **ORDER** at 6:30 p.m.

To receive public comment.

No public comment was made.

3. Review and take action on matter relating to calling an election to be held on May 7, 2022:

- a. To consider and take action on such other Order, Resolutions and related matters as required or appropriate to call for the District election.**

No action taken by the Board.

6:32 p.m. ENTER CLOSED SESSION

Closed Sessions, the Board included Legal Counsel John Peeler and Fire Chief Scott Seifert, for items 4, 5, and 6.

- 4. 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.**
- 5. To meet in Closed Session pursuant to Government Code §551.072 to deliberate regarding real estate matters.**
- 6. To meet in Closed Session pursuant to Government Code §551.074 to discuss personnel matters.**

7:01 p.m. RECONVENE FROM CLOSED SESSION

- 7. To review and act on any matters related to construction or real estate contract claims or litigation, including approval of settlement documents.**

No action taken by the Board.

- 8. 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 \$42,727,991.19 cash and investment reports from January to February were reviewed.

Commissioner Willingham moved to approve the bookkeeper's report as presented and to pay District bills as presented. Second by Commissioner Fuller. Motion approved 3-0

9. To review and act on amendments to District 2022 budget.

Chief Seifert said he plans to have a revision for the Board to review next month.

No action taken by the Board.

10. 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, training facilities and all emergency services stations.

No action taken by the Board.

11. To review and take any action regarding real estate, including sale, purchase, lease, platting, utilities, encumbrances and legal actions related to real estate.

Commissioner Willingham moved to approve the earnest money contract and authorize execution by the Board President or Vice President, including minor revisions to the contract presented. Second by Commissioner Fuller. Motion approved 3-0.

12. 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.

13. To review and act on sales tax matters.

A sales tax report was provided for the Board to view payments, trends and projections.

No action taken by the Board.

14. To review and act regarding insurance.

No action taken by the Board.

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

Fire Chief Scott Seifert presented information on the following:

- January's Profit and Loss Reports.
- Transaction list of all expenses paid for January.
- Workers Compensation - No new injuries in January.
- The blue quint is near it's end of service. Chief Seifert wishes to list the fire truck for \$100,000.00. with Brindlee Mountain Fire Apparatus, which specializes in sales and service of used fire trucks and equipment. District legal counsel, John Peeler will work with Chief Seifert to ensure any listings comply with Health and Safety Code requirements for the disposition of surplus property.
- The Training division is no longer pursuing the lease for a stand-alone training facility, that was approved at the November 18, 2021 Board meeting; they are seeking other options.

Commissioner Willingham moved to approve a proposal for the Ward Diesel exhaust system for \$18,788.98 to allow new Engine 77 and new Ladder 75 to have the Ward Diesel exhaust system added to the new trucks under the same contract used for prior installations. Second by Commissioner Mills. Motion approved 3-0.

16. To review and take action on agreement(s) with educational institutions for educational programs for District employees, including American Military University.

Chief Seifert reported that the Department is not asking for Board approval on this until one of the Department staff complete the program. No action taken by the Board

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

This was discussed above during the Fire Department report. No action taken by the Board.

18. To review and act on matters related to communications, dispatching, or traffic preemption, including interlocal agreements, contracts or purchasing equipment.

No action taken by the Board.

19. Receive ESD committee reports.

Regarding legislative affairs, Commissioner Fuller informed the Board the District is no longer serviced by Senator Paul Bettencourt of District 7. Harris County Emergency Services District No. 7 will have a new Senate member.

No action taken by the Board.

20. 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.

21. To review and act to approve interlocal agreement with other Harris County Emergency Services Districts regarding the purchase of election equipment, including creating a non-profit entity to manage the equipment.

District legal counsel, John Peeler reported new election equipment is on order. An Interlocal Agreement is forthcoming.

No action taken by the Board.

22. To review and approve minutes of prior meetings.

Commissioner Fuller moved to approve the January 20, 2022 meeting minutes and February 8, 2022 special meeting minutes as presented. Second by Commissioner Willingham. Motion approved 3-0.

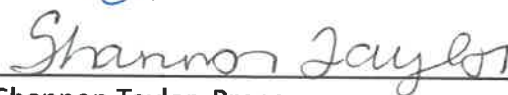
23. To review and act to schedule the next regular monthly meeting date as well as any items that need to be on the next meeting agenda.

The next regular meeting date is not set at this time, the Board will confirm a date soon.

There being no further business brought before the Board, or any further public comment. Motion to adjourn made by Commissioner Fuller. The meeting is adjourned at 7:30 p.m.



Approved by



Shannon Taylor, Preparer