

**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 **March 9, 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.**

<b>Melanie Gander</b>	<b>President</b>	<b>(Present at the meeting location)</b>
<b>Gayle Fuller</b>	<b>Vice-President</b>	<b>(Present at the meeting location)</b>
<b>Todd Anderson</b>	<b>Treasurer</b>	<b>(Present at the meeting location)</b>
<b>Keith Willingham</b>	<b>Secretary</b>	<b>(Absent)</b>
<b>David Mills</b>	<b>Asst. 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, Assistant Fire Chief, Spring Fire Department - **(Present Via Tele-Conference)**  
Jerod Davenport, Spring FD Deputy Chief - **(Present at the meeting location)**  
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)**  
Tommy Abercrombie, Abercrombie Planning + Design - **(Present Via Tele-Conference)**  
Tracee Evans, Spring FD Communications Director - **(Present at the meeting location)**  
Donald May, Spring FD Facilities Manager - **(Present at the meeting location)**  
Steve Schoonover, Spring FD Sr. Captain - **(Present Via Tele-Conference)**  
Kevin Price, 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)**

**1. Call meeting to order.**

Commissioner Melanie Gander called the meeting to **ORDER** at 6:30 p.m.

**2. To review, discuss and take action on public comment policy.**

The Board unanimously agreed to delay review of this item until Commissioner David Mills arrives.

Upon Commissioner Mills arrival, the Board re-opened this item. During discussion, Mr. Peeler reviewed changes to the Open Meetings Act which now require all governmental entities to allow for Public Comment, noting that the District has had Public Comment on its agendas for years. Mr. Peeler noted that there had been recent discussion at the SAFE-D conference and with commissioners for several districts regarding the need to adopt policies which clarify the procedures for Public Comment to be offered to the Board. The Board asked Mr. Peeler to prepare a revised policy which will clearly state that Public Comment will be addressed at the beginning of meetings rather than on each particular item of the agenda, that this time for Public Comment is clearly stated in posted meeting agendas, and which allows the Board to impose a sliding scale on the time allotted to each member of the public who register to offer comment based upon the number of people who so register.

**3. To receive public comment.**

No action taken by the Board.

**4. Review and take action to cancel the election called for May 7, 2022.**

Mr. Peeler reported that upon the closing of the period to receive applications for a position on the ballot, , the only applications received were from current board members who wish to remain on the board. Vice President Gayle Fuller and Secretary Keith Willingham filed their applications. Motion to cancel the election for lack of applications and to declare the election of unopposed candidates made by Commissioner Gander. Second by Commissioner Anderson. Motion approved 3-0.

***THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 10***

**10. 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 \$46,873,304.77 cash and investment reports from February to March were reviewed.

Mrs. Butler noted that the Harris County Tax Office and Texas Cooperative Liquid Assets Securities System ("Texas CLASS") have resolved the issues which temporarily lead to funds not being timely credited to the District's accounts. The funds have now been transferred to Harris County Emergency Services District No. 7's account.

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

**11. To conduct annual review of the District’s Investment Policy and take any necessary action.**

John Peeler, District legal counsel discussed the Investment Policy for Harris County Emergency Services District No. 7 and requirement that it be reviewed by the Board at least annually.

Commissioner Fuller moved to keep the current Investment Policy for Harris County Emergency Services District No. 7 in place and approve the short resolution presented by counsel to that effect. Second by Commissioner Anderson. Motion approved 3-0.

**12. To designate the Harris County Tax Assessor-Collector’s Office to prepare the District’s No New Revenue Tax Rate and related tax rate calculations for 2022.**

Commissioner Gander moved to designate the Harris County Tax Assessor to prepare Tax Rate calculations with Counsel to assist them and prepare the required notices. Second by Commissioner Fuller. Motion approved 3-0.

**13. To review and act on amendments to District 2022 budget.**

No action taken by the Board.

***THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 15.***

**15. 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.**

Jerod Davenport, Spring FD Deputy Chief discussed upcoming price increases for new apparatus per the vendor, Siddons-Martin Emergency Group. He stated that the cost to build new apparatus increased by 10% in 2021 and a further 9% price increase will occur in May 2022. The District can get quotes on new apparatus now to lock in pricing before May’s increase.

No action taken by the Board.

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

The monthly sales tax report was not available at the time of this meeting. Chief Seifert stated this year’s revenue continues to increase and is up by 5.22%.

No action taken by the Board.

**17. To review and act regarding insurance.**

No action taken by the Board.

**[COMMISSIONER DAVID MILLS ENTERED THE MEETING AT 6:47 P.M.]**

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

Fire Chief Scott Seifert presented information on the following:

- February's Profit and Loss Reports.
- Transaction list of all expenses paid for February.
- February's Incident Reports

Scott Schoonover, Spring FD Deputy Chief spoke of a fire at Atkinson Farms in a storage building containing farm equipment: the cause of the fire was a tractor; fertilizer was involved, and the responding crew, Station 75's bunker gear was sent to be thoroughly cleaned of contaminants.

No action taken by the Board.

***THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 8.***

**8. 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.**

Tommy Abercrombie with Abercrombie Planning + Design updated the Board regarding the Construction Manager at Risk contract with SpawGlass. Mr. Abercrombie and Mr. John Peeler are working together to ensure the contract accurately reflects the scope of the Training Campus project.

Mr. Abercrombie touched on:

- Umbrella Coverage
- Preconstruction Services
- Professional liability
- ("GMP") Guaranteed Maximum Price
- The contract for Pre-Construction Phase is ready
- Total Contract Amount not to exceed \$253,006.00

- Materials are hard to get, may need to set up a schedule of item to purchase (a steel package), that way the project moves and there are no delays.
- Suggestions of setting up a meeting with the design team so HCESD 7's Board can select what the first phase will consist of.
- Discussion of billing hours, may need to meet with SpawGlass to get specifics about the hours and costs of the project.

Commissioner Mills will reach out to SpawGlass to discuss the Board's concerns regarding billable hours/costs and will update the Board at the next meeting.

No action taken by the Board.

Donald May, Spring FD Facilities Manager and Commissioner Mills discussed the construction damage to Station 77 and recommendations for repair. The \$250,000.00 received from the settlement with Brookstone, L.P. will pay for repair costs.

No action taken by the Board.

**7:54 p.m. ENTER CLOSED SESSION**

Closed Sessions, the Board included Legal Counsel John Peeler, Fire Chief Scott Seifert and Assistant Fire Chief Robert Logan for items 5, 6, and 7.

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

**8:47 p.m. RECONVENE FROM CLOSED SESSION**

***ITEMS ADDRESSED IN CLOSED SESSION:***

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

Commissioner Gander moved to approve the Commercial Earnest Money Contract regarding the purchase of 11.186 acres of land located on Brandt Road, Spring, TX 77373. Also, a check for \$49,000.00 as earnest money and a check for \$1,000.00 as feasibility review/option. Second by Commissioner Fuller. Motion approved 4-0.

- 23. 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.**

Chief Seifert presented information on minor revisions to the Budget and increases in pay for executive staff. Commissioner Gander moved to revise the Budget, revise the annual salary rates of Chief Seifert and authorize Chief Seifert to adjust the pay for the executive staff in the amounts presented by Chief Seifert. Second by Commissioner Anderson. Motion approved 4-0.

***THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 19.***

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

No action taken by the Board.

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

No action taken by the Board.

- 21. 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.

- 22. Receive ESD committee reports.**

No action taken by the Board.

**THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 24.**

**24. 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.**

Mr. Peeler reported that his office is still finalizing the ILA as the final invoicing from Hart Intercivic for the new Verity system has not been received. He requested authorization for the President and Treasurer to issue payment to Hart up to the Budgeted and previously authorized amount for new election equipment if the invoicing comes due before the next meeting.

Commissioner Gander moved to authorize HCESD 7's Board President and Treasurer to issue payment if payment is due before the next meeting up to the amount of the Budget and prior authorization for the acquisition of election equipment. Second by Commissioner Fuller. Motion approved 4-0.

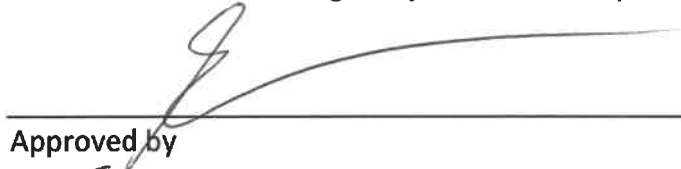
**25. To review and approve minutes of prior meetings.**

Commissioner Gander moved to approve the February 15, 2022 meeting minutes as presented. Second by Commissioner Fuller. Motion approved 4-0.

**26. 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 April 21, 2022 at 6:30 p.m.

There being no further business brought before the Board, or any further public comment. Motion to adjourn made by Commissioner Gander. The meeting is adjourned at 8:46 p.m.

  
Approved by  
Shannon Taylor  
Shannon Taylor, Preparer