

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 **April 21, 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	(Present at the meeting location)
Gayle Fuller	Vice-President	(Absent)
Todd Anderson	Treasurer	(Present at the meeting location)
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)**
Jerod Davenport, 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)**
Steve Schoonover, Spring FD Sr. Captain - **(Present Via Tele-Conference)**
Greg Monroe, Spring FD Captain - **(Present Via Tele-Conference)**
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 receive public comment.

No public comments were offered.

6:30 p.m. ENTER CLOSED SESSION

Closed Sessions, the Board included Legal Counsel John Peeler, and Fire Chief Scott Seifert for items 3, 4, and 5.

3. **To meet in Closed Session under 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 under Government Code §551.072 to deliberate on real estate matters.**
5. **To meet in Closed Session under Government Code §551.074 to discuss personnel matters.**

6:45 p.m. RECONVENE FROM CLOSED SESSION

ITEMS ADDRESSED IN CLOSED SESSION:

6. To review and take any action regarding construction, improvements, repairs or renovations to real property, facilities and stations, including construction payments, change orders, permits, engaging architects or engineers, and selecting contractors, including but not limited to administrative or maintenance facilities, training facilities and stations.

Commissioner Willingham moved to approve a letter to SpawGlass Construction to proceed with the Project: 1001 Public Safety Campus Construction Manager at Risk. Second by Commissioner Mills. Motion approved 4-0.

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

Counsel and the Board generally discussed the need to receive additional information before authorizing the closing on the purchase of property currently under contract. The Board will hold a special meeting on April 28th to address the issue.

Chief Seifert recommended approval of a 3-year renewal of the lease of the current maintenance facility. The Board unanimously approved Chief Seifert preparing a renewal for action next month.

THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 8.

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 \$45,870,706.54 cash and investment reports from March to April were reviewed. The Board noted that approximately \$10,000,000 of the balance on hand are loan funds to go towards the construction of the training and logistics center.

Commissioner Gander moved to approve the bookkeeper's report as presented and to pay District bills as presented. Second by Commissioner Anderson. Motion approved 4-0.

Fire Chief Scott Seifert presented information on reconciling the 2021 unspent Operating funds. The General Fund will receive \$4,044,802.94 which includes a \$7,358.22 incentive from using the department credit cards. The funds will be transferred from the Operations account to the General Fund account. No action taken by the Board.

9. To review, discuss and take action on granting exemptions for 2022.

District legal counsel, John Peeler presented information on property exemptions and the resulting savings to taxpayers granted by the Board, referring to the 2021 tax year and exemptions granted in that year.

Commissioner Gander moved to keep 2022 exemptions the same as 2021: Homestead - 0, Over 65 - \$160,000.00 and Disability \$160,000.00. Second by Commissioner Anderson. Motion approved 3-1.

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

Fire Chief Scott Seifert proposed an amendment to the Operations Expense Budget. Three new vehicle expenses were allocated and the result increases the operations expenses from \$24,111,196.03 to \$24,116,196.03. If approved, the District Budget would be \$30,633,015.73.

Commissioner Willingham moved to approve Chief Seifert's proposal as presented. Second by Commissioner Anderson. Motion approved 4-0.

THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 12.

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.

Spring FD Deputy Chief Jerod Davenport, presented a proposal for new Engine 78 from Siddons Martin Emergency Group. The purchase price of \$708,238.00 includes a current Engine to be declared as surplus and traded in to Siddons Martin Emergency Group. Delivery is within 21-22 months. More price increases are projected for August and February.

Commissioner Gander moved to approve the new Engine 78 purchase proposal as presented with the prepayment as discussed and that current Engine 78 to be declared surplus to trade-in to Siddons Martin Emergency Group upon the delivery of the new engine. Second by Commissioner Willingham. Motion approved 4-0

13. To review and act on sales tax matters.

A sales tax report for March and April 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:

- March's Profit and Loss Reports. The Department is \$802,507.53 under budget.
- Transaction list of all expenses paid for March.
- March's Incident Reports.
- Workers Compensation Claims include a knee injury and broken foot bone.

No action taken by the Board.

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

Commissioner Gander moved to accept the Surplus and Salvaged Equipment report as presented and to authorize disposing of items and donating items to the Texas A&M Forest Service Helping Hands Program as presented. Second by Commissioner Anderson. Motion approved 4-0.

17. 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.

18. Receive ESD committee reports.

No action taken by the Board.

THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 20.

20. To review and act to approve interlocal agreement with other Harris County Emergency Services Districts regarding the purchase and management of election equipment.

No action taken by the Board.

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

Commissioner Gander moved to approve the Resolution for the Public Comment Policy. Legal counsel presented a draft policy that will comply with the recent changes to the Open Meetings Act regarding Public Comments. **The Board reduced the categories of sliding-scale time limitations from the categories presented by counsel.** Second by Commissioner Willingham to approve the policy as presented, with the noted changes. Motion approved 4-0. Mr. Peeler will make the changes and submit to staff for execution by the Board and posting on the District website.

22. To review and approve minutes of prior meetings.

Commissioner Mills moved to approve the March 9, 2022 and Special Meeting March 24, 2022 minutes as presented. Second by Commissioner Anderson. Motion approved 4-0.

THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 19.

19. 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 discussed his authorization to sign documents and asked the Board to consider granting him more authority, to ease the burden on the Board members. District legal counsel, John Peeler will review the matter with Chief Seifert for action by the Board at a later meeting.
No action taken by the Board.


THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 23.

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 is May 19, 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 Willingham. The meeting is adjourned at 7:49 p.m.



Approved by


Shannon Taylor, Preparer