

**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 June 7, 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	(Present at the meeting location)
Todd Anderson	Treasurer	(Absent)
Keith Willingham	Secretary	(Present at the meeting location)
David Mills	Asst. Treasurer	(Absent)

**Also in attendance:**

- Scott Seifert, 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)
- Krystine Ramon, Coveler & Peeler - (Present at the meeting location)
- Renee Butler, McLennan & Associates, District Bookkeeper - (Present Via Tele-Conference)
- Greg Thrower, Special Legal Counsel for real estate (Present Via Tele-Conference)
- Carlos Martinez, Spring FD Technology Support Specialist - (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 administer oath(s) to newly elected/re-elected and/or appointed District commissioners.**

Commissioners Gayle Fuller and Keith Willingham took the oath of office to resume their positions as District Commissioners. The two commissioners signed the Oath of Office and Statement of Elected/Appointed Officer documents witnessed by a notary.

***THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 4.***

**4. To elect District officers.**

Commissioner Gayle Fuller moved that all HCESD 7 Board Commissioner members will resume their current officer positions. Second by Commissioner Willingham. Motion approved 3-0.

Board Officers for the remainder of 2022 to 2023:

**President - Melanie Gander  
Vice President - Gayle Fuller  
Treasurer - Todd Anderson  
Secretary - Keith Willingham  
Assistant Treasurer - David Mills**

***THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 3.***

**3. To receive public comment.**

No public comments were offered.

**6:36 p.m. ENTER CLOSED SESSION**

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

**5. 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.**

**6. To meet in Closed Session under Government Code §551.072 to deliberate on real estate matters.**

**7. To meet in Closed Session under Government Code §551.074 to discuss personnel matters.**

**6:53 p.m. RECONVENE FROM CLOSED SESSION**

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 architects(s) or engineers(s), and selecting contractor(s), including but not limited to administrative or maintenance facilities, training facilities and stations.**

Chief Seifert updated the Board on recent discussions with Abercrombie regarding the Training Facility project, noting: they are reviewing water availability; the plans for cost projecting and funding for the stages of the project.

Chief Seifert reported Donald May and Commissioner Mills will provide information on repairs for Station 77 at an upcoming meeting. No action taken by the Board.

9. **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.

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 \$46,237,081.88; investment reports from April to May were reviewed; the property tax collections for the 2021 levy stand at 99.77%.

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.

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

Fire Chief Scott Seifert proposed an amendment to the District Budget.

**Capital Expenses** - New Vehicles and Equipment, Account 6488, need to be increased for approved equipment by \$50,000 and add \$708,238.00 for Engine 78's replacement. The changes increase the Capital Expenses from \$967,771.78, to \$1,726,009.78.

**District Budget** - Add Account 6440 for Brandt Road property and the amount of \$2,715,265.95. Add \$4,000,000.00 to Account 2550, Reserve Contribution.

If approved, Chief Seifert reported the District Budget would be \$34,852,080.27. Commissioner Gander noticed the error and Chief Seifert confirmed the correct amounts are on the second page of the proposed amended budget. Total Revenue is \$34,852,080.27 and District Budget expenses total \$34,106,519.27.

Commissioner Gander moved to approve Chief Seifert's proposal with the noted corrections. Second by Commissioner Willingham. Motion approved 3-0.

**12. To review and act to revise ad valorem tax exemptions.**

District legal counsel, John Peeler presented information on possible residential homestead exemptions for 2022 using the 2021 values and 2021 tax rate using 5% - 20% exemption examples. The Commissioners discussed what percentage rate they prefer. Discussions will continue at next month's meeting. No action taken by the Board.

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

Mr. Peeler reported that he has asked the landlord for some revisions to the proposed new lease agreement to change the training facility lease to the District's name, but he has not heard back from the landlord yet. No action taken by the Board.

**14. 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.

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

A sales tax report for May was provided for the Board to view payments, trends and projections. No action taken by the Board.

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

No action taken by the Board.

**17. Fire Department report on activities, including current and long-range information exchange.**  
Fire Chief Scott Seifert presented information on the following:

- April's Profit and Loss Reports. The Department is \$1,074,296.94 under budget.
- April's Incident Reports.
- Transaction list of all expenses paid for April.
- Payroll transactions were missing from the monthly transaction list report for February and March. The revised reports are provided for the Commissioners.
- Full-time Firefighter positions include 28 applicants with 8 chosen candidates.

- Chief Seifert will be interviewing 8 Full-time Firefighter candidates on June 13, 2022.
- The Information Technology Manager position yielded 102 applicants with 30 qualified matches.
- The Chief of Training position nation-wide search has 37 applicants.
- Mr. Tommy Abercrombie (architect for the training facility), looked at water systems for the training facility. SpawGlass may have a cost estimate.
- Mr. Tommy Abercrombie would like the Board to consider funding options for the training facility project.
- The Texas Emergency Communications Center (“TECC”) Board may be interested in purchasing two acres of the training facility property.
- Donald May, Facilities Manager, is checking into repairs for Station 77.

No action taken by the Board.

**18. 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, donating items to the Texas A&M Forest Service Helping Hands Program and listing items on the Rene’ Bates Auctioneers website as presented. Second by Commissioner Willingham. Motion approved 3-0.

**19. 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.

**20. Receive ESD committee reports.**

No action taken by the Board.

**21. 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.

***THE BOARD UNANIMOUSLY AGREED TO RE-OPEN ITEM 11.***

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

Chief Seifert will double check his Amended Capital Budget proposal and update the information.

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

For the April 21, 2022 Meeting Minutes, on Agenda Item #9, Commissioner Willingham declared he voted "No" on whether to keep the 2022 exemptions the same as 2021.

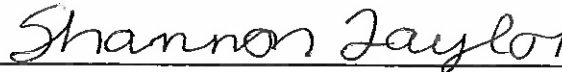
Commissioner Gander moved to approve the April 21, 2022 Meeting Minutes with noted corrections and Special Meeting April 28, 2022 minutes as presented. Second by Commissioner Willingham. Motion approved 3-0.

**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 is June 16, 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 7:46 p.m.

Approved by



Shannon Taylor

Shannon Taylor, Preparer