

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 28, 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)
Gayle Fuller	Vice-President	(Absent)
Todd Anderson	Treasurer	(Present)
Keith Willingham	Secretary	(Present)
David Mills	Asst. Treasurer	(Present)

Also in attendance:

Scott Seifert, Fire Chief, Spring Fire Department
Robert Logan, Assistant Fire Chief, Spring FD - **(Present Via Tele-Conference)**
Scott Schoonover, Spring FD Deputy Chief
John Peeler, Coveler & Peeler, District Legal Counsel
Renee Butler, McLennan & Associates, District Bookkeeper
Steve Schoonover, Spring FD Sr. Captain - **(Present Via Tele-Conference)**
Donald May, Spring FD Facilities Manager
Tracee Evans, Spring FD Communications Director
Carlos Martinez, Spring FD Technology Support Specialist
Damaris Rolon - Spring FD Administrative Support Specialist
Shannon Taylor, HCESD7 Administrator

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.

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.

No closed session was held under item 3 of the agenda.

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

No closed session was held under item 4 of the agenda.

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

No closed session was held under item 5 of the agenda.

- 6. 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.**

Station 77 Update: Commissioner Mills and Facilities Manager Donald May, discussed hiring an architect versus hiring an engineer to complete the repairs needed on Station 77. Repairs consist of stabilizing the foundation, and cosmetic work. After discussion, the Board asked legal counsel to work with staff to develop a Request for Quotation ("RFQ") for a structural engineer to design the remedies for Station 77's problems and oversee the construction phase of same.

Training Facility Update: The Board reviewed a detailed cost estimate proposal from SpawGlass, consisting of schematic design, materials, equipment and schedule, noting that the detailed cost estimate to develop the entire training campus is significantly more expensive than preliminary estimates. Chief Seifert and the Board discussed options for potentially lessening the overall scope or possibly scaling down building square footage on individual elements of the project to decrease costs. Further discussions touched on other options to lessen costs, including doing the project in phases over time, sponsorship opportunities, federal funding, and allowing other agencies to rent the training facility.

The Board would like to meet with Mr. Tommy Abercrombie with Abercrombie Planning + Design, at next month's meeting to continue this discussion.

8:11 p.m. – BREAK

8:15 p.m. – RESUME

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 \$45,833,706.75; investment reports from May to June were reviewed; the property tax collections for the 2021 levy stand at 100.21%. Commissioner Willingham moved to approve the bookkeeper's report as presented and to pay District bills as presented. Second by Commissioner Anderson. Motion approved 4-0.

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

No action taken by the Board.

10. To review and act to revise ad valorem tax exemptions.

District legal counsel John Peeler, discussed the 2021 property exemptions, the resulting savings to taxpayers granted by the Board and 2022 projections. Commissioner Mills moved to grant exemptions for 2022: Homestead - 5%, Over 65 - \$160,000.00 and Disability \$160,000.00. Second by Commissioner Anderson. Motion approved 4-0.

11. To review and act to set up credit accounts with equipment and supplies vendors.

Chief Seifert reported that he would like to set up credit accounts with vendors that the Department routinely orders equipment and supplies from. Motion by Commissioner Gander to authorize Chief Seifert to open credit accounts with vendors used by the Department and to include reports of orders and payments under such accounts to the Board on a monthly basis. Second by Commissioner Anderson. Motion approved 4-0.

12. 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 a two-year lease extension with Giddy Up Development, LLC. for the Maintenance Facility, with the renewal to be in the District's name rather than the SVFA, at their current lease location at The Old Town Spring Business Park. Second by Commissioner Gander. Motion approved 4-0.

13. 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.

14. To review and act on sales tax matters.

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

15. To review and act regarding insurance.

The Department received a \$60,116.02 dividend check from Texas Mutual for workers compensation. No action taken by the Board.

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

Fire Chief Scott Seifert presented information on the following:

- May's Profit and Loss Reports. The Department is \$1,599,656.93 under budget.
- May's Incident Reports.
- Transaction list of all expenses paid for May.
- The Department will send out an ("RFP") Request for Proposal, for 2023 lawn service for a two year contract with a potential for two year renewals.
- July 4, 2022 - Firefighters will receive an approved salary increase.
- Workers Compensation claims include one open claim, a knee injury and two closed claims, lower back injury and an ankle injury.
- May's Incident Reports.
- A burn ban is in effect for Harris County for 90 days.
- 8 new firefighters will complete orientation on July 16, 2022.

- The Department has 5 interviews planned for the IT position. 15 applicants were selected.
- Received 49 applications for the Deputy Chief of Training position.
- September 1, 2022 is the new UTV delivery.

No action taken by the Board.

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

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.

Legal counsel reported that TECC's effort to purchase the Five Forks dispatch facility from CCEMS was unsuccessful.

No action taken by the Board.

19. Receive ESD committee reports.

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 approve minutes of prior meetings.

Commissioner Willingham moved to approve the June 7, 2022 Meeting Minutes as presented. Second by Commissioner Gander. Motion approved 4-0.

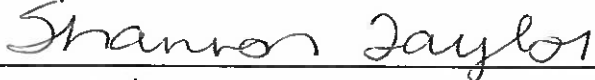
23. To review and act to schedule the next regular monthly meeting date as well as any items that need to be on the next meeting agenda.

The next regular meeting is July 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 8:57 p.m.



District Secretary



Shannon Taylor, Preparer