

**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 July 21, 2022 at 7:09 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	(Present)
Todd Anderson	Treasurer	(Absent)
Keith Willingham	Secretary	(Present)
David Mills	Asst. Treasurer	(Present)

**Also in attendance:**

Scott Seifert, Fire Chief, Spring Fire Department - **(Present Via Tele-Conference)**  
Robert Logan, Assistant Fire Chief, Spring FD  
Jerod Davenport, Spring FD Deputy Chief - **(Present Via Tele-Conference)**  
Scott Schoonover, Spring FD Deputy Chief  
Joel Crenshaw, Spring FD District Chief, Volunteers - **(Present Via Tele-Conference)**  
John Peeler, Coveler & Peeler, District Legal Counsel  
Renee Butler, McLennan & Associates, District Bookkeeper - **(Present Via Tele-Conference)**  
Tommy Abercrombie - Abercrombie Planning + Design  
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 7:09 p.m.

**2. To receive public comment.**

No public comments were offered.

**7:09 p.m. ENTER CLOSED SESSION**

Closed Sessions, the Board included District Legal counsel John Peeler, Fire Chief Scott Seifert and Assistant Fire Chief Robert Logan 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.**

**7:21 p.m. RECONVENE FROM CLOSED SESSION**

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.**

Tommy Abercrombie with Abercrombie Planning + Design addressed the Board's concerns regarding the detailed cost estimate from SpawGlass for the proposed training, education and logistics facility. Mr. Abercrombie informed the Board, projects are volatile due to cost and availability of materials. Square footage and contingency add to costs. Mr. Abercrombie recommends: trimming square footage from the buildings to lower the project price; developing a phasing plan, focusing on the Training and Logistics buildings first and exactly what is needed in each building; training props are an important detail in the project.

Chief Seifert and Communications Director Tracee Evans reported that they are looking at working with Lone Star College, in hopes to ease project costs on the District through a potential interlocal agreement with the College District.

Mr. Abercrombie displayed drawings of the Training and Logistics buildings on the overhead display as discussions of each building's interior layout and project costs continued.

The construction committee will meet to discuss cost saving ideas, including reducing square footage and other costs on the project, and report back to the ESD Board.

No action taken by the Board.

**7. To review and take action on an agreement with Harris County Emergency Services District No. 11 regarding shared costs for the Station 70/Station 513 facility.**

Commissioner Willingham moved to authorize District legal counsel John Peeler, to develop an agreement with HCESD 11 to share costs for the Station 70/Station 513 facility with authority delegated to Chief Seifert to approve and implement the agreement. Second by Commissioner Gander. Motion approved 4-0.

**8. To review and take action to engage consultants to assist with arbitrage review and compliance for tax exempt loans.**

Commissioner Gander moved to accept the proposal from BLX Group LLC as presented. Second by Commissioner Willingham. Motion approved 4-0.

**9. 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 \$45,267,500.36; investment reports from June to July were reviewed; the property tax collections for the 2021 levy stand at 100.28%.

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

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

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.**

No action taken by the Board.

**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 for July was provided for the Board to review monthly sales tax revenue, 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:

- June's Profit and Loss Reports. The Department is \$2,396,448.33 under budget.
- Transaction list of all expenses paid for June.
- No Workers Compensation claims to report.
- SFD hired 8 new firefighters and recently held a badge pinning ceremony.
- New Ladder 75 is on display at the ("TEEX") Texas A&M Engineering Extension Service school.
- An annual agreement with 3M Scott for in-house repair of air packs was signed.
- An ("RFP") Request for Proposal for 2023 lawn service is forthcoming.
- Chief Schoonover stated June's Incident Reports include 1 lightning strike. Grass and trash fires are up 35% from 2011. Currently Harris County is under a burn ban effective June 28, 2022. Additional personnel have been added to the booster trucks just in case.
- Chief Logan reported the ("TECC") Texas Emergency Communications Center is doing well.
- Chief Davenport commented in regards to the ("TIFMAS") Texas Intrastate Fire Mutual Aid System, SFD will send crews if needed.

Chief Schoonover requested the Board consider a proposal from FarrWest Environmental Supply, Inc. for a 12 month contract with three renewable options for gas detectors. The gas detectors need to be replaced. FarrWest Environmental will send an employee to SFD and calibrate the units. The 12 month contract is \$29,933.45 effective September 1, 2022.

After discussion, Commissioner Willingham moved to approve the 12 month proposal from FarrWest Environmental Supply, Inc. as presented. Second by Commissioner Gander. Motion approved 4-0.

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

No action taken by the Board.

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

Assistant Chief Logan reported regarding TECC: payments by ESD 7 to TECC have occurred as scheduled; TECC is working with HCESD 11 on interoperability issues.

Deputy Chief Schoonover reported the CenterPoint Tower is now online and functioning properly.

No action taken by the Board.

**18. Receive ESD committee reports.**

No action taken by the Board.

**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.**

No action taken by the Board.

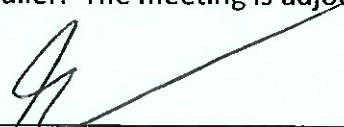
**20. To review and approve minutes of prior meetings.**

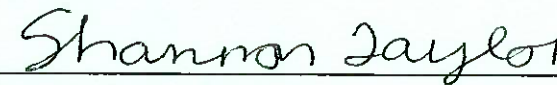
Commissioner Gander moved to approve the June 28, 2022 Meeting Minutes and the July 13, 2022 Special Meeting Minutes as presented. Second by Commissioner Mills. Motion approved 4-0.

**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.**

A special meeting to discuss the District 2022 Tax Rate will be August 9, 2022 at 6:30 p.m.  
The next regular meeting is August 18, 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 Fuller. The meeting is adjourned at 8:45 p.m.

  
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District Secretary

  
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Shannon Taylor, Preparer