

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 **August 18, 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	(Present)
Todd Anderson	Treasurer	(Absent)
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
Jerod Davenport, Spring FD Deputy Chief
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
Keith Topper, Spring FD Logistics Technician
Eric Currie, Delta Industrial Products
Scott Hacker - Toxic Suppression
Charlie Repka, Spring FD IT Manager
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.

THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 10.

- 10. 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.**

Eric Currie President of Delta Industrial Service and Supply and Scott Hacker with Toxic Suppression presented information on the Sentinel 300 System, which uses Needlepoint Bipolar Ionization (NPBI™) technology to generate ions that neutralize toxins on hard surfaces and in the air:

In February of 2022, Delta Industrial Products and Toxic Suppression conducted a study at Spring Fire Department's Station 71 and installed a Sentinel 300 purifier in the cab of a fire apparatus. Data collected showed elevated levels of VOC toxins, especially after the fire fighters responded to fire suppression calls. Air packs, equipment, and clothing, can become contaminated and may off-gas VOCs which can result in inhalation exposure. Ventilation is key to reducing harmful toxins in the air. Concluding data showed the Sentinel 300 purifier reduced toxins by 65% in the cab.

The Board discussed costs and the effective rate of the Sentinel system.

Delta's proposal of \$115,230.00 through HGAC contract pricing, would include Sentinel units in six frontline pumpers, two reserves, ladder trucks and rescue vehicles. The booster trucks, tankers, three District Chief's vehicles and Rehab vehicle will each have a fan unit. Included in the quote is the Sentinel IQ air quality monitoring system.

Commissioner Willingham moved to accept Delta's proposal as presented up to \$120,000.00. Second by Commissioner Mills. Motion approved 4-0.

6:52 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.**

7:17 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.**

Regarding the repairs for Station 77: District legal counsel John Peeler, Commissioner David Mills, Fire Chief Scott Seifert and Facilities Manager Donald May will meet and consult regarding a Request for Qualifications ("RFQ") for structural engineers to design and manage the repairs to the station.

Chief Seifert informed the Board he met with SFD's Logistics department to discuss revisions to the Logistics building at the training facility, and reported that the Logistics group found better ways to utilize space, repurpose certain areas and eliminate space.

Chief Seifert and Communications Director Tracee Evans, will meet with Lone Star College to discuss funding via a possible interlocal agreement and use of the Education building at the training facility.

No action taken by the Board.

- 7. 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 \$43,316,269.40; investment reports from July to August 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.

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

Chief Seifert will have revisions to the proposed 2023 budget at next month's meeting.
No action taken by the Board.

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

The Board reviewed matters related to the Development Agreement regarding the sale of the District's "Leo Property". After review, motion by Commissioner Gander to authorize the District President to issue a release of the escrowed funds to Invision Investments LLC, pending approval by general counsel

Peeler and special counsel Thrower, per the terms of the Development Agreement. Motion was seconded by Commissioner Willingham. After discussion the motion was approved by a vote of 4-0.

THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 11.

11. To review and act on sales tax matters.

A sales tax report for August was provided for the Board to review monthly sales tax revenue, trends and projections.

No action taken by the Board.

12. To review and act regarding insurance.

No action taken by the Board.

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

Fire Chief Scott Seifert presented information on the following:

- July's Profit and Loss Reports. The Department is \$2,978,026.76 under budget.
- Transaction list of all expenses paid for July.
- Workers Compensation claims include a sprained ankle and three fire fighters who were treated for heat exhaustion from a fire scene.
- Regarding the 2023 Budget, the 3.2% insurance decrease was inaccurate. Insurance costs will go down about \$750,000.00. The Department is switching providers.
- SFD hired 6 new firefighters.
- Interviewed seven candidates for the District Chief of Training position. The position will be filled in October 2022.
- M.O.U. from Harris County First Responders provided a response to what occurred in Uvalde, TX. Chief Seifert met with other area chiefs to review the information which informs the public that fire, EMS and police work together in this situation.
- The new UTV will go into service soon.
- July's Incident Reports

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

No action taken by the Board.

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

Deputy Chief Schoonover reported the CenterPoint Tower costs will increase due to qualified personnel needed to work on the tower. The overage amount is \$34,700.34. The Department will need to seek assistance from other ESD's to split the cost.

Commissioner Willingham moved to approve the \$34,700.34 overage amount. Second by Commissioner Fuller. Motion approved 4-0.

16. Receive ESD committee reports.

No action taken by the Board.

17. 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.

18. To review and approve minutes of prior meetings.

Commissioner Gander moved to approve the August 9, 2022 Special Meeting Minutes as presented. Second by Commissioner Fuller. Motion approved 4-0.

Commissioner Gander moved to approve the July 21, 2022 6:30 p.m. Meeting Minutes as presented. Second by Commissioner Willingham. Motion approved 4-0.

Commissioner Gander Moved to approve the July 21, 2022 7:09 p.m. Meeting Minutes as presented. Second by Commissioner Fuller. Motion approved 4-0.

19. 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 September 8, 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 8:22 p.m.

Gayle Fuller

Approved by

Shannon Taylor

Shannon Taylor, Preparer