

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 **October 20, 2022 at 6:30 p.m.** at the following location in the District, **Spring Fire Department Administration, 656 East Louetta Road, Spring, Texas 77373.**

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

Also in attendance:

Scott Seifert, Fire Chief, Spring Fire Department
John Peeler, Coveler & Peeler, District Legal Counsel
Renee Butler, McLennan & Associates, District Bookkeeper
Greg Thrower, Thrower Law, Special Legal Counsel for real estate
Carole Thrower, Thrower Law
Donald May, Spring FD Facilities Manager
Tracee Evans, Spring FD Communications Director - **(Present Via Tele-Conference)**
Charlie Repka, Spring FD IT Manager
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.

Commissioner Gayle Fuller spoke as a citizen of the Spring area and Harris County, voicing her concerns regarding issues affecting the community and its citizens and encouraged everyone to vote in the upcoming elections.

6:33 p.m. CLOSED SESSION

Closed Sessions, the Board included District Legal counsel John Peeler, and Fire Chief Scott Seifert for items 3, 4 and 5. Special Legal Counsel for real estate Greg Thrower, was present for item 4.

- 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.**

7:30 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.**

Brandt Road Property: Spring FD Facilities Manager Donald May informed the Board of dead trees on the fence line. Mr. May will meet with a company to discuss removal of the trees.

Station 70: Mr. May presented to the Board a proposal for \$8,726.50 from ChillTech, Inc. The proposal is to replace the existing mini-split a/c unit, and new controller for the exercise room. Commissioner Gander moved to approve and sign the proposal as presented. Second by Commissioner Anderson. Motion approved 4-0.

Station 77: Chief Seifert reported that ten engineering firms accessed the online full bid package related to the advertised (“RFQ”) Request for Qualifications for structural engineers to design and manage the repairs to the station, but only one firm submitted a formal proposal. A proposal from Aran + Franklin Engineering, Inc. was provided for the Board to review. The Board unanimously decided to reject the one response received. The Board discussed the benefits of hiring an architect via RFQ to manage the project due to the lack of responses from structural engineers. The Board agreed unanimously to have the committee issue an RFQ for architects to design and manage the repair project, including selecting the engineers which will be required for the project. Mr. Peeler indicated that he will revise the RFQ to seek architectural submissions and arrange for newspaper publication of same.

Training Facility: The revised Logistics building cost continues to improve from \$24,000,000, to now \$18,709,642. Chief Seifert discussed a cost estimate provided by Tommy Abercrombie with Abercrombie Planning + Design. The cost estimate includes two options:
Option 1 - Logistics and Site Infrastructure estimated at \$43,734,314.
Option 2 - Logistics / Training Station / Apartment Burn Building estimated at \$50,971,973.
The Board discussed the cost estimate and suggestions of choosing Option 2 were favored. However, the Board asked Chief Seifert to coordinate with Abercrombie on a third option based upon discussed changes to the project.

Discussions on these subjects will continue.

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 \$43,817,685.93; investment reports from September to October were reviewed; the property tax collections for the 2021 levy stand at 102.06%. Commissioner Fuller moved to approve the bookkeeper's report as presented and to pay District bills as presented. Second by Commissioner Anderson. Motion approved 4-0.

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

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.

Mr. Thrower and Commissioner Fuller presented information on a County Right of Way being located within the 12 acres the District purchased recently as part of the overall training facility project. They recommended that the District purchase a portion of Harris County right-of-way located south of Greenfield Road that currently separates the 52 acre track of land purchased by HCESD 7 in July 2018 from the 12 acres of land in the same location, purchased in January 2022. Commissioner Gander moved to allow the purchase of the Harris County right-of-way. Second by Commissioner Fuller. Motion approved 4-0

Commissioner Gander moved to allow Special Legal Counsel for real estate Greg Thrower to select a surveyor for the Harris County Right of Way. Second by Commissioner Mills. Motion approved 4-0.

- 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.**

A special meeting may be scheduled to discuss this item. No action taken by the Board.

- 11. To review and act on sales tax matters.**

A sales tax report for October was provided for the Board to review monthly sales tax revenue, trends and projections. A sales tax report for September was provided, since it was not available in time for last month's meeting.

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:

- September's Profit and Loss Reports. The Department is \$3,427,409.37 under budget.
- Transaction list of all expenses paid for September.
- No Workers Compensation claims to report.
- Three department vehicles were damaged:
 - The new Ladder 75 and Engine 72 were onsite during a fire and sustained damage:
 - The new Ladder 75 - in retracting the waterway and slight exterior cab damage.
 - Engine 72 - A window cracked and lights were damaged due to the extreme heat from fire.
 - Booster 70 - A firefighter was backing out of the station and hit a bollard.
 - Claims for the three vehicles have been filed with the District's insurance carrier. SFD's Fleet Manager Red Haney, will do the repairs.
- Station 72 Rebuilding - SFD's staff will move into Harris County ESD 16's old Station 35.
- Station 77 Repairs - SFD's staff will move into Ponderosa FD's Station 62 with their crew.
- September's Incident Reports include:
 - A fire at a storage facility on Spring Stuebner Road.
 - Trench Rescue fatality, mutual aid.
 - House Fire with attached auto shop, mutual aid.
- The District will hire a Deputy Chief of Training soon.

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.

No action taken by the Board.

16. Receive ESD committee reports.

No action taken by the Board.

17. To review and act on funding governmental relations for upcoming Legislative Session and to appoint legislative liaison(s).

District Legal Counsel John Peeler reviewed matters related to the upcoming Legislative Session for 2023 and the engagement through his firm of Locke Lord to assist their clients with governmental relations during the session. He asked the Board to approve immediate funding of \$50,000 which has been approved for the 2023 Budget since preliminary planning for the session will take place in late 2022. Commissioner Gander moved to approve the initial payment of \$50,000 to be transferred to Coveler & Peeler for governmental relations. Second by Commissioner Fuller. Motion approved 4-0.

18. To review and approve minutes of prior meetings.

Commissioner Gander moved to approve the September 8, 2022 6:30 p.m. Meeting Minutes as presented. Second by Commissioner Fuller. Motion approved 4-0.

Commissioner Gander Moved to approve the September 8, 2022 6:33 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 November 17, 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 8:35 p.m.



Approved by
Shannon Taylor
Shannon Taylor, Preparer