

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 **September 8, 2022 at 6:33 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	(Present)
Keith Willingham	Secretary	(Absent)
David Mills	Asst. Treasurer	(Present)

Also in attendance:

Scott Seifert, Fire Chief, Spring Fire Department
Scott Schoonover, Spring FD Deputy Chief
John Peeler, Coveler & Peeler, District Legal Counsel
Renee Butler, McLennan & Associates, District Bookkeeper
Jill Henze, Breedlove & Co., P.C., CPA
Steve Schoonover, Spring FD Sr. Captain - **(Present Via Tele-Conference)**
Donald May, Spring FD Facilities Manager
Tracee Evans, Spring FD Communications Director
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 6:33 p.m.

2. To receive public comment.

No public comments were offered.

3. To review and act on District 2021 Audit, including a presentation by the auditor.

The District's 2021 audit was presented by Jill Henze of Breedlove & Co., P.C. Commissioner Gander moved to accept the audit as presented and authorize filing with the County. Motion approved 4-0.

4. 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 4 of the agenda.

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

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

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

No closed session was held under item 6 of the agenda.

7. 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 informed the Board, a ("RFQ") Request for Proposal for lawn service for 2023, was sent to four companies. The only proposal package received was submitted by the District's current lawn service. The District's 2023 budget for lawn service is \$100,000.00.

Donald May, Spring FD Facilities Manager opened the proposal package and read the contract details to the Board: Seasonal color changes, hedge, shrubs and tree maintenance, fertilization, weed control, mulching, and ant control for year one is \$91,550.52, for year two is \$94,297.08.

After discussion, Commissioner Gander moved to approve a two-year contract as presented. Second by Commissioner Fuller. Motion approved 4-0.

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 \$41,349,152.68; investment reports from August to September were reviewed; the property tax collections for the 2021 levy stand at 100.28%. Two additional checks were approved for payment, check #1040 to Kimtek Corporation for \$4,040.00 and check #1041 to Ward Diesel Filter Systems for \$9,394.49. 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.

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

No action taken by the Board.

10. 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". Commissioner Gander moved to release the escrowed funds of \$367,955.00 to Invision Investments, LLC. Second by Commissioner Anderson. Motion approved 4-0.

Regarding the lease renewal with Giddy Up Development, LLC. for the Maintenance Facility: Commissioner Gander moved to approve the Confirmation and Acceptance Letter and terminate the old lease. Second Commissioner Anderson. Motion approved 4-0

11. 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.

12. To review and act on sales tax matters.

A sales tax report for September was not yet available for this meeting.
No action taken by the Board.

13. To review and act regarding insurance.

Chief Seifert reported a decrease in health insurance for the 2023 Budget, due to switching health insurance providers.

No action taken by the Board.

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

Fire Chief Scott Seifert presented information on the following:

- August's Profit and Loss Reports. The Department is \$3,667,129.05 under budget.
- Transaction list of all expenses paid for August.
- No Workers Compensation claims to report.
- August's Incident Reports - an apartment complex was saved as part of a mutual aid effort.
- Training Facility Update - a revised cost estimate received from Mr. Tommy Abercrombie is now at \$19,500,000 and less square footage.
- The Polaris UTV is getting outfitted.
- A Strategic Plan is in draft form.
- The six new fire fighters completed their first week of orientation. A badge pinning ceremony is planned for September 24.
- Chief of Training interviews - Four people gave presentations, two people will advance forward. Chief Seifert is considering hiring both candidates as they are impressively qualified: one for the training chief position and the other for another position.
- Station 72 - The current station may need to be torn down and a new one built in its place. Klein FD has a vacant building Station 72's crew could temporarily use.
- Station 73 - Staff is reviewing the Department's needs, including possible relocation of a new station due to the location of other stations.
- Station 77 - The crews will need temporary housing, which may be available via Ponderosa FD's Station 62, while repairs take place.
- Station 79 - The area is growing with residential housing. A future fire station may be needed.

Chief Seifert asked the Board to give him and Donald May the authority to work with an architect to begin discussions on rebuilding Station 72. Chief Seifert suggests using Martinez Architects.

Commissioner Mills moved to engage consulting Martinez Architects for discussions on rebuilding Station 72. Second by Commissioner Gander. Motion approved 4-0.

Brandt Road Property - An upcoming laser show in Old Town Spring will draw a large crowd of people, the District could allow the public to park on the property during the event. John Peeler, District legal counsel, and Chief Seifert will meet with Old Town Spring Improvement District, to decide on a plan of action. The Board unanimously instructed Donald May, Facilities Manager, to put up signage and a barrier/cable to block public access to the District's 11-acre parcel.

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

No action taken by the Board.

16. 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.

17. To review and act on the Memorandum of Understanding between Harris County First Responders regarding incident command system and issues related to mass response incidents such as active shooter events.

Chief Seifert discussed an (“M.O.U”) Memorandum of Understanding document generated from Harris County, in the aftermath of the Uvalde school incident. The (“M.O.U”) will ensure Police, Fire and EMS agencies work together in the event of an active shooter or hostile event. The District will implement training for SFD personnel.

Commissioner Gander moved to authorize Chief Seifert to sign the (“M.O.U”). Second by Commissioner Fuller. Motion approved 4-0.

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.

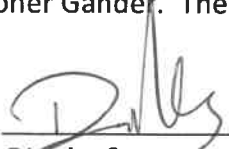
20. To review and approve minutes of prior meetings.

Commissioner Gander moved to approve the August 18, 2022 Meeting Minutes as presented. Second by Commissioner Fuller. Motion approved 4-0.

21. 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 October 20, 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 7:57 p.m.



District Secretary



Shannon Taylor, Preparer