

**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 **January 24, 2023 at 6:30 p.m.** at the following location in the District, **Spring Fire Department Administration, 656 East Louetta Road, Spring, Texas 77373.**

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

**Also in attendance:**

Scott Seifert, Fire Chief, Spring Fire Department  
Jeff King, Spring FD Deputy Chief  
Landon Churchill, Spring FD Deputy Chief  
John Peeler, Coveler & Peeler, District Legal Counsel  
Greg Thrower, Thrower Law, Special Legal Counsel for real estate  
Carole Thrower, Thrower Law  
Ricardo Martinez, Martinez Architects, LP  
Shannon Stryk, VFIS Insurance of Texas  
Terry Lynch, JT Lynch Company, LLC  
Steve Schoonover, Spring FD Sr. Captain  
Donald May, Spring FD Facilities Manager  
Charlie Repka, Spring FD IT Manager  
Damaris Rolon, Spring FD Administrative Support Specialist  
Shannon Taylor, HCESD7 Administrator  
Renee Butler, McLennan & Associates, District Bookkeeper **(Absent)**

**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.

**6:30 p.m. ENTER 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 and Terry Lynch with JT Lynch Company, LLC were 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.**

**7.39 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.**

Ricardo Martinez with Martinez Architects, LP presented information on the scope of services his company will provide regarding financials, design activities, and construction activities, as well as updating the Board on the status of each project.

Station 72: The current site is unique as it is located at the front of a subdivision. The design of the new station will compliment the character of the neighborhood. A floor plan of the station is in progress and more information is forthcoming. Mr. Martinez discussed issuing a request for Construction Manager at Risk ("CMAR") bids and working with Mr. Peeler, District Legal Counsel for posting notices of the request(s).

Station 77: Mr. Martinez visited the site and is working on a proposal. Mr. Martinez stated the foundation below the station is to blame for the station's structural problems and he is consulting with Geotech Engineering and Testing to review previous data on movement, etc. Mr. Martinez discussed options to correct the issues of concern. The Board would like Mr. Martinez to present three cost options at next month's meeting.

Training Facility: Mr. Martinez is consulting with Mr. Tommy Abercrombie with Abercrombie Planning + Design, regarding the monument sign, road(s) and the scope of the project. A proposal package is forthcoming.

Mr. Martinez will provide project updates at future HCESD 7 meetings.

Administration Office: Spring FD Facilities Manager Donald May, updated the Board on sheet rock repair and painting. The project should be complete in a few weeks.

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 was absent, Chief Seifert presented the monthly District financial reports, including the following items of note: General Fund Current balance is \$59,786,561.46. Available for review were the investment reports from December 2022 to January 2023. The property tax collections for the 2022 levy stand at 52.55%.

Commissioner Gander moved to approve the bookkeeper's report as presented and to pay District bills as presented. Second by Commissioner Fuller. Motion approved 5-0.

Mr. Peeler reported that he, Chief Seifert and Renee Butler will work with BLX in order to ensure that BLX has the documentation needed to monitor the District's loan proceeds for compliance with federal arbitrage rules.

**8. To conduct annual review of the District's Investment Policy and take any necessary action.**

District Legal Counsel John Peeler stated at the May 21, 2020 HCESD 7 meeting, the District approved the Resolution presented by counsel demonstrating annual review of the Investment Policy, keeping the current Policy in place without changes and ratifying the continued appointment of Jorge Diaz of McLennan and Associates as the Investment Officer.

Commissioner Willingham moved approve the Resolution regarding the annual review of the Investment Policy.

Second by Commissioner Anderson. Motion approved 5-0.

**9. To review and act on amendments to District budgets.**

No action taken by the Board.

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

No action taken by the Board.

**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.**

Sales tax reports for December 2022 and January 2023 were provided for the Board to review monthly sales tax revenue, trends and projections. Commissioner Fuller signed the Contract Point for Transmittal of Information form to HdL Companies listing authorized persons for the District's account. Commissioner Gander moved to authorize HdL to continue to receive sales and use tax data for the District directly from the Comptroller's office, by approving and signing a form addressed to the Texas Comptroller of Public Accounts. Second by Commissioner Anderson. Motion approved 5-0.

**Item 12 was re-opened after item 13.**

Motion by Commissioner Gander and second by Commissioner Fuller to authorize District administrative staff Shannon Taylor to access the Comptroller's Office non-confidential sales tax material in order to assist in preparing monthly reports for the District. Motion approved 4 to 0.

**13. To review and act regarding insurance.**

Mr. Shannon Stryk with VFIS of Texas Insurance, introduced himself to the Board and informed them he is the District's new insurance representative, as the former agent, Mr. Glenn Hastings retired December 30, 2022. Mr. Stryk presented information regarding the District's policies and claims history: the District has had 52 insurance claims (auto and building/structures) with VFIS. The Board unanimously approved renewing the current policies with VFIS and noted that Commissioner Willingham will review the current policies in order to offer recommendations regarding deductibles and other issues related to coverage and pricing of the policies.

[Commissioner Willingham left the meeting at 8:20.]

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

Fire Chief Scott Seifert presented information on the following:

- December's Profit and Loss Reports.
- The Department is \$4,807,586.17 under budget, mainly due to personnel budgets. Chief Seifert will research the budget and update the Board.
- Transaction list of all expenses paid for December.
- Workers Compensation claims include:
  - One torn calf while working a fire scene.
  - Lower back sprain while lifting weights.
- Incident Reports for December and 2022 Incident Reports.
- Senior Captain Steve Schoonover reported a total of 110 calls were made between noon December 22, 2022 and December 26, 2022 due to the cold weather and freeze. The Department Operations Center was operating during this time.
- Chief Seifert introduced new Deputy Chief of Strategic Services Landon Churchill to the Board. Mr. Churchill gave a short bio about himself.
- Chief Seifert and Commissioner Fuller attended a Legislative Session at Locke Lorde, with Mr. John Peeler.
- 41 Applicants applied for the recent Full Time Firefighter posting. 8 positions are available.
- Firefighter Promotions include Captain Jacob Bailey and Apparatus Operator Marcos DaCunha.
- Celiene Gomez was hired part time as the Communications Assistant.
- Alvaro Alvarado is the new Human Resources intern.

**15. To review and act regarding the disposition of surplus and salvage property.**

Chief Seifert discussed listing the former facilities maintenance truck, a 2009 Chevrolet Silverado Crew Cab for \$10,000.00 and the 2001 E-One Blue Quint for \$80,000.00 on the Rene' Bates Auctioneers website.

Commissioner Mills moved to approve listing the former facilities maintenance truck with a minimum bid requirement of \$10,000.00 and the 2001 E-One Blue Quint with a minimum bid requirement of \$80,000.00 on the Rene' Bates Auctioneers website. Second by Commissioner Gander. Motion approved 4-0.

Department staff also presented a list of equipment for disposition as surplus.

Commissioner Fuller moved to accept the report as presented, dispose of requested items, and auction Analog UHF Handheld and Mobile Radios. Second by Commissioner Gander. Motion approved 4-0.

**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 to approve training agreement with Texas A&M Engineering Extension Service ("TEEX") and to approve a resolution delegating approval of certain agreements with governmental entities to District President and Fire Chief.**

Chief Seifert presented an agreement with Texas A&M Engineering Extension Service ("TEEX") for the Aircraft Rescue and Fire Fighting ("ARFF") Academy, February 6-17, 2023. The cost is \$5,700.00 for six students and an additional \$950.00 per student above minimum.

Commissioner Gander moved to approve the agreement with Texas A&M Engineering Extension Service ("TEEX") as presented and to authorize Chief Seifert to execute the agreement. Second by Commissioner Mills. 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 December 13, 2022 Meeting Minutes as presented. Second by Commissioner Mills. 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 February 16, 2023 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.

Gayle Fuller  
Approved by

Shannon Taylor  
Shannon Taylor, Preparer