

**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 **December 13, 2022 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  
Scott Schoonover, Spring FD Deputy Chief  
Jeff King, Spring FD Deputy Chief  
John Peeler, Coveler & Peeler, District Legal Counsel  
Renee Butler, McLennan & Associates, District Bookkeeper  
Landon Newton, Government Capital Corporation  
Bob Schmanski, Former HCESD 7 President (Retired)  
Steve Schoonover, Spring FD Sr. Captain - **(Present Via Tele-Conference)**  
Donald May, Spring FD Facilities Manager  
Charlie Repka, Spring FD IT Manager  
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.**

Bob Schmanski, former HCESD 7 President (Retired), commended the current HCESD 7 Board in their decision to move forward on the Training Complex. Mr. Schmanski stated "The Training Field is impactful for the Department and Spring area." Chief Seifert thanked Mr. Schmanski for his involvement in leading the project.

**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.**

Landon Newton with Government Capital Corporation presented bids from five lenders for a \$10,000,000.00 loan secured by an ad valorem tax pledge for the construction of the new training facility. Mr. Newton discussed lender options for a 15 year or 20 year term from TRUIST Bank, SIGNATURE PUBLIC FUNDING, Simmons Bank, Southside Bank, Capital One and TIB National Association. Mr. Newton noted in December 2021 the Board selected TIB National Association to provide to the District a \$10,000,000.00 loan.

Commissioner Willingham moved to secure a \$10,000,000.00 loan with TRUIST Bank at a 15 year term and 3.890% interest rate and to authorize the Board officers to execute loan documents in substantially the form reviewed tonight with a planned closing date of December 22, 2022, to authorize payment of fees related to closing the loan and to approve the Resolution authorizing the loan, noting the addition of language requiring the establishment of a Debt Service Fund. Commissioner Fuller seconded the motion. After discussion the motion was approved by a vote of 5-0.

Mr. Peeler and the Board noted, if needed, a special meeting would be scheduled for December 20, 2022 if any terms of the loan substantially different from the draft documents reviewed tonight are required.

**THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 3.**

- 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.**

No closed session was held under item 3 of the agenda.

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

No closed session was held under item 4 of the agenda.

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

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

**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.**

Administration office - Chief Seifert informed the Board of planned sheet rock repairs.

Station 77 - An ("RFQ") Request for Qualifications was sent to three architectural firms for the design and repair project. Two firms responded - Slattery Tackett Architects and Martinez Architects, LP. Chief Seifert, Assistant Fire Chief Robert Logan, SFD Facilities Maintenance Manager Donald May and HCESD 7 Commissioner David Mills reviewed and scored both proposal packages. The Committee recommends Martinez Architects, LP based on the results of their proposal scores. Commissioner Gander moved to approve engaging Martinez Architects, LP for the design and management of the repair project at Station 77. Second by Commissioner Fuller. Motion approved 5-0.

Commissioner Willingham moved to re-affirm the approval of the Board's prior vote to approve moving forward with the Training Field project based upon cost estimate "Option Three" from Abercrombie Planning + Design which was approved at the prior meeting. Second by Commissioner Fuller. During discussion the Board agreed that the issue was important enough to merit additional review due to the prior meeting not having the full Board's attendance, though the prior approval is binding and sufficient. After discussion the motion was approved 5-0.

**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 \$43,633,624.59; investment reports from November to December were reviewed; the property tax collections for the 2022 levy stand at 2.28%. An additional invoice for \$115,230.00 for Delta Industrial Products was approved and will be added to the cash disbursement report. Mrs. Butler informed the Board Porche Armstrong is a new employee with McLennan & Associates.

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.

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

The Board noted the need to amend the Budget to establish the Debt Service Fund required by the TRUIST Bank Loan in the amount of the annual payment of \$892,506.80. Motion by Commissioner Gander and second by Commissioner Mills to establish the Debt Service Fund by moving \$892,506.80 from uncommitted reserve to capital payments TRUIST Bank Debt Service Fund. Motion approved 5-0.

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

Commissioner Fuller discussed a survey proposal from Hovis Surveying Company for survey work in the amount of \$950.00 to survey the Greenfield right of way in the District's recently acquired 11.2 acres. Commissioner Fuller moved to approve the proposal from Hovis Surveying Company for \$950.00 and issue a check for payment. Second by Commissioner Anderson. Motion approved 5-0.

Mr. Peeler presented a draft lease agreement with the Spring Preservation League for the use of a portion of the District's 11.2 acre tract to be used for parking for events sponsored by the League. After general discussion of the appropriateness and details of the proposed lease, the Board unanimously agreed to hold action on the proposed lease until further review and discussion at a later meeting.

**THE BOARD UNANIMOUSLY AGREEED TO SKIP TO AGENDA ITEM 11.**

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

A sales tax report for December is not yet available.  
No action taken by the Board.

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

Chief Seifert discussed interest from a company to provide a quote for the District's Workers Compensation insurance. Chief Seifert feels the quote is not in the best interest of the District as the quote is not an improvement from what the District currently has.  
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:

- November's Profit and Loss Reports. The Department is \$4,418,930.90 under budget.  
Due to staff not working overtime, the end of year amount will change.
- Transaction list of all expenses paid for November.
- No Workers Compensation claims to report.
- Ladder 75 is back in service after it sustained damage while on scene at a warehouse fire.
- The 2023 Full-Time Firefighter application is active as of December 9, 2022.
- The approved contract for 2023 lawn service with Millennium Outdoor Services is ready for signature.
- Chief Schoonover stated November's Incident Reports include:  
Total Property Saved \$16,603,416.00.  
\$1,000.00 damage to a church facility.  
A kitchen fire at an apartment, at Serena Woods Apartments.

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

Chief Schoonover presented the Surplus and Salvage Equipment report consisting of items for disposal. Commissioner Gander moved to accept the report as presented and dispose of requested items, including the removal of propane and tanks by Texas Star Propane as presented. Second by Commissioner Willingham. Motion approved 5-0.

**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.**

Commissioner Fuller briefly summarized the work that the Legislative Affairs Committee will conduct in coordination with the Legislative Affairs team at Locke Lord, per the engagement of their services through District legal counsel.

**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 take action to authorize staff to conduct annual employee appreciation banquet and budgeting for same.**

Regarding the Employee Recognition event scheduled for December, the Board unanimously chooses to continue the tradition of the event that has been held first by the Spring Volunteer Fire Association a.k.a Spring Volunteer Fire Department and then the District (Harris County Emergency Services District No. 7), in prior years. The Board declares that continuing the tradition will boost employee and volunteer morale, promote esprit de corps and provide individual recognition to employees and volunteers. The Board unanimously agrees that these are important public purposes within the fire service.

No District business will be conducted at the event, and therefore it is NOT scheduled as an open meeting. Any information regarding District activities mentioned at the event will only be incidental to the recognition of the exceptional work of the District's employees and volunteers.



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

Commissioner Willingham moved to approve the November 17, 2022 Meeting Minutes as presented. Second by Commissioner Fuller. Motion approved 5-0.

**20. 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 January 19, 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 8:01 p.m.

 *Gayle Fuller* Vice President  
Approved by  
 *Shannon Taylor*  
Shannon Taylor, Preparer