

**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 **February 16, 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>(Absent)</b>
<b>David Mills</b>	<b>Asst. Treasurer</b>	<b>(Absent)</b>

**Also in attendance:**

Scott Seifert, Fire Chief, Spring Fire Department  
Robert Logan, Assistant Fire Chief, Spring Fire Department  
Scott Schoonover, Spring FD Deputy Chief  
Jeff King, Spring FD Deputy Chief  
Landon Churchill, Spring FD Deputy Chief  
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  
Ricardo Martinez, Martinez Architects, LP  
Bill Rodgers, Next Generation Lighting and Irrigation Design, LLC.  
Naressa Mackinnon, President, Harris County ESD 9  
Mike Marchetti, citizen and spouse of Naressa Mackinnon  
Rayna Campbell, citizen  
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

**1. Call meeting to order.**

Commissioner Melanie Gander called the meeting to **ORDER** at 6:30 p.m.

**2. To receive public comment.**

Rayna Campbell introduced herself to the Board and informed the commissioners about a vacant house on Brandt Street, where possible drug activity is occurring. Mrs. Campbell spoke of cars and people throughout the day near the vacant house, and people loitering in the woods nearby which are partly on property owned by the District. She stated that law enforcement authorities have been contacted about the activity.

Naressa Mackinnon, President of Harris County ESD 9 introduced herself and her spouse, Mike Marchetti to the Board. Mrs. Mackinnon is attending tonight's HCESD 7 meeting to observe how neighbor ESDs conduct their meetings.

Bill Rodgers with Next Generation Lighting and Irrigation Design, LLC. attended the meeting, to hear updates about the stations and training field.

No action taken by the Board for public comments.

***6:35 p.m. ENTER CLOSED SESSION***

Closed Sessions, the Board included District Legal Counsel John Peeler and Fire Chief Scott Seifert for items 3 and 4. Special Legal Counsel for real estate Greg Thrower and his legal assistant Carol Thrower 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.**

***6:43 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.**

Donald May, Spring FD Facilities Manager informed the Board of damage to Station 73, when a car hit the station. Mr. May spoke with the insurance carrier, VFIS and has an estimate of the cost of repairs. Commissioner Gander moved to approve up to \$35,000.00 for repairs. Second by Commissioner Fuller. Motion approved 3-0.

Mr. May informed the Board the generator at Station 70 needs to be repaired or replaced. He will provide pricing for a replacement at a subsequent meeting.

Ricardo Martinez with Martinez Architects, LP updated the Board on the status of:

Station 72: Site and floor plans are updated based on committee feedback and intended usage by the department. Building elevations and materials designs are in progress.

Station 77: Mr. Martinez presented two cost options:

**Option one** - Estimating budget \$1,750,000 - \$2,000,000 to remove the existing foundation and demolition of interior partitions and finishes, removal of existing subgrade to name a few items.

**Option two** - Estimating budget \$525,000 - \$725,000 to stabilize existing foundation and repair damage, prepare facility for selective demotion, demolition of damaged interior partitions and finishes, demolition of selective site paving to name a few items.

Mr. Martinez will have a new survey completed to see how much movement has occurred at Station 77.

Training Facility: Mr. Martinez is consulting with Mr. Tommy Abercrombie with Abercrombie Planning + Design, and the Building Committee regarding an early bid/construction package for the facility entrance, monument sign installation.

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

No action taken by the Board.

**[7:13 p.m. Renee Butler with McLennan & Associates entered the meeting.]**

**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 \$65,642,543.49; investment reports from January to February were reviewed; the property tax collections for the 2022 levy stand at 87.47%. Commissioner Gander moved to approve the bookkeeper's report as presented and to pay District bills as presented. Second by Commissioner Anderson. Motion approved 3-0.

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

No action taken by the Board.

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

Mr. Thrower presented an Easement Dedication related to drainage on the District's 52 acre parcel and advised approval in order to complete the platting of the property. Motion by Commissioner Gander and second by Commissioner Fuller to approve the Easement as presented and authorize Mr. Thrower to file the document. Motion was approved 3 to 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.**

The PIO vehicle was sideswiped by a Jeep with large tires. SFD's Fleet Manager will buff out the damage to the side of the PIO vehicle.

No action taken by the Board.

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

A sales tax report for February was provided for the Board to review monthly sales tax revenue, trends and projections. Sales tax revenue for February is \$2,055,145.00.

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:

- December's Profit and Loss Reports.
- The Department is \$10,333.24 under budget.
- Transaction list of all expenses paid for January.
- No Workers Compensation claims to report.
- Regarding the legislative session - Chief Seifert is watching bills relating to Emergency Services Districts.
- Engine 71 - \$65,000.00 was the cost to repair the blown engine. E71 is back in service.
- 9 new Firefighters were hired.
- A Staffing for Adequate Fire and Emergency Response (SAFER) grant will allow for 9 additional firefighters if approved by Congress.
- At the SAFE-D Conference - Chief Seifert, Chief Logan and Chief King met with Michael J. McCall, who specializes in employment practices, Human Resources risk assessment and training. Mr. McCall is preparing a quote for the Department.
- 11 acre Brandt Road property contains:
  - A utility pole on the property, owned by Old Town Spring Improvement District. The pole is not up to code, and is not currently in use.
  - A 6 ft. x 20 ft area of concrete installed by a former tenant, for a cricket court.
- Plum Creek Radio Tower - Ham radio operators may be interested in the equipment used on the tower.
- January's Incident Reports include:
  - A locomotive fire.
  - A fatality fire on the Grand Parkway.

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

Commissioner Gander moved to accept the Surplus and Salvaged Equipment report as presented and to authorize disposing of items and donating items through the Texas A&M Forestry Service Helping Hands Program as presented. Second by Commissioner Fuller. Motion approved 3-0.

**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.**

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 Fire Chief, 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 January 24, 2023 Meeting Minutes as presented. Second by Commissioner Anderson. Motion approved 3-0.

**19. To review and take action to designate District Legislative priorities for the 2023 Legislative Session and review legislative matters.**

District Counsel presented a short position statement for review and approval in the minutes regarding the District's priorities for the 2023 legislative session which was requested by the lobbying team working with counsel and the District:

The Board of Commissioners of Harris County Emergency Services District No. 7 opposes any proposed legislation which would reduce the Board's ability to set its Budget and Tax Rate in order to provide emergency services to the District's residents and opposes any legislation which would degrade the District's territorial integrity.

Commissioner Gander moved to adopt the Legislative Priority Statement as presented, second by Commissioner Fuller. Motion approved 3-0.

Commissioner Fuller commented generally on the current activities at the Texas House of Representatives.

**20. To approve a Resolution regarding the delegation of approval of contracts with governmental entities up to one year by the District President and Fire Chief.**

Commissioner Gander moved to approve the Resolution presented by counsel regarding delegation of approval of short-term contracts giving Fire Chief Scott Seifert and the Board President authority to approve contracts of terms not longer than one year with other governmental entities for amounts falling within already approved budget levels, with noted correction of typographical errors. Second by Commissioner Fuller. Motion approved 3-0.

**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 March 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 7:41 p.m.

  
Approved by

Shannon Taylor

Shannon Taylor, Preparer