

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 **March 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.**

Melanie Gander	President	(Absent)
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
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
Ira Coveler, 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
Sandee Stallings, BLX Group LLC. **(Present Via-Teleconference)**
Diana Seifert, spouse of Chief Seifert
Steve Schoonover, Spring FD Sr. Captain
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 Gayle Fuller acted as the presiding officer and called the meeting to **ORDER** at 6:30 p.m.

2. To receive public comment.

Commissioner Fuller presented Fire Chief Scott Seifert his 30 years of service certificate. Mrs. Seifert was present to place Chief Seifert's 30 year pin on his uniform. Chief Seifert gave a brief speech to mark the occasion.

6:36 p.m. ENTER CLOSED SESSION

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.

Closed Session, the Board convened in Closed Session and included District Legal Counsel Ira Coveler, Fire Chief Scott Seifert and Assistant Chief Robert Logan for items 3 and 4. Special Legal Counsel for real estate Greg Thrower and his legal assistant Carol Thrower were present for item 4.

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

No action was taken on item 5.

7:10 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 updated the Board on the status of:

Station 77: A report is forthcoming regarding the geotechnical evaluation, of the existing slab for comparison to previous surveys.

Training Facility: Mr. Martinez met with Mr. Tommy Abercrombie with Abercrombie Planning + Design, and the design team. Discussions continue regarding:

- Raba Kistner has been released for selective borings at the location for the monument sign and entrance.
- Storm water design variance until the full site development is underway.
- Hart Gaugler + Associates will work on right of way design and permitting.
- Coordinate groundbreaking for the month of May, upon completion of construction documents.

Station 72: Coordination of schematic design with building committee. Site and floor plans updated based on committee feedback and intended usage by the department. Working with the Building Committee to develop the Design Development package. A drawing of the station was provided for the Board to view.

Mr. Martinez will continue to provide project updates at future HCESD 7 meetings.
No action taken by the Board.

Donald May, Spring FD Facilities Manager updated the Board regarding repairs to Station 73, from a car striking the station. Mr. May reported the wall is complete, the station is secure and the door is aligned.

Regarding the District's 11-acre property on Brandt Road, Chief Seifert informed the Board, at the Old Town Spring Improvement District's recent meeting, a utility pole on the property was discussed. The utility pole is not up to code and Old Town Spring was instructed to remove the pole or bring it up to code. Old Town Spring Improvement District voted to give the utility pole to Harris County ESD 7 in order to use the pole in the future. Chief Seifert will discuss the details of the offer with Old Town Spring Improvement District.

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 \$66,476,754,66; investment reports from February to March were reviewed; the property tax collections for the 2022 levy stand at 97.48%. Four additional invoices from Martinez Architects, LP totaling \$72,404.17 were approved and will be added to the cash disbursement report.

Commissioner Fuller moved to approve the bookkeeper's report as presented and to pay District bills as presented. Second by Commissioner Anderson. Motion approved 3-0.

Sandee Stallings with BLX Group LLC reported regarding the best way to separately track interest on the funds from the District's two \$10,000,000 loans taken out in 2021 and 2022 for the construction of the training facility. She advised placing the funds in two accounts with Texas CLASS, where they can earn interest, and each fund can be tracked for arbitrage compliance.

Commissioner Fuller moved to accept Ms. Stallings' recommendations and to have the loan funds placed in separate interest bearing accounts with Texas CLASS. Second by Commissioner Anderson. Motion approved 3-0.

Chief Seifert advised the Board a check is forthcoming for the 2022 unspent Operating funds so that the funds can be moved from Fire Department operations into the District's general fund.

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.

No action taken by the Board.

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.

Chief Seifert reported the Fire Department was planning to purchase a utility terrain vehicle ("UTV") and trailer in 2024, but asked the Board to consider allowing the Department to purchase the new UTV as a 2023 capital item. He noted that the funds would come from the 2023 capital reserve funds and there will be a budget amendment presented when the UTV is ordered. He reported that the UTV and trailer will cost \$28,000.00.

Commissioner Fuller moved to approve the purchase of a new UTV and Trailer as a 2023 Capital expense purchase. Second by Commissioner Anderson. Motion approved 3-0.

11. To review and act on sales tax matters.

A sales tax report for March was provided for the Board to review monthly sales tax revenue, trends and projections. Sales tax revenue for March is \$1,430,401.14

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:

- February's Profit and Loss Reports.
- The Department is \$504,013.25 under budget.
- Transaction list of all expenses paid for February.
- No Workers Compensation claims to report.
- February's Incident Reports include:
Nine building fires and two vehicle fires.
- Regarding the Legislative Session - There are 301 bills related to Emergency Services Districts.
- The nine new firefighters will graduate on Saturday, March 18, with a badge pinning ceremony.
- The Staffing for Adequate Fire and Emergency Response (SAFER) grant was resubmitted for nine additional firefighters at \$2,200,000.00.
- Chief Schoonover is consulting with Fire House Subs regarding purchasing ballistic vests.

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

Commissioner Fuller moved to accept the Surplus and Salvaged Equipment report as presented and to authorize transferring the salvage SCBA parts to Harris County Emergency Services District No. 9 by bill of sale for the equipment AS-IS with ESD 9 accepting the waiver of liability, at a price of \$100.00. Second by Commissioner Mills. 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.

Commissioner Fuller continues to monitor the Legislative hearings on the bills the District is following, per the Legislative priority statement previously adopted by the District.

Commissioner Fuller is planning a trip to Austin to recognize Harris County Emergency Services District No. 7's Spring Fire Department's 70th anniversary and meet with Texas Senator Brandon Creighton. Ms. Fuller extended an invitation to the firefighters and personnel.

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 Fuller moved to approve the February 16, 2023 Meeting Minutes as presented. Second by Commissioner Anderson. Motion approved 3-0.

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 April 20, 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 Mills. The meeting is adjourned at 8:12 p.m.



Approved by

Shannon Taylor

Shannon Taylor, Preparer