

**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 **May 23, 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  
Robert Logan, Assistant Fire Chief, Spring Fire Department  
Jerod Davenport, Spring FD Deputy Chief  
Landon Churchill, Spring FD Deputy Chief  
John Peeler, Coveler & Peeler, District Legal Counsel  
Renee Butler, McLennan & Associates, District Bookkeeper  
Ricardo Martinez, Martinez Architects, LP **(Present Via-Teleconference)**  
Steve Schoonover, Spring FD Senior Captain  
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.**

No public comments were offered.

**THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 6.**

- 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.**

The Board received information and took action on the following matters:

Training Complex:

Commissioner Gander moved to approve the commencement of Phase I A and instruct SpawGlass to present a Guaranteed Maximum Price ("GMP") for approval for Phase I A which is related to the monument sign and entrance to the training facility. Second by Commissioner Mills. Motion approved 5-0.

Station 77 - Mr. Martinez and his design team need direction from the Board to proceed with either the removal of existing foundation and installation of new concrete slab over stabilized subgrade or stabilization of existing foundation and repair damages caused by movement. Mr. Martinez presented information on the two options:

Removal of existing foundation and install new - Estimated Budget: \$1,750,000.00 - \$2,000,000.00

Stabilize existing foundation and repair damage - Estimated Budget : \$525,000.00 - \$725,000.00

The Board discussed both options and costs.

Commissioner Willingham moved to approve the removal of existing foundation and installation of new concrete slab. Second by Commissioner Gander. Motion approved 5-0. The Board noted Mr. Martinez will now move forward with developing a full plan for that option which will be presented to the Board in the near future.

Station 72 - Geotechnical evaluations and boring will be conducted in May.

Design Development 50% completion package has been developed and provided to the Building Committee for review. Spring FD Building Committee will provide additional feedback/input.

Submit for Permit is planned for July. Solicit for Bidding is planned for August.

James C. Leo property - Staff reported that site work is in progress for the detention pond.

Traffic Studies at two stations:

Chief Seifert asked the Board to consider a traffic study for Stations 71 and 77, at \$8,500.00 per traffic study. BGE, Inc. is an engineering and consulting firm who will conduct the surveys.

Commissioner Fuller moved to approve the traffic studies for Stations 71 and 77 at \$8,500.00 per study. Second by Commissioner Gander. Motion 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 \$65,673,155.61; investment reports from April to May were reviewed; the property tax collections for the 2022 levy stand at 99.51% of the District budgeted property tax revenue. An additional invoice for Harris County Appraisal District for \$29,873.00 was approved and will be added to the cash disbursement report.

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

**8. To review, discuss and take action on granting exemptions for 2023.**

District legal counsel John Peeler presented information on the 2022 property exemptions, the resulting savings to taxpayers granted by the Board and 2023 projections based upon the currently available information.

Commissioner Willingham moved to grant exemptions for 2023 at the same levels as 2022: Homestead - 5%, Over 65 - \$160,000.00 and Disability \$160,000.00. Second by Commissioner Gander. Motion approved 5-0.

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

Chief Seifert asked the Board to consider adding \$1,000,000.00 to the Spring Fire Campus (expense code 6368), and \$2,000,000.00 to Station 72's Rebuild (expense code 6372). An amount for Station 77 Repairs (expense code 6365) is forthcoming.

Commissioner Fuller moved to approve Chief Seifert's recommendations and approve the Budget revisions as presented. Second by Commissioner Gander. Motion approved 5-0.

**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.**

Chief Seifert reported two rescue boats need to be replaced. The cost to replace the boats is approximately \$31,500.00.

Commissioner Willingham moved to approve replacing two rescue boats, with costs not to exceed \$32,000.00. Second by Commissioner Gander. Motion approved 5-0.

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

Chief Seifert presented information from the sales tax report for May, including monthly sales tax revenue, trends and projections. Sales tax revenue for May is \$1,836,876.27.

No action taken by the Board.

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

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:

- April's Profit and Loss Reports.
- The Department is \$1,146,098.12 under budget.
- Transaction list of all expenses paid for April.
- No Workers Compensation claims to report.
- April's Incident Reports include:
  - A fire in the Exxon campus parking garage spread to two vehicles.
  - A tree fell on an individual who was in their car, resulting in loss of life.
  - A fire was caused by a lighting strike.

**15. 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 donate items through the Texas A&M Forestry Helping Hands Program as presented. Second by Commissioner Fuller. Motion approved 5-0.

**16. To review and act on matters related to communications, dispatching, or traffic preemption, including interlocal agreements, contracts or purchasing equipment.**

Commissioner Gander moved to authorize the District President to issue a letter on behalf of the District to Harris County Emergency Services District 11, regarding harm to the community caused by Harris County Emergency Services District 11's decision to suspend the transfer of dispatch information between Harris County Emergency Services District No. 11's computer aided dispatching center and Texas Emergency Communications Center ("TECC") which dispatches for Harris County Emergency Services District No. 7. Second by Commissioner Willingham. Motion approved 5-0.

**17. Receive ESD committee reports, including Legislative matters.**

Regarding the Texas Legislature - Commissioner Fuller reported on bills affecting ESDs that staff and the District's governmental affairs consultants are monitoring.  
No action taken by the Board.

**18. 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.

**19. To review and act regarding the delegation by the Board of approval of expenses and contracts under the approved Budget to the Fire Chief and other District staff.**

District Legal Counsel Mr. Peeler, reported his office is reviewing this matter on behalf of several districts. More information will be available at a future meeting.  
No action taken by the Board.

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

Commissioner Gander moved to approve the April 20, 2023 Meeting Minutes as presented. Second by Commissioner Willingham. Motion approved 5-0.

**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 June 15, 2023 at 6:30 p.m.

***7:26 p.m. ENTER CLOSED SESSION***

Closed Session, the Board convened in Closed Session and included District Legal Counsel John Peeler, Fire Chief Scott Seifert and Assistant Chief Robert Logan for items 3 and 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.

The Board did not meet in Closed Session under item 5.

**8:14 p.m. RECONVENE FROM CLOSED SESSION**

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 8:14 p.m.

  
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Approved by  
  
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Shannon Taylor, Preparer