

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 **June 15, 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	(Present)
Gayle Fuller	Vice-President	(Present)
Todd Anderson	Treasurer	(Present)
Keith Willingham	Secretary	(Absent)
David Mills	Asst. Treasurer	(Absent)

Also in attendance:

Scott Seifert, 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
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.

No public comments were offered.

6:30 p.m. ENTER CLOSED SESSION

Closed Session, the Board convened in Closed Session and included District Legal Counsel John Peeler, real estate counsel Greg Thrower and legal assistant Carole Thrower, and Fire Chief Scott Seifert 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.

6:46 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.**

The Board received information from Ricardo Martinez with Martinez Architects, LP and acted on the following matters:

Station 72 - Mr. Martinez discussed permitting timelines for building and site work. Martinez Architects to provide 50% CD's for Building Committee review in June. Building Committee will provide feedback and input on construction documents.

Station 77 - Mr. Martinez will have a contract for the Board to sign at next month's meeting regarding the details of the project.

Training Complex - Mr. Martinez presented a construction package detailing materials and costs for the Phase IA monument sign, four smaller logo signs, and 12,000 sf concrete entrance into the facility. The Guaranteed Maximum Price ("GMP") is \$749,734.00. Commissioner Gander moved to approve the construction package with a Guaranteed Maximum Price ("GMP") not to exceed \$749,734.00. Second by Commissioner Anderson. Motion approved 3-0.

On the overhead projector, Chief Seifert showed models of the Logistics building for the Board to see how the project is progressing.

James C. Leo property - Donald May presented an estimate from C & J Outdoor Services to install a chain link fence at the detention pond. The total cost is \$28,492.50.

Commissioner Gander moved to approve the estimate from C & J Outdoor Services, not to exceed \$30,000.00. Second by Commissioner Anderson. Motion approved 3-0.

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 \$65,225,517.58; investment reports from May to June were reviewed; the property tax collections for the 2022 levy stand at 99.49% of the District budgeted property tax revenue. An additional invoice from Thrower Law, P.C. for \$6,633.06 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 Fuller. Motion approved 3-0.

Landon Churchill, Spring FD Deputy Chief, presented a subscription renewal from mySidewalk for \$900.00. The subscription applies to the National Fire Protection Association ("NFPA") Community Risk Assessment Program.

Commissioner Gander moved to approve the mySidewalk subscription renewal for \$900.00. Second by Commissioner Fuller. 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.

Northampton MUD's legal counsel is consulting with John Peeler, District Legal Counsel regarding the property that the MUD asserts was deeded in error to HCESD 7. Mr. Peeler reported that he is still reviewing the issue and sees no reason to act quickly on the matter. Mr. Peeler reported that Harris County has indicated an interest in purchasing the District Administrative Building but that no formal offer has been received. 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.

No action taken by the Board.

11. To review and act on sales tax matters.

Chief Seifert presented information from the sales tax report for June, including monthly sales tax revenue, trends and projections. Sales tax revenue for May is \$1,530,746.62.
No action taken by the Board.

12. To review and act regarding insurance.

Chief Seifert reported an adjustment to the current Accident and Sickness policy was made in the best interest of the District which will result in a savings of approximately \$50,000/year. 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:

- May's Profit and Loss Reports.
- The Department is \$1,699,364.00 under budget.
- Transaction list of all expenses paid for May.
- No Workers Compensation claims to report.
- A job posting for a Finance Director is forthcoming.
- Unspent 2022 District funds are \$4,083,804.12
- May's Incident Reports include:
 - A dishwasher caused a kitchen fire, an occupant in the home passed away from smoke inhalation.

Commissioner Gander moved to approve the unspent 2022 District funds of \$4,083,804.12 and transfer the funds to the Texas Cooperative Liquid Assets Securities System Trust ("Texas CLASS") account. Second by Commissioner Anderson. Motion approved 3-0.

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 as allowed by the Health and Safety Code. Second by Commissioner Anderson. 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, 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.

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 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.

19. To review and approve minutes of prior meetings.

Commissioner Gander moved to approve the May 23, 2023 Meeting Minutes as presented. Second by Commissioner Fuller. Motion approved 3-0.

20. To review and act to schedule the next regular monthly meeting date and discuss the addition of items to place on the next meeting agenda.

The next regular meeting is July 20, 2023 at 6:30 p.m.

A special meeting will be scheduled the first week of August to discuss the District's 2023 tax rate.

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 7:34 p.m.

Dayle Fuller, Vice President
Approved by

Shannon Taylor
Shannon Taylor, Preparer