

**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 **July 20, 2023 at 6:53 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>(Absent)</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>(Present)</b>

**Also in attendance:**

Scott Seifert, Fire Chief, Spring Fire Department  
Robert Logan, Assistant Fire Chief, Spring FD  
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  
Greg Thrower, Thrower Law, Special Legal Counsel for real estate  
Carole Thrower, Thrower Law  
Ricardo Martinez, Martinez Architects, LP  
Steve Schoonover, Spring FD Sr. Captain  
Donald May, Spring FD Facilities Manager  
Charlie Repka, Spring FD IT Manager  
Shannon Taylor, HCESD7 Administrator

**1. Call meeting to order.**

Commissioner Gayle Fuller acted as the presiding officer and called the meeting to **ORDER** at 6:53 p.m.

**2. To receive public comment.**

No public comments were offered.

**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.**

Commissioner Fuller moved to approve using the color logo for Harris County Emergency Services District No. 7, which is displayed at the District's Administration office. Second by Commissioner Mills. Motion approved 3-0.

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

Station 72 - Martinez Architects submitted drawings for Accessibility (ADA) review. Mr. Martinez presented an Owner Agent Designation form from the Texas Department of License and Regulation ("TDLR") which requires a signature from the Board.

Commissioner Fuller moved to approve the Owner Agent Designation form as presented. Second by Commissioner Anderson. Motion approved 3-0.

Station 77 - Martinez Architects presented final contract agreement for the Board to review and approve. Discussions of the scope of work consist of demolishing the interior of the living area, keep wet utilities in the same area. Chief Logan will set up a building committee.

Commissioner Fuller moved to approve the Agreement Between Owner and Architect and move forward with the project. Second by Commissioner Anderson. Motion approved 3-0.

Training Complex - A ground breaking ceremony was held July 7, 2023. Samples for the monument sign will be provided to SFD for review. Chief Seifert informed the Board, Commissioner Willingham is opposed to one of the entrance locations, but is absent and not able to voice his concern. No action taken by the Board.

James C. Leo property - Detention pond - Donald May presented a maintenance service agreement from Double Oak Storm Tex for \$4,218.00 for the remainder of the year. Commissioner Fuller moved to approve the maintenance agreement from Double Oaks Stormtex as presented. 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 \$69,181,861.24; investment reports from June to July were reviewed; the property tax collections for the 2022 levy stand at 99.83% of the District budgeted property tax revenue. An additional invoice from Martinez Architects for \$54,000.00 and an invoice from Safequip for \$15,400.00 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.

**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.**

Greg Thrower, Thrower Law, Special Legal Counsel for real estate presented a mylar plat of the James C. Leo property for the Board to approve. Commissioner Fuller moved to approve the amended plat and submit for recording. Second by Commissioner Anderson. Motion approved 3-0.

**7:21 p.m. RECESS**

**7:32 p.m. RESUME**

**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 that he would be approving the renewal of several maintenance and reporting software contracts. Chief Logan reported on a recommendation from staff that the District not prepay for fire trucks with delivery dates of 2 - 4 years. No action taken by the Board.

**11. To review and act on the approval of the Interlocal Agreement between Harris County, acting through the Harris County Public Health, and the District.**

Chief Schoonover met with Harris County Public Health Department regarding an Interlocal Agreement which gives first responders access to aid. The Interlocal Agreement will allow a mass prophylaxis closed point of dispensing ("Closed Pod") to dispense medications and supplies to identified HCESD 7 employees, contractors, and their immediate family members in the event of a public health emergency. Commissioner Fuller moved to approve the Interlocal Agreement as presented. Second by Commissioner Anderson. Motion approved 3-0.

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

Chief Seifert presented information from the sales tax report for July, including monthly sales tax revenue, trends and projections. Sales tax revenue for July is \$1,620,066.86. No action taken by the Board.

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

The Department received a dividend check from Texas Mutual for \$148,313.50 for Worker's Compensation 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:

- June's Profit and Loss Reports.
- The Department is \$1,937,157.88 under budget.
- Transaction list of all expenses paid for June.
- No Workers Compensation claims to report.
- A one year renewal of the equipment calibration and maintenance program from FarrWest Environmental for \$39,947.77

- June's Incident Reports include:

A vehicle fatality in which a person was hit by another vehicle.

The severe weather event on 6/21/23 prompted the Emergency Operations Center set up.

During the hours of 9:00 p.m. to 2:00 a.m. the EOC responded to 123 calls consisting of trees in houses, and downed power lines.

**15. 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 add an office shredder to the list and authorize disposing of items as allowed by the Health and Safety Code. Second by Commissioner Mills. Motion approved 3-0.

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

Chief Logan reported new employees have been hired at the Texas Emergency Communications Center (North Comm. dispatch center). No action taken by the Board.

**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.**

An agreement for employee health screening services from First Response Family Clinic, a LLC company, was presented and discussed.

Commissioner Fuller moved to accept the Health and Wellness Services Agreement with First Response Family Clinic, a LLC company, pending revisions made by District Legal Counsel Mr. Peeler are approved by First Response Family Clinic, a LLC company. Second by Commissioner Anderson. Motion approved 3-0.

**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. More information will be available at a future meeting. No action taken by the Board.


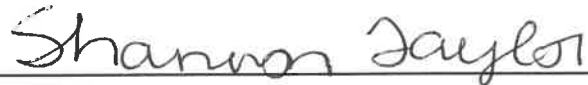
**20. To review and approve minutes of prior meetings.**

Commissioner Fuller moved to approve the June 15, 2023 Meeting Minutes as presented. Second by Commissioner Anderson. Motion approved 3-0.

**21. 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 August 22, 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 8:14 p.m.

  
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Approved by  
  
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Shannon Taylor, Preparer