

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 **August 22, 2023 at 6:41 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	(Present)
David Mills	Asst. Treasurer	(Present)

Also in attendance:

Scott Seifert, Fire Chief, Spring Fire Department
Robert Logan, Assistant Fire Chief, Spring FD
Scott Schoonover, Spring FD Deputy Chief
John Peeler, Coveler & Peeler, District Legal Counsel
Melissa Wiggins, Coveler & Peeler
Renee Butler, McLennan & Associates, District Bookkeeper
Ricardo Martinez, Martinez Architects, LP
Steve Schoonover, Spring FD Sr. Captain
Donald May, Spring FD Facilities Manager
Charlie Tunal, Spring FD IT Director
Carlos Martinez, Spring FD Systems Administrator
Shannon Taylor, HCESD7 Administrator
Matthew Aldridge, Spring FD Recruit Cadet

1. Call meeting to order.

Commissioner Melanie Gander called the meeting to **ORDER** at 6:41 p.m.

2. To receive public comment.

No public comments were offered.

3. To review and act on District 2022 Audit, including a presentation by the auditor.

More information will be available at next month's meeting. No action taken by the Board.

THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 7

7. 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 informed the Board solicitation for bidding posted August 15, and August 29. Bidding proposals will be received September 7. Recommendations to the Board will be at the September 21, Board meeting. Mr. Martinez, Commissioner Mills and Commissioner Anderson will conduct interviews on September 11, with SFD staff.

Station 77 - Mr. Martinez will have an update at next month's meeting.

Training Facility - The group met in person yesterday at SFD's Administrative office to discuss building plans, equipment placement, equipment purchases etc. Bi-weekly teleconference meetings will continue.

James C. Leo property - Donald May reported the detention pond is mowed and a fence is installed around the detention pond. The Board approved a deposit of \$14,246.25 paid to C & J Outdoor Services for installation of a chain link fence. A check for the remaining amount of \$14,246.25 is ready for Board signatures.

Mr. May advised the Board two A/C units had to be replaced. Mr. May can work on the unit at Station 72. Mr. May characterized this as general maintenance to the District's facilities and noted how hard the A/C units have been working this year.

8. 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 \$68,692,433.25; investment reports from July to August were reviewed; the property tax collections for the 2022 levy stand at 100.11% of the District budgeted property tax revenue; investments in Texpool and Texas CLASS are currently paying over 5% interest. An additional invoice from Martinez Architects for \$63,837.00 and an invoice from C & J Outdoor Services for \$14,246.25 were 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.

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

Chief Seifert will have an amendment to the Budget at next month's meeting.
No action taken by the Board.

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.

No action taken by the Board.

12. To review and act on sales tax matters.

Chief Seifert presented information from the sales tax report for August, including monthly sales tax revenue, trends and projections. He reported the sales tax revenue for August is \$1,783,102.84 and noted that the month to month comparison 2022 to 2023 for August collections, as well as year-to-date 2022 versus 2023 are both higher for 2023 than 2022.

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:

- July's Profit and Loss Reports.
- The Department is \$2,524,974.08 under budget.
- Transaction list of all expenses paid for July.
- 1 - Workers Compensation claim due to a trip and fall on elbow.
- July's Incident Reports include: 4th of July had no incidents.
- Chief Seifert and Chief Logan would like to meet with two HCESD 7 Commissioners to review the 2024 Budget in September. Commissioner Anderson and Commissioner Mills will synchronize their schedules for a meeting.
- Strategic Plan Steering Committee - Commissioner Fuller would like to participate and will coordinate with Chief Churchill.

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

Commissioner Willingham moved to approve the Department listing a 2001 E-One Ladder Truck (Reserve 77) for \$139,000.00 on Texas Fire Trucks website for 10 days. Second by Commissioner Fuller. Motion approved 5-0.

Commissioner Willingham moved to approve the Surplus and Salvaged Equipment list as presented from the IT department and authorize disposing of items as allowed by the Health and Safety Code. Second by Commissioner Anderson. Motion approved 5-0.

Commissioner Willingham moved to accept the Surplus and Salvaged Equipment report as presented and authorize disposing of items as allowed by the Health and Safety Code. Second by Commissioner Anderson. 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.

No action taken by the Board.

17. Receive ESD committee reports, including Legislative matters.

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 to approve participation in cooperative purchasing programs and agreements for same.

Chief Seifert presented a Cooperative Purchasing Program Participation Agreement from Sourcewell which will allow the Department access to products and services from national suppliers. Mr. Peeler noted that Sourcewell is established under Minnesota state law and that ESD 7 is allowed to participate under Texas law.

Commissioner Willingham moved to authorize Chief Seifert to sign the Sourcewell Cooperative Purchasing Program Participation Agreement. Second by Commissioner Fuller. Motion approved 5-0.

20. To review and approve minutes of prior meetings.

Commissioner Gander moved to approve the July 20, 2023 District and Special Tax Rate Meeting Minutes and July 20, 2023 Regular Board Meeting Minutes as presented. Second by Commissioner Anderson. Motion approved 4-0 with Commissioner Willingham abstaining due to his absence at the meetings.

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 September 21, 2023.

7:19 p.m. ENTER CLOSED SESSION

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

4. 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.
5. To meet in Closed Session under Government Code §551.072 to deliberate on real estate matters.
6. To meet in Closed Session under Government Code §551.074 to discuss personnel matters.

7:42 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 7:43 p.m.

Gayle Fuller, Vice President
Approved by
Shannon Taylor
Shannon Taylor, Preparer