

**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 **September 21, 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>(Absent)</b>  |
| <b>David Mills</b>      | <b>Asst. Treasurer</b> | <b>(Absent)</b>  |

**Also in attendance:**

Scott Seifert, Fire Chief, Spring Fire Department  
Scott Schoonover, Spring FD Deputy Chief  
John Peeler, Coveler & Peeler, District Legal Counsel  
Greg Thrower, Thrower Law, Special Legal Counsel for real estate  
Ricardo Martinez, Martinez Architects, LP  
Jill Henze, CPA, Breedlove & Co., P.C.  
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

**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.

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

The District's 2022 audit was presented by Jill Henze of Breedlove & Co. P.C. The Board will accept the audit at next month's meeting pending review of some items by Breedlove as requested by the Board.

**6:46 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, Ricardo Martinez of Martinez Architects, LP and Fire Chief Scott Seifert.

**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.**

**7:18 p.m. RECONVENE FROM CLOSED SESSION**

**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 stated interviews were recently held regarding the bidding proposals. Seven proposals were submitted and four companies were interviewed. Through a scoring system, LDF Construction Inc., scored the highest at 92.89.

Fire Code and Civil permit documents and drawings were submitted to Harris County for review.

Commissioner Gander moved to approve LDF Construction Inc., as the selected builder for Station 72. Second by Commissioner Fuller. Motion approved 3-0.

Discussions of options using current cash funds on hand to pay for the rebuilding of Station 72.

Motion by Commissioner Gander to pay for the Station 72 renovations from District available funds on hand and to issue a budget and statement of funding at the next regular meeting. Commissioner Anderson seconded the motion. Motion approved 3-0.

Station 77 - Martinez Architects recently met with the Building Committee to discuss program & schematic design, and will coordinate feedback from the meeting into the designs. Mr. Martinez presented information on the plans for the Station 77 project. He recommends using the Construction Manager at Risk delivery method. He indicated that the Request for Qualifications ("RFQ") could go out soon based on the design documents level of completion.

Motion by Commissioner Gander to approve the Construction Manager at Risk delivery method for the Station 77 project and authorized Martinez Architects to issue the RFQ in conjunction with staff and counsel as soon as it can be produced. Commissioner Anderson second the motion. Motion approved 3-0.

Training Facility - The monument sign submittals have been returned to SpawGlass. Pay application #1 for the Monument sign for \$28,455.78 will be presented to the Board for approval and payment. Bi-weekly teleconference meetings will continue.

**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 was absent from the meeting, Chief Seifert presented the monthly District financial reports, including the following items of note: General Fund Current balance is \$67,796,853.57 investment reports from August to September were reviewed; the property tax collections for the 2022 levy stand at 100.17% 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 \$23,700.00 and SpawGlass' Pay Application #1 for \$28,455.78 were approved and will be added to the cash disbursement report.

Commissioner Gander moved to approve the bookkeeper's report pending clarification of allocation amounts and to pay District bills as presented. Second by Commissioner Fuller. Motion approved 3-0.

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

Chief Seifert presented an amended 2023 District Budget with total expenditures of \$33,882,509.44. Commissioner Gander moved to approve the amended 2023 Budget as presented. Second by Commissioner Fuller. Motion approved 3-0.

- 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 interlocal agreements with other emergency services districts regarding the use or lease of facilities and maintenance of same, including approval of a waiver of conflicts of interest by District legal counsel.**

Commissioner Gander moved to approve a Waiver of Conflicts of Interest by District legal counsel in order to allow Coveler & Peeler to represent the District as well as Harris County ESD 16 in the development and presentation of the Interlocal Agreement and Lease between the two districts for the housing of District fire suppression staff in an ESD 16 facility. Second by Commissioner Fuller. Motion approved 3-0.

Commissioner Gander moved to approve the Interlocal Agreement and Lease with Harris County ESD 16. Second by Commissioner Fuller. Motion approved 3-0. The Board and Chief Seifert noted that the District is not being charged rent under this agreement. The District will pay for consumables and will provide fire suppression services to an area of ESD 16 as well as the area of the District being covered by the District's fire suppression personnel.

- 12. 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.

- 13. To review and act on sales tax matters.**

Chief Seifert presented information from the sales tax report for September, including monthly sales tax revenue, trends and projections. Chief Seifert reported sales tax revenue for September is \$1,847,393.76 and noted the comparison for September 2023 collections is 22% above September 2022 collections (\$1,509,502.70). No action taken by the Board.

- 14. To review and act regarding insurance.**

No action taken by the Board.

**15. Fire Department report on activities, including current and long-range information exchange.**

Fire Chief Scott Seifert presented information on the following:

- August's Profit and Loss Reports.
- The Department is \$2,983,665.43 under budget.
- Transaction list of all expenses paid for August.
- 1 - Workers Compensation claim, dehydration at a fire scene.
- August's Incident Reports include no major incidents.
- Chief Churchill hosted stakeholder meetings for the community at SFD fire stations.  
Chief Logan and Commissioner Fuller are on the steering committee.

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

Commissioner Gander moved to approve the Surplus and Salvaged Equipment list as presented, authorizing disposing of items as allowed by the Health and Safety Code and transfer 40 sets of wildland gear to Waller-Harris ESD 200. A hold will be placed on 90 sets of expired soft ballistic vest plates and helmets to ensure proper removal, per review by legal counsel regarding the disposition of such equipment. Second by Commissioner Anderson. Motion approved 3-0.

**17. 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.

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

No action taken by the Board.

**19. 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.

**20. To review and act to approve participation in cooperative purchasing programs and agreements for same.**

No action taken by the Board.

**21. To review and act on proposed contract with Joe Buvid Photography.**

Commissioner Gander moved to approve the contract with Joe Buvid Photography as presented. Second by Commissioner Anderson. Motion approved 3-0.

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

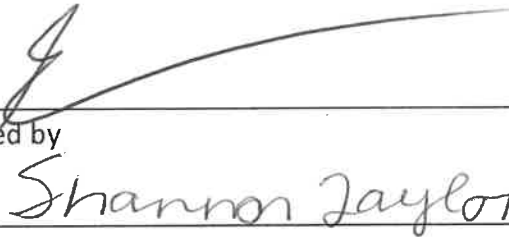
Commissioner Gander moved to approve the August 22, 2023 Special Meeting Minutes and August 22, 2023 Regular Board Meeting Minutes as presented. Second by Commissioner Anderson. Motion approved 3-0.

**23. 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 scheduled for October 19, 2023.

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 8:25 p.m.

Approved by

A handwritten signature in cursive script, reading "Shannon Taylor", is written over a horizontal line. The signature is positioned to the right of the "Approved by" text.

Shannon Taylor, Preparer