

**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 **October 19, 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  
Scott Schoonover, Spring FD Deputy Chief  
Joel Crenshaw, Spring FD District Chief - Volunteers  
Chris vonWiesenthal, Spring FD District 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  
Landon Newton, Government Capital Corp.  
Donald May, Spring FD Facilities Manager  
Shannon Taylor, HCESD7 Administrator  
Tim Weiman, Spring FD Captain  
Andrew Presa, Spring FD Firefighter  
Harold Johnson, Spring FD Firefighter  
Jose Lopez, Spring FD Firefighter  
Manuel Longoria, Spring FD Firefighter  
Nathan Lee, Spring FD Firefighter  
Nicole Sardelich, Spring FD Firefighter  
Shane Barnes, Spring FD Firefighter  
Tory Banks, Spring FD Firefighter

**1. Call meeting to order.**

Commissioner Melanie Gander called the meeting to **ORDER** at 6:30 p.m.

**2. To receive public comment.**

Eight of the nine new full time firefighters were present and introduced to the Board members.

**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 from Ricardo Martinez with Martinez Architects, LP and acted on the following matters:

Station 72: Martinez Architects is filing with the State for a demo permit and will coordinate a pre-construction meeting. SFD move out date is October 23-26. SFD will host a “good bye” to the station making it an open house event for the community.

Station 77: Martinez Architects received three bid packages for Construction Manager. Mr. Martinez can schedule interviews October 30, 2023 or November 3, 2023.

Training Facility: Permits were submitted to Harris County on October 18, 2023. Harris County has a two week turn around time for review. SpawGlass will provide a gross maximum price presentation on November 16, 2023.

Mr. Martinez will continue to provide project updates at future HCESD 7 meetings.

Commissioner Gander moved to approve the Contractor and Owner Agreement with LDF Construction, Inc. for \$6,627,000.00 for Station 72. Second by Commissioner Anderson. Motion approved 5-0.

Commissioner Gander moved to approve the Construction Materials Observation and Testing Services Contract with Raba Kistner for \$45,759.00 for Station 72. Second by Commissioner Fuller. Motion approved 5-0.

Commissioner Gander moved to approve the contract with Texas Department of Licensing and Regulation Form authorizing Martinez Architects as the Designated Agent for the Training Center. Second by Commissioner Anderson. Motion approved 5-0.

**THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 11.**

- 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.**

Landon Newton with Government Capital Corp. presented financing proposal from several lenders to secure a \$10,000,000 loan to finance construction of the Training Facility. Mr. Newton discussed lender options for a 15-year term from Chase Bank, Capital One, Webster Bank, Flagstar Public Funding Corp., Simmons Bank, Truist, and Southside Bank. 20 year terms were also reviewed.

Commissioner Willingham moved to select the proposal from JPMorgan Chase Bank with a 15-year term and 4.28% interest rate. Second by Commissioner Gander. Motion approved 5-0.

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

A sales tax report for October was presented for the Board to review monthly sales tax revenue, trends and projections. Sales tax revenue for October is \$1,598,229.44.

No action taken by the Board.

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

No action taken by the Board.

***7:16 p.m. ENTER CLOSED SESSION***

Closed Session, the Board convened in Closed Session and included District Legal Counsel John Peeler, Special Legal Counsel for real estate Greg Thrower and his legal assistant Carol Thrower, Ricardo Martinez of Martinez Architects, LP and Assistant Chief Robert Logan.

- 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.**

No action was taken on item 5.

**7:37 p.m. RECONVENE FROM CLOSED SESSION**

**THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 9.**

- 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.**

Mr. Thrower presented information to the Board regarding the re-plat process for the training field property, including advise to release several encumbrances prior to final plat approval. Commissioner Gander moved to approve the release of encumbrances as presented by counsel and authorize execution by Board officers. Second by Commissioner Anderson. Motion approved 5-0.

Mr. Thrower also presented a proposal from South Texas Surveying regarding additional material requested by the City of Houston staff.

Commissioner Gander moved to approve the proposal to provide additional surveying services necessary for the re-plat application for \$18,000.00. Second by Commissioner Anderson. Motion approved 5-0.

**THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 7.**

- 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 \$67,426,688.07; investment reports from September to October were reviewed; the property tax collections for the 2022 levy stand at 100.17%. An additional invoice from Martinez Architects for \$18,000.00 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 Fuller. Motion approved 5-0.

Commissioner Gander moved to approve the 2022 Financial Audit. Second by Commissioner Fuller. Motion approved 5-0.

**[7:48 p.m. CHIEF SEIFERT ENTERED THE MEETING]**

- 8. To review and act on amendments to District budgets.**

No action taken by the Board.

**THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 10.**

- 10. 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.**

No action taken by the Board.

**THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 14.**

- 14. Fire Department report on activities, including current and long-range information exchange.**  
Assistant Fire Chief Robert Logan presented information on the following:

- September's Profit and Loss Reports.
- The Department is \$2,791,134.81 under budget.
- Transaction list of all expenses paid for September.
- No Workers Compensation claims to report.
- September's Incident Reports.
- The Department did not receive the SAFER grant; we will receive a letter from FEMA explaining the reason, soon.
- The Department completed a 3-day workshop with the Center for Public Safety Excellence
- Working toward accreditation - up to a 5 year process.

- 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 the use of Renee Bates Auction Site to auction an out of service SCBA Compressor, SCBA Fill Station and cascade cylinders at Old Station 74. Second by Commissioner Fuller. Motion approved 5-0.

Mr. Peeler's office is working on the disposition of the 90 sets of expired soft ballistic vest plates, per the Surplus and Salvage request from last month's meeting.

- 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.**

Commissioner Mills moved to approve the creation of the staff position of Finance Director. Second by Commissioner Gander. Motion approved 5-0.

Commissioner Mills moved to delegate to the Board President authority to engage a consultant to assist in the selection of a Finance Director if she determines that locally postings will not provide an adequate applicant pool at an amount not to exceed the statutory maximum of \$50,000 before bidding is required. Second by Commissioner Gander. Motion approved 5-0.

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

Commissioner Gander moved to approve the September 21, 2023 Meeting Minutes as presented. Second by Commissioner Willingham. Motion approved 5-0.

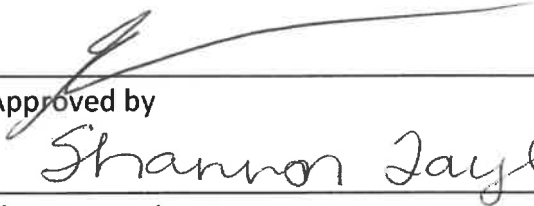
**20. To review and act to schedule the next regular monthly meeting date and discussion of the addition of items to place on the next meeting agenda.**

A special meeting will be held on November 2, 2023 to address approval of financing documents, real estate and construction matters.

The next regular meeting is November 16, 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 8:06 p.m.

Approved by



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Shannon Taylor, Preparer