

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 **December 21, 2023, at 6:30 p.m.** at the following location in the District, **Spring Fire Department Administration Building, 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	(Absent)

Also in attendance:

Robert Logan, Assistant Fire Chief, Spring Fire Department
Jeff King, Spring FD Deputy Chief
Landon Churchill, Spring FD Deputy Chief
Steve Schoonover, Spring FD Senior Captain
John Peeler, Coveler & Peeler, District Legal Counsel
Renee Butler, McLennan & Associates, District Bookkeeper
Bisma Sohail, McLennan & Associates
Greg Thrower, Thrower Law, Special Legal Counsel for real estate
Carole Thrower, Thrower Law
Shannon Taylor, HCESD7 Administrator

Call meeting to order.

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

2. To receive public comment.

No public comment was made.

6:31 p.m. ENTER CLOSED SESSION

The Board convened in Closed Session and included District Legal Counsel John Peeler, real estate counsel Greg Thrower, Carole Thrower and Assistant Fire 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.**

6:43 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.**

Regarding the Training Field property:

Commissioner Gander moved to proceed with the abandonment of the 30 ft. right-of-way as presented by counsel. Second by Commissioner Anderson. Motion approved 4-0.

Commissioner Gander moved to approve the dedication a portion of the land to Harris County, subject to Harris County agreeing to abandon an existing Right of Way as presented by counsel. Second by Commissioner Willingham. Motion approved 4-0.

The Board instructed counsel, in conjunction with the survey company managing the District's plat application related to the Training Field Property to work with the City of Houston and Harris County staff to facilitate the resolution of issues related to road right of ways which are preventing the completion of the plat at this time.

THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 8.

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

Chief Logan presented a 6th Amendment to the 2023 District Budget with the following additions and changes: Reserve Contribution is now \$2,000,000.00; Development Costs for the Training Field are now \$2,000,000.00. Total 2023 Budget expenditures are \$35,137,509.44.

Commissioner Willingham moved to approve the 6th Amendment to the 2023 Budget as presented. Second by Commissioner Gander. Motion approved 4-0.

THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 6.

- 6. To review and take any action regarding construction, improvements, repairs, renovations maintenance of/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 emergency services stations.**

Assistant Fire Chief Robert Logan informed the Board the Authorized Notice to Proceed for the GMP packet dated December 13, 2023 for SpawGlass, was approved by the Construction Committee and now needs Board approval so that Commissioner Gander can execute the signature. Pay Applications 2, 3, and 4 for the Monument Sign and Pay Application 3 for Pre-Construction are ready for the Board's approval for payment.

Motion by Commissioner Gander with second by Commissioner Anderson to approve all as presented. Motion approved 4-0.

- 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 \$75,253,723.90; investment reports from November to December were reviewed; the property tax collections for the 2022 levy stand at 99.68%. Additional invoices from Abercrombie Creative LLC for \$590,061.16 and Spaw Glass Construction for \$101,830.00 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 Fuller. Motion approved 4-0.

The Board unanimously approved the 2023 Audit engagement letter from Breedlove & Co. P.C.

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.**

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.

A sales tax report for December was presented for the Board to review monthly sales tax revenue, trends and projections. Sales tax revenue for December is \$1,724,496.62.

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.

Assistant Fire Chief Robert Logan presented information on the following:

- November's Profit and Loss Reports.
- The Department is \$3,250,550.53 under budget.
- Transaction list of all expenses paid for November.
- No Workers Compensation claims to report.
- November's Incident Reports.

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

No action taken by the Board.

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 approve minutes of prior meetings.

Commissioner Willingham moved to approve the November 16, 2023 Meeting Minutes as presented. Second by Commissioner Gander. Motion approved 4-0.

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 scheduled for January 18, 2024.

There being no further business brought before the Board, or any further public comment. Motion to adjourn made by Commissioner Gander. The meeting was adjourned at 7:01 p.m.



District Secretary



Shannon Taylor, Preparer