

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 **January 18, 2024, 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	(Absent)
Todd Anderson	Treasurer	(Present)
Keith Willingham	Secretary	(Absent)
David Mills	Asst. Treasurer	(Present)

Also in attendance:

Scott Seifert, Fire Chief, Spring Fire Department
Robert Logan, Assistant Fire Chief, Spring Fire Department
Jerod Davenport, Spring FD Deputy Chief
Scott Schoonover, Spring FD Deputy Chief
Landon Churchill, Spring FD Deputy Chief
Steve Schoonover, Spring FD Quality Assurance Analyst
Chris vonWiesenthal, Spring FD District Chief
Jacob Bailey, Spring FD Captain
John Peeler, Coveler & Peeler, District Legal Counsel
Renee Butler, McLennan & Associates, District Bookkeeper
Donald May, Spring FD Facilities Manager
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.

THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 7.

- 7. 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.**

In Ricardo Martinez' absence, Chief Seifert discussed information with the Board, provided by Ricardo Martinez with Martinez Architects, LP and acted on the following matters:

Training Complex - The Monument signs are installed. Heavy equipment is on the property. Estimated start date of on-site work pending on civil engineering issues and permit approvals. Permit submission has been reviewed by Harris County. Resubmission on January 22, 2024. Chief Seifert presented Change Order No. 2 which reflects a guaranteed maximum price for the Logistics and Burn Buildings phase of the project at \$47,250,660.00. Motion by Commissioner Gander to approve Change Order No. 2 as presented. Second by Commissioner Anderson. Motion approved 3-0.

Station 77 - Construction Manager at Risk ("CMAR") to submit proposed Guaranteed Maximum Price ("GMP") when the construction documents are 50% completed, with an expected date of January 26, 2024. Floor plans are finalized. The project is expected to stay within the approved \$2,000,000.00 budget.

Station 72 - The existing building has been demolished. Work on underground utilities will begin. Martinez Architects is reviewing Submittals and RFI's.

Station 74 - The exterior red bay doors are faded. Mr. Lynn Foster with LDF Construction Inc. will work with Donald May to repaint the bay doors.

Chief Seifert presented a proposal from Raba Kistner engineering for material testing services on the training center project.

Motion by Commissioner Mills and second by Commissioner Gander to accept the proposal. Motion approved 3-0.

Motion by Commissioner Mills to approve the Pest Control contract from ASAP Pest Control as presented. Second by Commissioner Gander. Motion approved 3-0.

Motion by Commissioner Gander to approve the renewal contract for \$11,113.00 from Double Oak Erosion for mowing and fall overseed for the James C. Leo detention pond.

Second by Commissioner Anderson. Motion approved 3-0.

THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 3.

3. Review and take action on matters relating to calling an election to be held on May 4, 2024:

- a. Approve an Order calling for an election under Texas Health and Safety Code Section 775.0345.
- b. Order Approving and Appointing an Agent for the Election;
- c. Order Appointing an Early Voting Clerk and Deputy Early Voting Clerk;
- d. Order Establishing and Designating Election Precincts and Polling Places;
- e. Order Establishing and Designating Early Voting Polling Places;
- f. Order Adopting Form of Notice of District Election;
- g. Action to approve contract with Hart InterCivic, Inc. for election services.
- h. Action to approve a contract with KNOWiNK for election services.
- i. To review and take action to hold an election jointly with one or more other political subdivisions.
- j. To consider and take action on such other Orders, Resolutions and related matters as required or appropriate to call for the District election.

District Legal Counsel presented an Order for election which dealt with items a, c, d, and e.

The Board noted that the seats held by Commissioner Gander, Commissioner Anderson and Commissioner Mills are up for re-election.

Motion by Commissioner Gander and second by Commissioner Anderson to approve the Order as presented by counsel. Motion approved 3-0.

Motion by Commissioner Gander and second by Commissioner Anderson to contract with Hart InterCivic and KNOWiNK for election services. Motion approved 3-0.

Motion by Commissioner Gander and second by Commissioner Anderson to appoint Shannon Taylor as the Agent for the Election. Motion approved 3-0.

The Board unanimously approved using the same Form of Notice of District Election as in previous election years.

No action taken on agenda Items i and j.

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.

No closed session was held under Item 4 of the agenda.

5. To meet in Closed Session under Government Code §551.072 to deliberate on real estate matters.

No closed session was held under Item 5 of the agenda.

6. To meet in Closed Session under Government Code §551.074 to discuss personnel matters.

No closed session was held under Item 4 of the agenda.

THE BOARD UNANIMOUSLY AGREED TO SKIP TO AGENDA ITEM 8.

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 \$75,973,729.37; investment reports from December to January were reviewed; the property tax collections for the 2022 levy stand at 99.70%. Additional invoices were approved from abercrombie creative LLC for \$812,378.62 and The City of Houston, due to Check #1093 being short a \$269.00 convenience fee on a plat submittal for the Training Facility. The invoices will be added to the cash disbursement report.

Motion by Commissioner Mills and seconded by Commissioner Anderson to approve payment of the Abercrombie invoice in the amount of \$812,378.62. Motion approved 3-0.

Motion by Commissioner Mills and seconded by Commissioner Gander to approve payment of the SpawGlass pay application number 2 in the amount of \$110,412.60. Motion approved 3-0.

Motion by Commissioner Mills and seconded by Commissioner Gander to approve payment of the SpawGlass pay application number 3 in the amount of \$101,830.00. Motion approved 3-0.

Motion by Commissioner Mills and seconded by Commissioner Gander to approve payment of the LDF pay application number 1 in the amount of \$169,579.75. Motion approved 3-0.

Motion by Commissioner Mills and seconded by Commissioner Gander to approve payment of the LDF pay application number 2 in the amount of \$72,684.50. Motion approved 3-0.

9. To conduct annual review of the District's Investment Policy and take any necessary action.

Motion by Commissioner Gander to keep the current Investment Policy in place without changes and approve the Resolution presented by counsel to that effect. Second by Commissioner Mills. Motion approved 3-0.

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

No action taken by the Board.

11. To review and take any action regarding real estate, including sale, purchase, lease, platting, utilities, encumbrances, maintenance and legal actions related to real estate.

Chief Seifert provided an update on the County requiring a drainage study related to the Greenfield Road issues on the District Training Field property.

12. 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.

13. 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.

14. To review and act on sales tax matters.

A sales tax report for January was presented for the Board to review monthly sales tax revenue, trends and projections. Sales tax revenue for January is \$1,796,821.70.

No action taken by the Board.

15. To review and act regarding insurance.

No action taken by the Board.

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

Assistant Fire Chief Robert Logan presented information on the following:

- December's Profit and Loss Reports.
- The Department is \$3,539,689.04 under budget.

- Transaction list of all expenses paid for December.
- Workers Compensation claim includes a broken right non-displaced fracture of the radius.
An employee walked into the side of a moving firetruck.
- December's Incident Reports.
- 2023 Yearly Incident Reports.
- The Annual SVFA meeting is January 30, 2024.
- Training Complex - Bi-weekly meetings with SpawGlass continue.
- Two inflatable boats approved by the Board, were delivered.
- Engine 78 has a completion date of December 2024.
- The Department Operations Center (EOC) was activated for the arctic weather event at 6:00 p.m. Sunday, January 14, 2024 and demobilized at noon on Wednesday, January 17, 2024. Chief Schoonover noted very little increase in Department activity during the period.

17. 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 auctioning requested items on the Renee Bates website. Second by Commissioner Anderson. Motion approved 3-0.

18. 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.

19. Receive ESD committee reports, including Legislative and Governmental Relations matters.

No action taken by the Board.

20. 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.

Chief Logan reported regarding progress in filling the Finance Director Position, noting 12 candidates, reduced to 8 candidates, online interviews are forthcoming.

21. To review and act to approve a contract with Decaan International for fire service modeling analysis software.

Deputy Chief Churchill presented information on the project, noting that the pricing was established through a cooperative purchasing program.

Motion by Commissioner Gander to approve the contract with Decaan International for software license agreements as presented. Second by Commissioner Mills. Motion approved 3-0.

22. To review and approve expenses and contracts related to Administration lunch event.

Event contracts from Wunsche Bros. restaurant were presented to the Board for a team gathering lunch on January 26, 2024 and an Administrative lunch on January 30, 2024 requiring a \$200.00 deposit. Motion by Commissioner Gander and second by Commissioner Anderson to approve as presented. Motion approved 3-0.

23. To review and approve minutes of prior meetings.

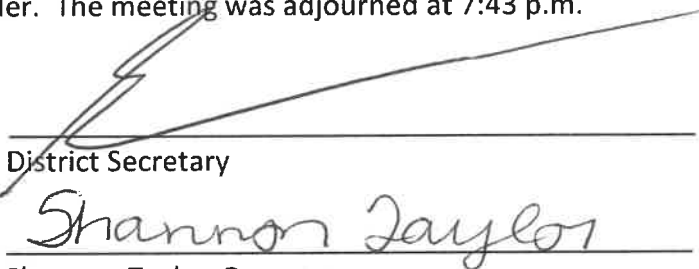
Motion by Commissioner Gander to approve the December 11, 2023 Special Meeting Minutes and the December 21, 2023 Regular Meeting Minutes as presented. Second by Commissioner Anderson. Motion approved 3-0.

24. 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 February 15, 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 7:43 p.m.

District Secretary



Shannon Taylor

Shannon Taylor, Preparer