

**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 **February 15, 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.**

<b>Melanie Gander</b>	<b>President</b>	<b>(Absent)</b>
<b>Gayle Fuller</b>	<b>Vice-President</b>	<b>(Present)</b>
<b>Todd Anderson</b>	<b>Treasurer</b>	<b>(Absent)</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  
Jeff King, Spring FD Deputy Chief  
Steve Schoonover, Spring FD Quality Assurance Analyst  
Rocky Langone, Spring FD Captain  
William Lara, Spring FD Captain  
John Peeler, Coveler & Peeler, District Legal Counsel  
Ricardo Martinez, Martinez Architects, LP  
Donald May, Spring FD Facilities Manager  
Shannon Taylor, HCESD7 Administrator

**Call meeting to order.**

Commissioner Gayle Fuller acted as the presiding officer and called the meeting to **ORDER** at 6:30 p.m.

**2. To receive public comment.**

No public comment was made.

**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 a Revised Order of Election which dealt with items a, c, d, and e. He explained the revisions deal with the designation of election day voting locations noting that Station 74 will allow residents east of Interstate 45 easier access to vote and Station 75 will allow residents west of Interstate 45 easier access to vote.

Motion by Commissioner Willingham to approve the Revised Order of Election as presented by counsel. Second by Commissioner Anderson Motion approved 3-0.

No action taken on agenda Items b, g, h, 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.

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.

The Board received information from Ricardo Martinez with Martinez Architects, LP and acted on the following matters:

Station 72 - The existing building is demolished. Raba Kistner Inc., has been on site to observe soil conditions and make recommendations on high moisture content. There have been numerous days of rain. A suggestion of chemically treating the site with lime could cost roughly \$15,000.00 - \$20,000.00.

Commissioner Willingham moved to authorize Spring Volunteer Fire Association to approve a water easement to Northampton Municipal Utility District, granting rights for use of repairing facilities within the Easement Tract. Second by Commissioner Fuller. Motion approved 3-0.

Station 77 - Mr. Martinez is working on construction documents. Pricing on 50% of the construction documents is \$2,700,569.30.

A small hole was discovered near the riser room. A boring sample was taken to troubleshoot the cause.

Training Complex - The civil permit is delayed due to comments from Harris County. We have preliminary plat approval.

A town hall meeting was held. Some concerns were drainage and vegetation. There are plans to revegetate and plant more trees.

District Legal Counsel presented Resolutions for the Station 72 Rebuild Project, Station 77 Repair Project and the Training Center Construction Project Phase 1.

The Resolutions will delegate to Chief Seifert the ability:

- To approve any and all matters related to each project and approve costs of up to \$250,000.00 which are necessary between District meetings.
- Approve matters presented by LDF Construction and design team lead by Martinez Architects, LP.
- To engage consultants and vendors unrelated to SpawGlass to address matters which may arise.

After detailed discussion, Commissioner Willingham moved to approve the Resolutions as presented, but give Chief Seifert the authority to approve any and all matters related to each project and approve costs of up to \$50,000.00 with each project. Second by Commissioner Mills. Motion approved 3-0.

Donald May, Facilities Manager reported the following:

Station 76 - Installation of an approved fence starts Monday.

Station 71 - Replacement of shower doors.

Station 72 - Northampton's HOA reached out to Chief Seifert about cost sharing to replace a fence on the HOA's property (near the tennis courts) and Station 72.

SFD Administration - An AC unit was replaced.

**8. To review and act on financial matters including, financial report, investments, depository institutions, depository security agreements, audits, Investment Policy, and District bills.**

In District bookkeeper Renee Butler's absence, Chief Seifert presented the monthly District financial reports, including the following items of note: General Fund Current balance is \$83,126,586.90 Investment reports from January to February were reviewed; the property tax collections for the 2023 levy stand at 70.62%. Chief Seifert noted an error reporting the unused Training Facility construction loan proceeds, and said he would work with Ms. Butler to remedy the reporting error.

Commissioner Willingham moved to approve the bookkeeper's report noting the minor error regarding the unused loan proceeds and pay District bills as presented. Second by Commissioner Fuller. Motion approved 3-0.

The Board unanimously approved payment of the LDF pay application number 3 in the amount of \$83,186.75.

The Board unanimously approved payment of the SpawGlass pay application number 1 in the amount of \$1,486,253.18.

The Board unanimously approved payment of the SpawGlass pay application number 5 in the amount of \$197,761.52.

Commissioner Willingham moved to approve a contract with Hochzeit Hall to host the District's annual banquet for a fee of \$7,400.00. Second by Commissioner Mills. Motion approved 3-0.

Commissioner Willingham moved to approve a software contract with Modeltech International for \$19,065.00. Second by Commissioner Mills. Motion approved 3-0.

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

No amendments were presented. 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.**

Chief Seifert continues to work with Mr. Greg Thrower and South Texas Surveying regarding the plat application for the District Training Field property.

**11. To review and act on interlocal agreements, with other emergency services districts regarding the use or lease of facilities and maintenance of same.**

Chief Seifert reported an agreement with Harris County ESD 11 is forthcoming.

**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.**

HCESD 7 approved ordering three new Tahoes in 2023. Staff reported there is a price increase of \$20,000.00 per vehicle to outfit each unit. The vehicles are in transit to the dealership.

The Board and staff discussed the structure of future purchase orders for Department fleet vehicles.

Commissioner Willingham moved to approve the \$20,000.00 price increase for each Tahoe (3). Second by Commissioner Fuller. Motion approved 3-0.

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

A sales tax report for February was presented for the Board to review monthly sales tax revenue, trends and projections. Sales tax revenue for February is \$2,045,737.25.

No action taken by the Board.

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

Regarding the 2024-2025 Auto Policy for the District: Commissioner Willingham moved to reject the Personal Injury Protection ("PIP") Coverage and keep the same coverage for Uninsured/Underinsured Motorist Coverage at \$1,000,000.00 Combined Single Limit. Second by Commissioner Fuller. Motion approved 3-0.

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

Fire Chief Scott Seifert presented information on the following:

- January's Profit and Loss Reports.
- The Department is \$57,379.23 under budget.
- Transaction list of all expenses paid for January.
- Workers Compensation claim includes one syncopal episode post training.
- January's Incident Reports - Assist South Montgomery County Fire Department at their multiple alarm fire at Cube Smart storage facility.
- Finance Director - Four candidates are scheduled for interviews. April is estimated start date.
- SVFA Annual Meeting was January 30, 2024 and covered 2023 statistics.
- Exxon may be interested in a partnership with the District for onsite fire safety.

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

Commissioner Mills 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 Willingham. 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 and Governmental Relations 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 approve minutes of prior meetings.**

Motion by Commissioner Willingham to approve the January 18, 2024, Meeting Minutes as presented. Second by Commissioner Fuller. Motion approved 3-0.

**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 scheduled for March 21, 2024.

There being no further business brought before the Board, or any further public comment. Motion to adjourn made by Commissioner Willingham. The meeting was adjourned at 8:22 p.m.



District Secretary



Shannon Taylor, Preparer