

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 **May 16, 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	(Present)
Todd Anderson	Treasurer	(Absent)
Keith Willingham	Secretary	(Present)
David Mills	Asst. Treasurer	(Present)

Also in attendance:

Scott Seifert, Fire Chief, Spring Fire Department
John Peeler, Coveler & Peeler, District Legal Counsel
Renee Butler, McLennan & Associates, District Bookkeeper
Richardo Martinez, Martinez Architects, LP
Michelle Jahr, Spring FD Finance Director
Tim Weiman, Spring FD Captain
Chris vonWeisenthal, Spring FD District Chief
Shannon Taylor, Spring FD Administrative Specialist

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.

3. To take action to declare unopposed candidates for the May 4, 2024 Board of Commissioners Election to be elected for new terms to begin on June 1, 2024.

Commissioner Willingham moved to declare unopposed candidates Melanie Gander, Todd Anderson and David Mills re-elected in the May 4, 2024 election. Second by Commissioner Mills.

Motion approved 4-0.

The Board noted that the Commissioners' new terms will start on June 1, 2024.

- 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 6 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.**

Mr. Peeler informed the Board that today he had received information from the attorney for MUD 249 which relates to the construction of the training facility but that he had not had time to review it or make any recommendations yet.

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

Training Center - Mr. Martinez discussed:

The design of the detention pond drainage report - additional capacity requirement per Harris County comments.

Cul-de-Sac - Martinez Architects coordinating with Harris County Engineering schedule for onsite meeting to discuss scope and extent of design and construction.

Civil monument permit approved. Waiting for tie-ins.

Contractor coordinating open items with CenterPoint Energy.

CenterPoint Energy's Terms & Conditions draft package was sent to the design team for review. It includes a request for a blanket easement which will be replaced by a specific easement once the power lines have been installed in coordination with the design and construction team.

Motion by Commissioner Gander to approve issuing a blanket easement which will be replaced by a specific easement and to authorize execution of the Terms and Conditions by a District representative, including by SpawGlass as our contractor. Second by Commissioner Fuller. Motion approved 4 to 0. Commissioner Gander moved to approve payment of the SpawGlass pay application 4 for the Training Facility Logistics and Burn Building project in the amount of \$1,655,348.50. Second by Commissioner Fuller. Motion approved 4-0.

Station 72 - Drilled Piers. Removal and reinstallation of underground plumbing. Installation of underground electrical services. Framing & rebar for concrete foundations after under slab utilities are complete.

Anticipated activities: Building slab, site paving, road shut down and tie-in.

Commissioner Gander moved to approve payment of the LDF Construction pay application 6 for the Station 72 project in the amount of \$218,073.98. Second by Commissioner Fuller. Motion approved 4-0.

Chief Seifert noted that ESD 16 has asked when our crew will be out of their facility and back in Station 72.

Station 77 - The Guaranteed Maximum Price ("GMP") for the project from Construction Masters is \$3,154,947.84. Once approved by the Board, procurement and construction can begin.

Both architectural and civil permits have been approved and are awaiting payment.

Prior to construction, the station crew will relocate to Station 75.

Motion by Commissioner Gander to approve the GMP as presented and to authorize execution of the GMP Amendment to the contract by Board President. Second by Commissioner Fuller. Motion approved 3-1.

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 \$80,879,093.65; investment reports from April to May were reviewed; the property tax collections for the 2023 levy stand at 91.85%.

Spring FD Finance Director Michelle Jahr presented the year to date income and expenses, profit and loss financial reports, from the Operating account. The Department is \$1,963,877.26 under budget.

Commissioner Gander moved to approve the bookkeeper's report and pay District bills as presented. Second by Commissioner Willingham. Motion approved 4-0.

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

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.

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.

No action taken by the Board.

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.

A sales tax report for May was presented for the Board to review monthly sales tax revenue, trends and projections. Sales tax revenue for May is \$1,652,351.54 up 4.1% compared to last year.

14. To designate the Harris County Tax Assessor - Collector's Office to prepare the District's No New Revenue Tax Rate and related tax rate calculations for 2024.

Commissioner Willingham move to designate the Harris County Tax Assessor - Collector's Office to prepare the District's No New Revenue Tax Rate and related tax rate calculations for 2024. Second by Commissioner Fuller. Motion approved 4-0.

The Board instructed counsel and staff to coordinate with the Tax Office to ensure that all information needed is provided to the Tax Office and to ensure that all required notices are published and posted as required.

15. To review and act on employee management and access to District financial information and accounts.

No action taken by the Board.

16. To review and act regarding insurance.

No action taken by the Board.

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

Chief Seifert presented information on the following:

- No Workers Compensation claims.
- April's Incident Reports include 444 incidents. A rescue incident involved a dayworker who went into a manhole, was sucked into the sewer, and exited into treatment tanks.

18. 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 Second by Commissioner Willingham. Motion approved 4-0.

19. 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.

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

No action taken by the Board.

21. 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.


22. To review and approve minutes of prior meetings.

Motion by Commissioner Gander to approve the April 18, 2024 Meeting Minutes as presented. Second by Commissioner Willingham. Motion approved 4-0.

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 June 20, 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 7:32 p.m.



District Secretary



Shannon Taylor, Preparer