

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 **July 2, 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)
Keith Willingham	Secretary	(Present)
David Mills	Asst. Treasurer	(Present)

Also in attendance:

Scott Seifert, Fire Chief, Spring Fire Department
Landon Churchill, Spring FD Deputy Chief
John Peeler, Coveler & Peeler, District Legal Counsel
Renee Butler, McLennan & Associates, District Bookkeeper
Ricardo Martinez, Martinez Architects, LP
Steve Schoonover, Spring FD Quality Assurance Analyst
Michelle Jahr, Spring FD Finance Director
Shannon Taylor, Spring FD Administrative Specialist
Bob Schmanski, member of the public and former HCESD 7 Commissioner

1. 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 recognize a vacancy on the Board of Commissioners due to ineligibility of re-elected Commissioner Todd Anderson and take action to fill the vacancy under Health and Safety Code §775.0445.

Mr. Peeler reviewed the statutory requirements of filling the vacancy created when former Commissioner Todd Anderson moved out of District after being reelected in May.

Chief Seifert relayed to the Board that several District residents had spoken to him about the open position, as they wished to join the Board to further the interests of the District's residents. Commissioner Melanie Gander moved to appoint Bob Schmanski to Harris County ESD 7 Board of Commissioners open seat with a term of June 1, 2024 – May 31, 2026. Second by Commissioner Willingham. Motion approved 4-0.

4. To elect Board Officers

Commissioner Mills moved to nominate Commissioner Gander as President. Second by Commissioner Willingham. There being no other nominations, Commissioner Gander was reelected President by a vote of 5-0.

Commissioner Schmanski moved to nominate Commissioner Fuller as Vice President. Second by Commissioner Willingham. There being no other nominations, Commissioner Fuller was reelected Vice President by a vote of 5-0.

Commissioner Schmanski moved to nominate Commissioner Willingham as Secretary. Second by Commissioner Fuller. There being no other nominations, Commissioner Willingham was reelected Secretary by a vote of 5-0.

Commissioner Schmanski moved to nominate Commissioner Mills as Treasurer. Second by Commissioner Gander. There being no other nominations, Commissioner Mills was elected Treasurer by a vote of 5-0.

Commissioner Gander moved to nominate Commissioner Schmanski as Assistant Treasurer. Second by Commissioner Willingham. There being no other nominations, Commissioner Schmanski was elected Assistant Treasurer by a vote of 5-0.

Commissioner Gander announced the Board officers for the June 2024 – May 2026 term:

President - Melanie Gander

Vice President - Gayle Fuller

Secretary - Keith Willingham

Treasurer - David Mills

Assistant Treasurer - Bob Schmanski

6:40 p.m. ENTER CLOSED SESSION

Closed Session, the Board convened in Closed Session and included District Legal Counsel, John Peeler, Spring FD Finance Director, Michelle Jahr and Fire Chief Scott Seifert.

5. 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.
6. To meet in Closed Session under Government Code §551.072 to deliberate on real estate matters.
7. To meet in Closed Session under Government Code §551.074 to discuss personnel matters.

7:10 p.m. RECONVENE FROM CLOSED SESSION

8. 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 - Underground Plumbing - Piping and subgrade have been removed. Installation of piping is underway. Routing from service entry into building and back up generator.

Building Foundations & Pad - Framing and rebar for concrete foundations after under slab utilities are complete.

A sign is on site for road shut down on 7/8/24.

Pay Application 7 for \$265,128.08 is ready for Board review and approval.

Station 77 - GMP (Guaranteed Maximum Price) amendment has been signed and sent to Construction Masters. Construction Masters to begin procuring materials. Construction to begin after owner move out and construction mobilization.

Both Architectural and Civil permits have been approved and are awaiting payment and pick up by Construction Masters.

Training Center - Awaiting Civil Permit approvals.

Coordinating with Civil Engineer the design of the detention pond -

Drainage report - additional capacity requirement per Harris County comments.

Civil monument permit approved. Site grading and detention pond. Contractor coordinating open items with CenterPoint Energy. Building pads completed.

Pay Application 5 for \$2,058,898.17 regarding the Logistics and Burn Buildings is ready for Board review and approval.

Commissioner Mills moved to approve payment of LDF Construction's Pay Application 7 for \$265,128.08 regarding Station 72 and SpawGlass' Pay Application 5 for \$2,058,898.17 regarding the Logistics and Burn Buildings for the Training Center. Second by Commissioner Gander. Motion approved 5-0.

9. To review and act on agreement(s) with Harris County Municipal Utility District ("MUD 249") regarding annexation of Harris County Emergency Services District No. 7 ("ESD 7") property into MUD 249 and provision of utility services to ESD 7 facilities by MUD 249.

District Legal Counsel, John Peeler discussed the water well #2 improvement expansion. He noted that the current plan only calls for HCESD 7 to use the new well and would be solely liable for the expansion costs (\$9,000,000.00). He has suggested to counsel for MUD 249 that the interlocal agreement would be structured so that HCESD 7 could recoup some of the expansion costs as new users are added. The option of drilling a water well was discussed as an option to the MUD 249 plan.

Commissioner Mills moved to authorize Martinez Architects, LP to engage an engineering company to conduct a feasibility study for a water well. Second by Commissioner Willingham. Motion approved 5-0.

10. 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 \$78,489,222.64; Capital Projects (Station 72 Rebuild and Training Center), are over balance by \$7,000,000.00. Investment reports from May to June were reviewed; the property tax collections for the 2023 levy stand at 91.99%.

Spring FD Finance Director, Michelle Jahr presented the Budget vs. Actual for May/June and Profit and Loss reports from the Operating account. The department is \$2,266,954.24 under budget.

Commissioner Gander moved to approve all financial reports as presented and pay District bills as presented. Second by Commissioner Fuller. Motion approved 5-0.

Commissioner Gander moved to name Michelle Jahr as Investment Officer. Second by Commissioner Fuller. Motion approved 5-0.

Commissioner Gander moved to terminate the contract with McLennan and Associates with a 30-day notice. Second by Commissioner Fuller. Motion approved 5-0.

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

No action taken by the Board.

- 12. To review and act on administrative matters related to meeting documents, including approval of agreements and costs for software.**

No action taken by the Board.

- 13. 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.

- 14. 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.

- 15. 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.**

Commissioner Gander moved to authorize Chief Seifert and SFD Fleet Director, Hubert "Red" Haney permission to sign paperwork needed to register/title vehicles as needed. Second by Mills. Motion approved 5-0.

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

A sales tax report for June was presented for the Board to review monthly sales tax revenue, trends and projections. Sales tax revenue for June is \$1,710,000.82 up 5.3% from last year.

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

No action taken by the Board.

- 18. To review and take action on records management matters.**

District Legal Counsel, John Peeler presented a disposition log regarding election records from 2016 and 2018. He noted that the records committee has approved disposition and asked the Board if there was an objection to moving forward with shredding.

Commissioner Mills moved to destroy the election records from 2016 and 2018. Second by Commissioner Gander. Motion approved 5-0.

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

Fire Chief Scott Seifert presented information on the following:

- FEMA SAFER Grant was submitted for 9 Firefighters; 3 additional on Rescue Truck, 6 additional to assist with filling out trucks. By August or September, the Department will know if the grant was approved.
- 6 - New Firefighters are in their third week of orientation, graduating on July 19, 2024.
- New Comprehensive 6-week training program for new hires.
- Captain promotional test is forthcoming.
- 3 - Approved Replacement Tahoes have arrived.
- Booster 73 returned from deployment, located near Ft. Davis.
- New hoods were purchased and delivered.
- The Department is looking for a replacement IT Manager, due to current employee resigning.
- An approved SCBA washer is at Station 75.
- Secured Knox Key applications.
- May's Incident Reports

Landon Churchill, Spring FD Deputy Chief of Strategic Services informed the Board of the progress of his department.

- Multi-Media Coordinator is looking at algorithms, updating styles.
- April - May big growth of viewers on social media.
- An SFD Website refresh.
- 254 Community outreach events.
- A future Spring into Safety Expo might be held at the Splash Town parking lot.
- Fireworks - Media campaign, and social media to educate the community with a "Bucket Brigade" event.
- Discussion of what Community Risk Reduction means.
- Various safety topics are planned to educate and assist the community.

20. 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 donating items to the Texas A&M Forestry Service Helping Hands, except for the 38 - Adult BVMs and 6 - Pediatric BVMs that did not receive a bid during auction. The two items will be held till next month's meeting. Second by Commissioner Fuller. Motion approved 5-0.

- 21. 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.

- 22. Receive ESD committee reports, including Legislative and Governmental Relations matters.**

No action taken by the Board.

- 23. 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.

- 24. To review and approve minutes of prior meetings.**


Motion by Commissioner Gander to approve the May 16, 2024 Meeting Minutes as presented with a correction to Agenda Item 7 regarding the Guaranteed Maximum Price ("GMP") \$3,154,947.84. Second by Commissioner Willingham. Commissioner Schmanski abstained from voting. Motion approved 4-0. Commissioner Schmanski abstained due to not being on the Board for the prior meeting.

- 25. 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 July 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 8:31 p.m.


District Secretary


Shannon Taylor, Preparer