

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 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	(Present)
Keith Willingham	Secretary	(Present)
David Mills	Treasurer	(Present)
Bob Schmanski	Assistant Treasurer	(Present)

Also in attendance:

Scott Seifert, Fire Chief, Spring Fire Department
Robert Logan, Assistant Fire Chief Spring Fire Department
Scott Schoonover, Spring FD Deputy Chief
Jeffery King, Spring FD Deputy Chief
Landon Churchill, Spring FD Deputy Chief
Michelle Jahr, Spring FD Finance Director
John Peeler, Coveler & Peeler, District Legal Counsel
Renee Butler, McLennan & Associates, District Bookkeeper
Greg Thrower, Thrower Law, Special Legal Counsel for Real Estate
Carole Thrower, Thrower Law
Ricardo Martinez, Martinez Architects, LP
Steve Schoonover, Spring FD Quality Assurance Analyst
Shannon Stryk, Spring FD Captain
Rodger Hernandez, Spring FD Captain
Tracee Evans, Spring FD Public Information Officer
Donald May, Spring FD Facilities Manager
Shannon Taylor, Spring FD Administrative Specialist

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.

6:31 p.m. ENTER CLOSED SESSION

Closed Session, the Board convened in Closed Session and included District Legal Counsel, John Peeler, Real Estate Counsel Greg Thrower, Carole Thrower, Fire Chief Scott Seifert, 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.**

6:56 p.m. RECONVENE FROM CLOSED SESSION

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.**

Regarding the District's 60 acre training facility land:

Commissioner Mills made a motion to authorize a Letter of Commitment to the office of the County Engineer. Second by Commissioner Gander. Motion approved 5-0.

Commissioner Mills made a motion to authorize a new plat application. Second by Commissioner Gander. Motion approved 5-0.

Commissioner Willingham made a motion to authorize Chief Seifert to file and pay all fees associated with the new plat application upon submission to Harris County and the City of Houston. Motion approved 5-0.

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

Station 72 - The road shut down for Northcrest Drive was scheduled for 7/8/24, but should be forthcoming.

Completed Activities include: Drilled Piers, underground plumbing, underground electrical.

Current Activities include:

Building foundations and pad - Digging, framing & rebar for concrete foundations is underway.

Pay Application 8 for \$42,225.147 is ready for Board review and approval. The Board unanimously approved Pay Application 8.

Station 77 - The GMP (Guaranteed Maximum Price) is \$3,154,947.84

The asbestos survey was completed on 7/16/24. The station crew will move out of the building by 7/29/24. Construction Masters will begin mobilization after the station crew has vacated the building.

Start of Construction is planned for August 1, 2024. Construction Masters has begun sending submittals and RFI's (Request for Information) for Martinez Architects to review and respond. Martinez Architects will coordinate with the Design Team for responses to the submittals and RFI's (Request for Information).

Training Center - Awaiting Civil Permit approvals. Concrete pavement was installed. Contractor is coordinating open items with CenterPoint Energy. A tree fell on a construction trailer during Hurricane Beryl, with minimal damage. SpawGlass will use Spring Fire Department's Conference Room to hold meetings as needed.

Anticipated Activities include: Electrical feeds to Outdoor classroom and Logistics building.

Light pole base installation. Plan variance for cul-de-sac was rejected. Continue to pursue variance for cul-de-sac to avoid having to start the process over.

Pay Application 6 for \$738,856.68 regarding the Logistics and Burn Buildings is ready for Board review and approval. The Board unanimously approved Pay Application 6.

Spring FD Facilities Manager, Donald May updated the Board on:

Administration Office - During Hurricane Beryl, a generator spiked and blew out thermostats, a fire panel and electrical components.

Station 71 - Panels on garage doors were damaged during Hurricane Beryl.

Station 77 - The pond has silt problems and needs to be seeded for grass.

Double Oak Erosion submitted a proposal for \$9,700.00 for the pond rehab which includes 200 ft. desilt, slope/erosion repair, hand seeding and concrete lid repair. Mr. Martinez noted that we need an "as built" drawing for the pond and that our current engineers could prepare it at a reasonable price after the erosion issues are fixed.

Commissioner Willingham moved to approve the proposal from Double Oak Erosion as presented. Second by Commissioner Fuller. Motion approved 5-0.

- 7. 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 informed MUD 249’s counsel that HCESD 7 is planning to do studies for options on providing their own water. Martinez Architects will have a quote for a feasibility study at next month’s meeting.

- 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 \$75,128,768.55; Investment reports from June to July were reviewed; the property tax collections for the 2023 levy stand at 92.09%.

Spring FD Finance Director, Michelle Jahr presented the Profit and Loss reports from the Operating account. The department is 12,696,784.56 under budget and on target at 48% of the budget.

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

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

Mrs. Jahr proposed amendments to the 2024 District Budget:
Reserve Contribution \$13,659,735.68, Station 77 Repairs \$1,500,000.00, Spring Campus - Phase 2 \$12,974,000.00, Station 72 Rebuild \$3,000,000.00 the revised Total Budget is \$50,974,554.68, Uncommitted Reserve \$0.

Commissioner Gander moved to approve the 3rd Amended 2024 District Budget as presented. Second by Commissioner Willingham. Motion approved 5-0.

- 10. To review and discuss Truth in Taxation procedures for upcoming 2024 Tax Adoption and 2025 Budget Approval.**

Mr. Peeler reported by August 7, the District should have tax rate calculations and the Board can propose the tax rate at their monthly HCESD 7 meeting on August 15. He reminded the Board of the procedures deadlines involved with setting the Tax Rate, including the deadline of August 26th to exceed the Voter Approval Rate (“VAR”). The Board stated they have no intention of exceeding the VAR and did not wish to hold a special meeting earlier than the scheduled August 15th meeting.

Mrs. Jahr presented the proposed 2025 District Budget, discussing urgent needs of the Department, to include Capital outlay equipment, personnel, hardware/software, and expenditure assumptions. The HCESD 7 Board will review the information and discuss at next month's meeting.
No action taken by the Board.

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

This item is tabled until next month's meeting. No action taken by the Board.

- 12. 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.

- 13. 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.

- 14. 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.

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

A sales tax report for July was presented for the Board to review monthly sales tax revenue, trends and projections. Sales tax revenue for July is \$1,609,001.37 down 0.7% from last year.

- 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.
Fire Chief Scott Seifert presented information on the following:

- Station 77 - A meeting is planned for 7/22/24 for the community to hear about the project with a Q & A session.
- A badge pinning for the six new firefighters is 7/19/24.
- There were no Workers Comp claims for June.

Spring FD Deputy Chief, Scott Schoonover updated the Board on activity during Hurricane Beryl: The Department Operations Center (DOC) was activated remotely at 18:00 on Sunday, 7/7/24 and staffed on Monday, 7/8/24. The Department Operations Center (DOC) took over assigning calls from North Com dispatch, responding to 278 calls and collecting information on damaged buildings. The DOC was active till 16:00 on Monday, 7/8/24.

- Administration Building - The a/c units were not working, causing damage to the server room.
- Old Town Spring location had a fence blow down, seeking reimbursement from FEMA.
- Station 75 - Trim damage near the roof.
- Carbon monoxide calls increased due to use of generators.

Spring FD Deputy Chief, Landon Churchill reported the Community Risk Reduction (CRR) group was out in the community to educate the public on generator safety and provide carbon monoxide detectors.

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

Chief Schoonover stated the 38 - Adult BVMs and 6 - Pediatric BVMs are going to expire in 2025. The Department can declare the items as salvage and dispose of them. Commissioner Gander is aware of medical organizations who will accept the items and she will coordinate the exchange of equipment.

Commissioner Gander moved to declare the BVMs as salvage and allow the items to be given to medical organization(s) who agree to pick them up to save the District the expense of disposing of them. Second by Commissioner Willingham. Motion approved 5-0.

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.

Chief Seifert informed the Board of a meeting he recently attended with representatives of Bexar County ESDs.

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 July 2, 2024 Meeting Minutes as presented with a correction to Agenda Item 3 regarding ESD 7 Board of Commissioners term which should be June 1, 2024 to May 31, 2028. Second by Commissioner Fuller. Motion approved 5-0.

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 August 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 8:09 p.m.



District Secretary



Shannon Taylor, Preparer