

**Meeting Minutes**  
**Harris County Emergency Services District No. 7**

The Board of Commissioners of **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 7** held a special meeting on **October 29, 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>(Present)</b>
<b>Vacant</b>	<b>Vice-President</b>	<b>(Absent)</b>
<b>Keith Willingham</b>	<b>Secretary</b>	<b>(Present)</b>
<b>David Mills</b>	<b>Treasurer</b>	<b>(Present)</b>
<b>Bob Schmanski</b>	<b>Assistant Treasurer</b>	<b>(Present)</b>

**Also in attendance:**

Robert Logan, Assistant Fire Chief, Spring Fire Department  
Michelle Jahr, Finance Director, Spring Fire Department  
Jessica Babendure, Community Member  
Jennifer Schultz, Community Member  
Paulette Scott, Community Member

**1. Call meeting to order.**

Commissioner Melanie Gander called the meeting to **ORDER** at 6:31 p.m.

**2. To receive public comment.**

No public comment was made.

**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.**

No closed session was held under Item 3 of the agenda.

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

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

5. To meet in Closed Session pursuant to Government Code §551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or a charge against an officer or employee, including the District administrative staff, executive staff, Fire Chief and District Commissioners. Any employee the subject of review will be given the opportunity to request an Open Session discussion of the matters if they are present at the meeting.

Entered closed session at 6:35 PM. Came out of closed session at 8:27 PM.

6. To recognize a vacancy on the Board of Commissioners due to the passing of Commissioner Gayle Fuller and discuss procedures to fill the vacancy under Health and Safety Code §775.0445.

Jessica Babendure, Jennifer Schultz, and Paulette Scott were in attendance seeking appointment to the open board position. Commissioners Gander, Willingham, Schmanski, and Mills introduced themselves to the potential candidates.

7. To elect Board Officers.

No action taken under item number 7 of the agenda.

8. To review and act to designate Records Management Officer and related records management employees and provide update to TSLAC of same.

No action taken under item number 8 of the agenda.

9. Adjournment

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 8:27 p.m.

[Redacted signature]

District Secretary

[Redacted signature]

Jessica Adkins, Coveler & Peeler P.C., Preparer