

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 **November 21, 2024, at 6:30 PM** at the following location in the District, **Spring Fire Department Administration Building, 656 East Louetta Road, Spring, Texas 77373.**

Melanie Gander	President	(Absent)
Vacant	Vice-President	
Keith Willingham	Secretary	(Present)
David Mills	Treasurer	(Present)
Bob Schmanski	Assistant Treasurer	(Present)

Also in attendance:

Scott Seifert, Fire Chief, Spring Fire Department
Landon Churchill, Deputy Chief, Spring Fire Department
Jeff King, Deputy Chief, Spring Fire Department
Michelle Jahr, Finance Director, Spring Fire Department
Steve Schoonover, Quality Assurance Analyst, Spring Fire Department
Jerod Davenport, Deputy Chief, Spring Fire Department
James Singleton, IT Director, Spring Fire Department
Tracee Evans, Communications Director, Spring Fire Department
John Peeler, Coveler & Peeler, District Legal Counsel
Jessica Adkins, Coveler & Peeler
Landon Newton, Government Capital Corporation
Shannon Stryk, VFIS of Texas
Andrew Vincent, Martinez Architects, LP
Greg Thrower, Thrower Law, P.C.
Carol Thrower, Thrower Law, P.C.

Item 1 – Call meeting to order.

Commissioner David Mills called the meeting to **ORDER** at 6:31 PM.

Item 2 – To receive public comment.

No public comment was made.

Item 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.

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

The Closed Session was held from 7:04 PM to 7:47 PM under items 3 and 4 with Commissioners Willingham, Mills and Schmanski and additional participants legal counsel John Peeler and Greg Thrower and their assistants Jessica Adkins and Carol Thrower as well as District staff Fire Chief Seifert and Director Jahr.

Item 5 – To meet in Closed Session under Government Code §551.074 to discuss personnel matters.

No closed session was held under Item 5 of the agenda.

Item 12 was taken out of order. To review and take any action regarding real estate, including sale, purchase, lease, platting, utilities, encumbrances, maintenance and legal actions related to real estate.

A motion was made by Commissioner Schmanski, seconded by Commissioner Willingham, to approve the Alliance Appraisal proposal for the appraisal of properties being acquired by the District for \$14,750 as presented. With a vote of 3 to 0, the motion carried.

Item 6 – Consent Agenda – the following items are considered routine by the Board and will be enacted by one motion. No separate discussion will occur on these items unless a commissioner so requests, in which event, the item will be removed and placed on the Non-Consent Agenda:

- a. **Approve minutes of prior meeting**
 - i. **October 17, 2024**
- b. **Fire Department Report on activities, including current and long-range information exchange, and action on requests for Department purchases.**
- c. **Financial and bookkeeping matters, including payment of the bills, financial reports, audits, District bills, security agreements, and review of reports concerning the District’s financial condition and investments.**
- d. **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 the same, including retiring or incurring financing for the construction of District facilities or acquisition of vehicles and equipment.**
 - i. This item was moved from the Consent Agenda to the Non-Consent Agenda due to a presentation given by Government Capital.
- e. **Approval of agreements and software**
- f. **To review and act on sales tax matters**
- g. **To review and act regarding insurance**
- h. **To review and act regarding the disposition of surplus and salvage property.**
 - i. This item was moved from the Consent Agenda to the Non-Consent Agenda due to review of bidders of surplus dirt.

1. A motion was made by Commissioner Willingham, seconded by Commissioner Schmanski, to approve items A-C and Items E-G as presented. With a vote of 3 to 0, the motion carried.

Item 7 – Non-Consent Agenda

a. Item D was moved from the Consent Agenda to the Non-Consent Agenda.

Landon Newton with Government Capital Corporation gave a presentation on loan proposals for 15-year and 20-year terms for \$10 million to fund further construction on the District training field. Director Jahr recommended the 15-year loan proposal from Chase at 3.83%. A motion was made by Commissioner Willingham, seconded by Commissioner Schmanski, to approve the recommendation for the 15-year Chase proposal at 3.83% to be secured with a pledge of property taxes. With a vote of 3 to 0, the motion carried. Mr. Newton then gave a presentation on the placement fee proposal to Government Capital as well as Bank of Texas Counsel. A motion was made by Commissioner Schmanski, seconded by Commissioner Willingham, to approve the proposed placement as a negotiated term of securing the financing, to be paid via check at Closing. With a vote of 3 to 0, the motion carried.

The Board asked Counsel and Mr. Newton to coordinate on preparation of the required loan documents for approval in time to close on the lender's schedule. The Board agreed on a meeting on December 12, 2204 to ensure meeting the lender's requirement to complete the closing by December 18th.

b. Item H was moved from the Consent Agenda to the Non-Consent Agenda.

Chief Seifert presented a proposal on surplus dirt at the training field. Swinging M Services bid \$0.10 per cubic foot which was \$4,800. The Board discussed keeping the dirt until the project was completed and then submitting a notice to bidders again, and inquired what actions needed to be taken to ensure the dirt didn't wash away. A motion was made by Commissioner Willingham, seconded by Commissioner Schmanski, to reject all bidders and keep the dirt until the completion of the project. With a vote of 3 to 0, the motion carried.

Item 8 – 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.

Commissioner Schmanski asked to postpone this item to the December meeting. Commissioner Willingham asked to discuss in Closed Session.

Item 5 – To meet in Closed Session under Government Code §551.074 to discuss personnel matters.


The Board went into Closed Session under Item 5 to deliberate regarding personnel matters at 7:52 PM. The Board reconvened in Open Session at 8:07 PM and re-opened discussion on Item 8.


Item 8 – 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.

Commissioner Schmanski made a motion to postpone this item to the December meeting. No second was offered.

Commissioner Willingham made a motion to appoint District resident Paulette Scott to the Board. Commissioner Schmanski left the meeting at 8:08 PM, thereby adjourning the meeting due to a lack of quorum.

The meeting ended at 8:08 p.m.



District Secretary


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