

**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 **April 17, 2025, at 6:30 PM** 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>Keith Willingham</b>	<b>Secretary</b>	<b>(Absent)</b>
<b>Bob Schmanski</b>	<b>Assistant Treasurer</b>	<b>(Present)</b>
<b>David Mills</b>	<b>Treasurer</b>	<b>(Present)</b>

**Also in attendance:**

Scott Seifert, Fire Chief, Spring Fire Department  
Robert Logan, Assistant Fire Chief, Spring Fire Department  
Jackie Smith, Executive Assistant, Spring Fire Department  
Michelle Jahr, Finance Director, Spring Fire Department  
Landon Churchill, Deputy Chief, Spring Fire Department  
Donald May, Facilities Director, Spring Fire Department  
Gustavo Aguirre, Technology Specialist, Spring Fire Department  
Jacob Bailey, Captain, Spring Fire Department  
Brent Silvey, Captain, Spring Fire Department  
Scott Schoonover, Deputy Chief, Spring Fire Department  
Jeff King, Deputy Chief, Spring Fire Department  
Ricardo Martinez, Martinez Architects  
Charles Hunter, Superintendent, SpawGlass  
John Peeler, Coveler & Peeler, District Legal Counsel  
Jessica Adkins, Coveler & Peeler  
Marco Guillen, Citizen

**Item 1 – Call meeting to order.**

**Commissioner Melanie Gander** called the meeting to **ORDER** at 6:30 PM.

**Item 2 – To receive public comment.**

No public comment was forthcoming.

**Item 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.**

The Board met in Closed Session under item 4 three separate times during the meeting.

The first Closed Session under item 4 was held from 6:31 – 7:54 with Legal Counsel John Peeler in attendance.

The second Closed Session under item 4 was held from 7:56 – 8:01 with all Board members present attending the Closed Session. Legal counsel John Peeler, legal counsel's assistant Jessica Adkins, Fire Chief Scott Seifert and Assistant Chief Robert Logan also participated in the second Closed Session under item 4.

The third closed session under item 4 was held from 9:00 – 9:35 with all Board members present attending the Closed Session. Legal counsel John Peeler, legal counsel's assistant Jessica Adkins, Ricardo Martinez, Fire Chief Scott Seifert and Assistant Chief Robert Logan also participated in the third Closed Session under item 4.

**Item 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.

**Item 6 – To meet in Closed Session under Government Code §551.074 to discuss personnel matters.**

The Board members met in Closed Session under item 6 from 6:31 PM to 7:54 PM. Legal Counsel John Peeler attended a portion of that Closed Session dealing with Personnel and Legal matters.

**Item 3 – To review and act to fill the Board vacancy under Health and Safety Code §775.0445.**

The Board decided to table this item until all Commissioners were present for a meeting.

**Item 7 – 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 the minutes of prior meeting.**

i. March 20, 2025

**B. Listing of Bills Paid**

**C. Payroll Disbursements**

**D. Budget to Actual Reports**

**E. Bank and Investment Summary**

**F. Sales Tax Report**

**G. Surplus and Salvage Property**

**H. Worker's Comp Claims**

A motion was made by Commissioners Gander, seconded by Commissioner Schmanski, to approve all items on the Consent Agenda as presented. With a vote of 3 to 0, the motion carried.

**Item 8 – Action Items**

**A. Real Estate – To review and take any action regarding real estate, including sale, purchase, lease, platting, utilities, encumbrances, maintenance and legal actions related to real estate.**

District Counsel John Peeler presented information on Fidelity Title Insurance including title policy costs of \$38,000 plus other closing related costs for a total cost of \$48,000 related to

the acquisition and title insurance for properties transferred from Spring Volunteer Fire Association ("SVFA") to the District as part of an agreement with the SVFA to transfer capital assets to the District. After a short discussion, a motion was made by Commissioner Gander, seconded by Commissioner Schmanski, to approve the costs for the policy and related costs and to approve moving to closing on the properties. With a vote of 3 to 0, the motion carried.

**B. Construction – To review and take any action regarding construction, improvements, repairs, renovations, maintenance of/to any District facilities and stations, including change orders, pay apps, permits, engaging architect(s) or engineer(s), and contractor(s).**

Mr. Martinez presented updates on construction. Pay application for Station 72 is \$84,923.73. Pay application for Station 77 is \$363,323.33. Pay application for the Training Facility is \$2,260,130.48. There was a discussion regarding the final invoice for construction testing services from Raba Kistner which is \$53,436.36. After a short discussion, the Board decided to defer approval of these items until the end of the meeting so they could discuss in Closed Session. After the conclusion of all Closed Sessions, the Board considered the items again.

Motion by Commissioner Gander to pay all construction pay applications for Station 72, Station 77 and Training Facility as presented, with a second by Commissioner Schmanski. Motion was approved by a vote of 3 to 0.

Motion by Commissioner Gander to pay the Raba Kistner invoice, with a second by Commissioner Schmanski. Motion was approved by a vote of 2 to 0 with Commissioner Mills abstaining.

**C. Payment of Non-Recurring Bills.**

A motion was made by Commissioner Gander, seconded by Commissioner Schmanski, to approve the bills as presented. With a vote of 3 to 0, the motion carried.

**D. Harris County Municipal Utility District (MUD) 249 – To review and act on agreement(s) with MUD 249 regarding possible annexation of ESD 7 training facility property into MUD 249 and the provision of utility services to ESD 7 facilities.**

District Counsel John Peeler presented information on this item. He noted that the construction costs addressed in the contract would be negotiable. After a brief discussion, a motion was made by Commissioner Gander, seconded by Commissioner Mills, to approve the agreement in principle and appoint a committee to negotiate the construction cost element with MUD 249. With a vote of 3 to 0, the motion carried.

**E. Quarterly Investment Report.**

Financial Director Michelle Jahr presented the report noting that the District is operating under the policy approved in 2020 and expects to present a revised policy in May or June as part of the required annual review of the policy.

**F. Financing of Capital Items – 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 or equipment.**

Chief Robert Logan presented information on this item. He noted that ordering new trucks comes with an approximately 4-year build time. Funds will be held in the accounts to accumulate interest while they wait on production. He also noted that Pierce is not passing

on supply chain increases unless there is an increase in production price within 14 months of production. A motion was made by Commissioner Mills, seconded by Commissioner Gander, to approve issuing the purchase orders for the new apparatus as requested by staff. With a vote of 3 to 0, the motion carried.

**G. To review and act to approve the contract regarding installation of Safe Haven Baby Boxes at District fire stations.**

Chief Siefert presented this item. A motion was made by Commissioner Gander, seconded by Commissioner Mills, to approve the contract as presented. With a vote of 3 to 0, the motion carried.

**Item 9 – Fire Department Report on Activities.**

Chief Seifert and staff reported on Fire Department activities. He noted there will be additional apparatus that need to be replaced, and the purchase order requests will be presented later this year. He also noted that the District received a Fire Safety Award.

**Item 10 – Receive ESD Committee reports, including Legislative and Governmental Relations matters.**

Commissioner Schmanski gave an update that included House Bill 3897, House Bill 962, and House Bill 4464. He noted that he had recently gone to Austin to meet with legislators as part of the District's legislative outreach program.

**Item 11 – To review and act regarding insurance.**

There was no action on this item.

**Item 12 – To review and act on personnel matters, including policies, scheduling, evaluations, benefits, compensations, hiring, retention and evaluation of District employees, including District Fire Chief, command staff, administrative staff, and suppression personnel.**


No action was taken on this item.


**Item 24 – To review and act to schedule the next regular monthly meeting date and discuss the addition of items to be placed on the agenda.**

The next meeting will be on May 15, 2025, at 6:30pm.

The meeting was adjourned at 9:37 p.m.

*ACTING*

  
District Secretary

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