

**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 **May 20, 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  
Jackie Smith, Executive Assistant, Spring Fire Department  
Robert Logan, Assistant Fire Chief, Spring Fire Department  
Landon Churchill, Deputy Chief, Spring Fire Department  
Jerod Davenport, Deputy Chief, Spring Fire Department  
Jeff King, Deputy Chief, Spring Fire Department  
Scott Schoonover, Deputy Chief, Spring Fire Department  
Donald May, Facilities Director, Spring Fire Department  
Steve Schoonover, Quality Assurance Analyst, Spring Fire Department  
Tracee Evans, Public Information Officer, Spring Fire Department  
Joe Mendyk, Project Executive, SpawGlass  
Landon Newton, Vice President, Government Capital  
John Peeler, Coveler & Peeler, District Legal Counsel  
Jessica Adkins, Coveler & Peeler

**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 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.

**Item 4 – To meet in Closed Session under Government Code §551.074 to deliberate on real estate matters.**

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

**Item 5 – To meet in Closed Session under Government Code §551.072 to discuss personnel matters.**

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

**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 the minutes of prior meeting.**

i. April 17, 2025

ii. May 5, 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 Commissioner 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 7 – 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.**

Chief Seifert gave updates noting that the plat for the Training Field property was approved by the City of Houston and is now waiting for approval from Harris County.

**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).**

Chief Logan presented the updates on construction for Station 72, Station 77, and the Training Facility. Chief Seifert then gave an update regarding moving forward with the cul-de-sac. He noted that any damage to Greenfield Road, the District will have to pay for, but it should be covered by contingency. The plan is to start on May 27<sup>th</sup> to save on mobilization fees.

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

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

**D. 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.**

Landon Newton with Government Capital presented a summary of proposals for a \$10 million loan for the Training Facility. He noted the different options for 15 or 20 years as well as monthly or annual payments. A motion was made by Commissioner Mills, seconded by Commissioner Schmanski, to select the JP Morgan proposal with a 15-year term, callable loan with monthly payments. With a vote of 3 to 0, the motion carried.

Mr. Peeler reported that he has reviewed the draft documents provided by Mr. Newton and that they are almost identical to the prior JP Morgan loan. He suggested that the Board approve the loan documents noting the need for minor revisions approved by counsel and the Board President, approve the Resolution authorizing selection of the lender and execution of the loan documents as soon as they are finalized, and approve the JP Morgan Addendum to lock the rate. A motion was made by Commissioner Mills, seconded by Commissioner Schmanski to approve the loan documents noting the need for minor revisions approved by counsel and the Board President, approve the Resolution authorizing selection of the lender and execution of the loan documents as soon as they are finalized, and approve the JP Morgan Addendum to lock the rate. With a vote of 3 to 0, the motion carried.

**Item 8 – To review and act to designate official(s) to prepare 2025 ad valorem tax rate calculations and related notices.**

District Counsel John Peeler presented this item. A motion was made by Commissioner Gander, seconded by Commissioner Mills, to approve the Resolution designating the Harris County Tax Office to prepare the District's 2025 tax rate calculations and related notices as presented. With a vote of 3 to 0, the motion carried. The Board instructed staff and counsel to assist the Tax Office in any way necessary to effectuate the Truth in Taxation Process.

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

Fire Department staff presented this item noting: there would likely be truck proposals to review at the June meeting; 4 staff members took promotional exams; and the Department received a Certificate of Achievement for completing their Community Risk Assessment.

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

Chief Seifert noted that the department sent letters in support of House Bill 21 to the Governor's Office.

**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.**

Chief Seifert noted that longevity pay for all staff members would start on July 1<sup>st</sup> and there would be a budget amendment.

**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 June 19, 2025, at 6:30pm.

The meeting was adjourned at 7:20 p.m.

ACTING District Secretary

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