

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 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.**

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

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
Landon Churchill, Deputy Chief, Spring Fire Department
Shannon Stryk, District Chief, Spring Fire Department
Donald May, Facilities Director, Spring Fire Department
Jimmy Stewart, D-71, Spring Fire Department
Gustavo Aguirre, Technology Specialist, Spring Fire Department
Ricardo Martinez, Martinez Architects
Janet Perez, General Contractor, SpawGlass
Cole Deleon, General Contractor, SpawGlass
Scott Krchnak, Auditor, CliftonLarsonAllen
Dr. Ron Welch, Municipal Information Services
Cadence Dwyer Municipal Information Services
John Peeler, District Legal Counsel, Coveler & Peeler, PC
Jessica Adkins, Coveler & Peeler, PC

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 §551.076 to deliberate regarding security devices or security audits.

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

Item 5 – To meet in Closed Session under Government Code §551.074 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 §551.072 to discuss personnel matters.

No closed session was held under Item 6 of the agenda.

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. June 19, 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 Schmanski, seconded by Commissioner Mills, to approve all items on the Consent Agenda as presented, noting a minor spelling correction in the minutes of "Pyler" to the corrected "Byler". 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.

Ricardo Martinez with Martinez Architects gave updates on the plat application for the Training Facility land. He noted that the process was affecting construction, but he expects it to be resolved in the near future.

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).

Ricardo Martinez with Martinez Architects presented the updates on construction for Station 72, Station 77, and the Training Facility. He then gave an update regarding Aqua and the meter at the existing Fire Station noting that they would be putting the water meter back in. After a short discussion, a motion was made by Commissioner Mills, seconded by

Commissioner Gander to approve authorization for Chief Seifert to take action to get the water meter put back in. With a vote of 3 to 0, the motion carried.

C. Payment of Non-Recurring Bills.

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

D. Financing of Capital Acquisitions – To review and act regarding the acquisition of personal property, equipment and capital items, including firefighting vehicles.

There was no discussion on this agenda item.

E. Financing of Capital Items – To review and act on matters related to financing expenditures for items exceeding current budgets, including vehicle acquisition financing, construction financing, incurring or retiring debt.

There was no discussion on this agenda item.

F. To approve the Draft 2024 Audit Report

Mr. Scott Krchnak from CliftonLarsonAllen presented the draft 2024 audit report. The Commissioners asked to review the audit a bit more and the auditor offered to be available for calls if the Board has any questions. He also complimented the staff of Spring Fire Department on their work completing the audit. The Board took no action taken on this item, noting it will stay on the agenda for next month for approval of the audit.

Item 9 – Preliminary Draft of the 2026 Budget

Michelle Jahr, Finance Director, presented the preliminary draft budget for 2026. The Board took no action on this item.

Item 10 – Municipal Information Services Comprehensive Review for HCESD 7.

Cadence Dwyer and Dr. Ron Welch gave a presentation on this item.

Item 11 – Chief's Report on Activities.

Chief Churchill presented information on ISO, noting his thoughts on achieving an ISO Rating of 1 by the end of September. Chief Logan gave an update on new bunker gear. Chief Seifert noted that several Department Chiefs are out for training.

Item 12 – Receive ESD Committee reports, including Legislative and Governmental Relations matters.

Chief Seifert presented an update on some of the things going on during the Special Session.


Item 13 – 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.

There was no discussion on this agenda item.

Item 14 – 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 August 21, 2025, at 6:30 PM.

The meeting was adjourned at 8:11 PM.


[Redacted]
District Secretary


[Redacted]
Jessica Adkins, Coveler & Peeler P.C., Preparer