

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 **June, 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
Jackie Smith, Executive Assistant, Spring Fire Department
Jerod Davenport, Deputy Chief, Spring Fire Department
Walter Juarez, Captain, 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
Billy Burdge, Captain, Spring Fire Department
James Singleton, It Director, Spring Fire Department
Andrew Vincent, Martinez Architects
Justin Nowak, SpawGlass
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.

Closed session under this item started at 6:31 pm and concluded at 6:46 pm.

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. May 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 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 on the plat application for the Training Facility land. He noted that it is almost ready to submit the Harris County. He also noted that the plat is needed to acquire some of the permits.

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).
Andrew Vincent with Martinez Architects presented the updates on construction for Station 72, Station 77, and the Training Facility. Justin with SpawGlass spoke about a contractor, WT Byler, that would like to purchase the excess dirt from the District. It was noted that the contractor purchasing the dirt would remove the dirt and grate it as well which will result in a cost savings on the project to the District. After a short discussion, a motion was made by Commissioner Mills, seconded by Commissioner Schmanski to approve the contract modification so the contractor can purchase and haul off the dirt. 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 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.

Item 8 – Fire Department Report on Activities.

Chief Seifert presented this item noting that the audit would be ready to present at the August meeting but that the fees would be a bit higher due to some corrections with the 2023 audit. He also noted that they are working with CenterPoint on getting CenterPoint staff correct information when routing power outage calls. He also noted recent service awards, promotions, and upcoming conferences. The Spring Fire Department staff will also be attending active shooter and high angle rescue trainings soon. It was also noted that the ISO regrade planning has started. The District wants to achieve an ISO 1 rating. They are currently ISO 2.

Item 9 – Receive ESD Committee reports, including Legislative and Governmental Relations matters.

Chief Seifert noted that the Legislative recap was coming up the following week and that the harmful bills were defeated while the ones that were helpful to the ESD passed. He briefly spoke about an exemption bill that could have potential impact to the District. That bill will be placed on the November ballot as a constitutional amendment.

Item 10 – To review and act regarding insurance.

There was no action on this item.

Item 11 – 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.

District Counsel John Peeler presented this item. He presented a resolution to the Board that would clarify the prior delegation to Chief Seifert regarding oversight and decision making on all employment matters, including hiring, termination, pay and benefits for District employees. After a brief discussion, a motion was made by Commissioner Gander, seconded by Commissioner Schmanski, to approve the resolution as presented. With a vote of 3 to 0, the motion carried.

Item 12 – Budget and Tax Planning – To review Truth in Taxation matters, including scheduling meetings for the review of the District 2026 Budget and setting the 2025 Ad Valorem Tax Rate.

District Counsel John Peeler presented this item. There was some discussion on the budget process, and it was noted that the staff was already well into drafting the budget and will finalize once the certified values and tax rate scenarios come out. District Counsel recommended that since the District hasn't gone over the Voter Approval Rate in recent years, that at the August meeting they should propose a budget, tax rate, and set the public hearing date. After discussion the District Board

agreed that they do not intend to exceed the VAR, and therefore will propose the budget and tax rate on August 21, 2025, and have the public hearing and adoption of the tax rate on September 19, 2025.

Item 13 – 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 July 17, 2025, at 6:30pm.

The meeting was adjourned at 7:28 p.m.



Acting ~~District~~ Secretary



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