MEETING NOTICE

HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 7

Notice is hereby given that **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 7** will hold a meeting on **Thursday, August 21, 2025, at 6:30 PM,** at the following location in the District: **District Administration Building, 656 East Louetta Road, Spring, Texas 77373.**

In attendance:

Melanie Gander, President

Keith Willingham, Secretary

David Mills, Treasurer

Bob Schmanski, Assistant Treasurer

Also in attendance:

Scott Seifert, 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

Scott Schoonover, Deputy Chief, Spring Fire Department

Larry Wilkinson, District Chief, Spring Fire Department

Josh Posey, Captain, Spring Fire Department

Donald May, Facilities Director, Spring Fire Department

James Singleton, Technology Director, Spring Fire Department

Mason Marquez, Technology Specialist, Spring Fire Department

Andrew Vincent, Project Manager, Martinez Architects

Charles Hunter, General Contractor, SpawGlass

John Peeler, District Legal Counsel, Coveler & Peeler, PC

Jessica Adkins, Coveler & Peeler, PC

1. Call meeting to order.

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

2. To receive public comment.

No public comment forthcoming.

3. To meet in Closed Session under Gov't 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 began at 8:17 PM and concluded at 8:30 PM.

4. To meet in Closed Session under Gov't Code §551.072 to deliberate on real estate matters.

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

5. To meet in Closed Session under Gov't Code §551.074 to discuss personnel matters.

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

6. Consent Agenda - The following items are considered routine and will be acted upon in one motion:

Motion to approve.

Moved by: Melanie Gander
Seconded by: Bob Schmanski

Aye	Melanie Gander, David Mills, Bob Schmanski, and Keith Willingham

Carried 4-0

6.1 Approve minutes of prior meeting.

6.2 Listing of Bills Paid - Includes Checks, ACH, e-checks.

6.3 Payroll Disbursements.

6.4 Budget to Actual Reports - Maintenance & Operations, Capital Projects, Debt Service.

6.5 Bank and Investment Summary- Details of Cash and Investments.

6.6 Sales Tax Report - To review and act on Sales Tax matters.

6.7 Surplus and Salvage Property- To review and act regarding the disposition of Surplus and Salvage property.

6.8 Workers Comp Claims.

7. Action Items, including:

The Action Items section is where items requiring Board consideration, deliberation, and vote action are placed. The Board may vote on a properly seconded motion, may vote to table an item, or, by doing nothing at all, may take no action on an item.

7.1 Real Estate -Any matters regarding real estate, including sale, purchase, lease, platting, utilities, encumbrances, maintenance and legal actions related to real estate.

Chief Seifert gave an update on platting noting that it was moving forward and that it should be added to the Commissioners Court agenda on September 18th. He also noted that there are some issues with permanent power due to the plat delay. Charles Hunter with Spawglass also noted that they are on a delay due to lack of permanent power to the facility, but they are doing everything they can to keep moving forward. He stated that the lack of electricity delays HVAC which delays some interior work. They are using a generator for cycling chill water at some expense. Commissioner Mills inquired about the total cost of the delays. Mr. Hunter stated that they are working on the total cost, but did not have a number currently, but to expect general conditions costs. It was also noted that the water meter at Station 77 was installed, it was defective. The issue was reported and they hope to have it fixed within the week.

7.2 Construction -Any matters regarding construction, improvements, repairs, renovations, maintenance of/to any District real property and improvements, buildings, facilities and stations, including change orders, pay apps, permits, engaging architect(s) or engineers(s), and contractor(s).

Andrew Vincent with Martinez Architects presented the updates on construction for Station 72 and Station 77.

STATION 72

The exterior brick and stone, the exterior metal soffit and the gutters are all complete. The metal roofing is underway. The generator was set and connected to switch gear. Permanent power is pending Harris County inspection scheduled for August 15. Once passed, power from CenterPoint can be requested. The interior walls have been primed and coated once. The ceramic tiles in the restrooms are completed. The standing seam metal roof for the apparatus bay, the exterior wood look cement panels, the ceiling grid, and MEP overhead punch out into the ceiling are all currently in progress.

STATION 77

All the walls are complete and ready for paint. Carpet in the dorms and training room are complete, as well as the floor in the exercise room. The restroom tiles are complete, and the toilet accessories have been installed. Hot water circulation loop and pump and domestic water pressure is all being finalized. All the ceilings have been installed, and they are working on a ceiling repair for the patio. Installation of electrical *cover* plates, labels, and exit signs is underway. The rubber base, floor transitions, and gear grid lockers are being installed. Appliances are being delivered, and the irrigation system is being installed.

Charles Hunter with Spawglass gave updates on the Training Facility and Burn Buildings.

TRAINING CENTER

Half of the irrigation branch lines are installed. The cul-de-sac pour has been completed. The Centerpoint Electric gas installation is still ongoing.

BUILDING B

The standing metal seam installation on the west side of the roof has been completed and is progressing on the east side of the roof. Trespa materials are scheduled to arrive this month (August). The installation of wiring, upper wall paint, and Z girts is nearly completed.

BURN BUILDINGS BUILDING D

The electrical wiring is ongoing. Wall cap mockup and standing seam roof panel installation is moving forward.

BUILDING F and G

Installation of Building F decking in 95% complete while Building G is at 65% complete. The smoke distribution systems have been completed, pending testing.

The concrete drive lanes and sidewalk pour have been completed.

7.3 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.

Commissioner Willingham abstained. This item was reopened after closed session. A motion was made by Commissioner Gander, seconded by Commissioner Schmanski, to approve the invoice for MUD 249. With a vote of 4 to 0, the motion carried.

Motion to approve.

Moved by: Melanie Gander

Seconded by: Bob Schmanski

Aye	Melanie Gander, David Mills, and Bob Schmanski
Abstain	Keith Willingham

Carried 3-0

7.4 Quarterly Investment Report.

Motion to approve as presented.

Moved by: Melanie Gander

Seconded by: David Mills

Aye	Melanie Gander, David Mills, Bob Schmanski,

and Keith Willingham

Carried 4-0

7.5 2024 Audit Report.

Motion to approve with a correction to lender name from Government Capital to Southside Bank.

Moved by: Melanie Gander

Seconded by: Keith Willingham

Aye Melanie Gander, David Mills, Bob Schmanski, and Keith Willingham

Carried 4-0

7.6 Amendments to 2025 Budget.

Finance Director Michelle Jahr presented information on properly reflecting some loan obligations. She also asked for an amendment to budgeted revenue for sales tax and investment income. There was some discussion on the use of the term "debt service" and it appeared to be mixing pledged loans and non-pledged loans.

Motion to approve Budget Amendment as presented, per attorney recommendation.

Moved by: Melanie Gander

Seconded by: Keith Willingham

Aye Melanie Gander, David Mills, Bob Schmanski, and Keith Willingham

Carried 4-0

7.7 Purchasing Policy Revision SFD.080.

Chief Seifert and Finance Director Michelle Jahr presented information about this topic noting that it is related to the increase in 775.084 going from $50,000 to $100,000.

Motion to approve.

Moved by: Bob Schmanski

Seconded by: Melanie Gander

Aye	Melanie Gander, David Mills, Bob Schmanski, and Keith Willingham

Carried 4-0

7.8 Approve Resolution under Health & Safety Code §775.073(b) regarding expenditures of district funds by employees.

Motion to approve Resolution as presented.

Moved by: Keith Willingham

Seconded by: Bob Schmanski

Aye	Melanie Gander, David Mills, Bob Schmanski, and Keith Willingham

Carried 4-0

7.9 Financing of Capital items -Any matters related to financing, payment and acquisition of capital items, including equipment and vehicles, and action on acquisition/construction financing of same, including retiring or incurring financing for the construction of District Facilities or acquisition of vehicles and equipment.

There was no discussion on this agenda item.

8. To Review and Act to Adopt the 2026 Budget.

Finance Director Michelle Jahr presented the updates for the 2026 budget. She noted that there is a 13% increase in health insurance, a 3% COLA raise across the board, longevity increases. She also noted that 15% of the budget is for debt and loan payments, noting some is pledged debt and some is M&O funded.

Motion to approve 2026 Budget as presented.

Moved by: Melanie Gander

Seconded by: Bob Schmanski

Aye Melanie Gander, David Mills, Bob Schmanski, and Keith Willingham

Carried 4-0

9. To Review and Act to Propose the District 2025 Tax Rate and Set the Date for the Public Hearing and Final Vote to Adopt the Tax Rate.

District Legal Counsel, John Peeler, presented information regarding the tax setting process. A motion was made to propose the 2025 Voter Approval Tax Rate of $.100000/$100 with the option to propose a lower rate. The Board authorized Mr. Peeler's office to publish the required notices in the Houston Chronicle advertising the Notice of Public Hearing to adopt the proposed rate on September 18, 2025.

Motion to approve.

Moved by: David Mills

Seconded by: Bob Schmanski

Aye Melanie Gander, David Mills, Bob Schmanski, and Keith Willingham

Carried 4-0

10. Chief's Report on Activities - Including current and long-range information exchange and action on requests for purchases.

Chief Seifert, Chief Churchill, and Chief Schoonover presented the monthly activities update noting they were working with SAFE-Don a detailed ESD statewide map.

The Board took no action on this item.

11. Receive ESD Committee reports, including Legislative and Governmental Relations matters.

Scott Seifert reported on Legislative matters. John Peeler reported on Senate Bill 10 / House Bill 9 and tax reform.

The Board took no action on this item.

12. Any personnel matters, including policies, scheduling, evaluations, benefits, compensation, 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.

13. To Review and Act to schedule the next regular monthly meeting date and discussion the addition of items to place on the next meeting agenda.

The next regular monthly meeting will be held on September 18, 2025 at 6:45 PM.

14. Adjournment.

The meeting was adjourned at 8:21 PM.

[redacted]

District Secretary

[redacted]

Jessica Adkins, Preparer