

## **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, September 18, 2025**, at **6:45 PM**, at the following location in the District:  
**District Administration, 656 East Louetta Road, Spring, Texas 77373.**

**Melanie Gander, President, Present**

**Keith Willingham, Secretary, Present**

**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

Michelle Jahr, Finance Director, Spring Fire Department

Landon Churchill, Deputy Chief, Spring Fire Department

Scott Schoonover, Deputy Chief, Spring Fire Department

Steve Schoonover, Quality Assurance Analyst, Spring Fire Department

Donald May, Facilities Director, Spring Fire Department

James Singleton, Technology Director, Spring Fire Department

Gustavo Aguirre, Technology Specialist, Spring Fire Department

Ricardo Martinez, Martinez Architects

Janet Perez, 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 meeting to ORDER at 6:45 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 6:45 PM and concluded at 7:35 PM. Commissioner Willingham arrived at 6:53 PM and joined the closed session.

**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 5 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 6 of the agenda.

Closed Session Adjourned at 7:36 PM

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

To approve all items on the Consent Agenda as presented.

*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.

[Monthly Board Meeting - Aug 21 2025 - Minutes - Html](#) 

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

[06.2 Listing of Bills Paid August 2025 Final.pdf](#) 

6.3      Payroll Disbursements.

[06.3 Payroll Disbursements August 2025 Final.pdf](#) 

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

[06.4a Statement of Revenues and Expenditures M&O August](#)

[2025 Final.pdf](#) 

[06.4a.1 MO Budget vs. Actual Revenue August 2025 Final.pdf](#)



[06.4a.2 MO Budget vs. Actual Expenditure August 2025](#)

[Final.pdf](#) 

[06.4b Capital Projects Budget vs. Actual Revenue August 2025](#)

[Final.pdf](#) 

[06.4b.1 Capital Projects Budget vs Actual Exp August 2025](#)

[Final.pdf](#) 

[06.4c Debt Service Budget vs. Actual Revenue August 2025](#)

[Final.pdf](#) 

[06.4c.1 Debt Service Budget vs Actual Exp August 2025](#)

[Final.pdf](#) 

6.5 Purchase Orders.

[06.5 Purchase Orders August and September 2025.pdf](#) 

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

[06.6a Details of Cash and Investments August 2025 Final.pdf](#)



[06.6b Detail of Investments FINAL.pdf](#) 

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

[06.7 Sales Tax - September.pdf](#) 

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

[06.8 Surplus and Salvage Property 9.18.25 FINAL.pdf](#) 

6.9 Workers Compensation Claims.

[06.9 Workers Comp 9.18.25 FINAL.pdf](#) 

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 - 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 an update noting that the platting of the training facility property may be on the Commissioners Court agenda in November.

- 7.2 Construction - To review and take any action 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).

[07.2 Construction Projects Contingency Expenditures Sept - 2025 FINAL.pdf](#) 

[07.2a Station 72 Martinez Report 2025-9-18 FINAL.pdf](#) 

[07.2a.1 Station 72 Site Contingency Expenditure Request 1- Disconnect FINAL.pdf](#) 

[07.2b Station 77 Martinez Report 2025-9-18 FINAL.pdf](#) 

[07.2c Training Center Martinez Report 2025-9-18 FINAL.pdf](#) 

[07.2d HCESD7-Spring FD-Training Center Bldg- Commissioning.pdf](#) 

Ricardo Martinez with Martinez Architects presented the updates on construction for Station 72, Station 77 and the Training Building.

### **STATION 72**

All exterior finishes are complete minus the trims. All permits and power requests have been completed and are awaiting CenterPoint to set meter and energize system. The interior walls have been primed and first coated. The ceramic tiles in the bathroom have been completed. Trim at the exterior roof, walls, and soffit are being completed. The apparatus bay flooring is being polished, the ceiling grid is complete, and they are waiting on permanent power to schedule MEP inspection. Once it passes inspection, the ceiling tiles will be installed. The final finishing touches for the interior are on hold until the building has permanent power and is

conditioned.

#### **STATION 77**

The exterior canopies have been installed, the floor, ceiling, and wall finished are complete, and the mechanical, electrical, and plumbing work has been completed, minus fixtures at millwork. The hookup for the kitchen range to gas is in process and being tested, millwork is being installed throughout, installation of plumbing fixtures are being installed and tested, touch-up paint work, the backsplash at the kitchen will be installed once the millwork and counters are completed.

#### **TRAINING CENTER**

The irrigation lines are nearly complete.

#### **BUILDING B**

Overhead MEP is still ongoing, the standing seam roof installation is in progress, ongoing z-girt installation, trespa panel installation commenced, ongoing interior paint of CMU walls and deck, ongoing TPO roofing on canopies, electrical contractor onsite for power and lighting wiring, on August 26th there will be a site visit with Todd Tovani.

#### **BURN BUILDINGS**

##### **BUILDING F and G**

The roofing is ongoing, high-temperature lining walls are complete, and the ceiling is in progress, the smoke distribution system installation is complete, and the testing is pending permanent power.

Motion to approve construction pay apps as presented.

*Moved by:* Keith Willingham

*Seconded by:* David Mills

**Aye**

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

**Carried 4-0**

7.3 Payment of Non-Recurring Bills.

[07.3 Non-recurring expenditures August 2025 Final.pdf](#) 

[07.3a LDF, Station 72, Pay App No 22R1.pdf](#) 

[07.3b.1 Martinez Architects, Station 77 Inv. MA23004 -24.pdf](#)



[07.3b.2 Construction Masters Station 77, Pay App 13.pdf](#) 

[07.3c.1 SpawGlass, Training Ctr. Pay App 20.pdf](#) 

[07.3c.2 Abercrombie, Training Ctr. Inv SFD 121 9-3-2025.pdf](#)



[07.3c.3 Ninyo & Moore, Training Ctr. Inv. 307684.pdf](#) 

Motion to approve non-recurring bills as presented.

*Moved by:* Melanie Gander

*Seconded by:* Bob Schmanski

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

**Carried 4-0**

- 7.4      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 same, including retiring or incurring financing for the construction of District Facilities or acquisition of vehicles and equipment.

No discussion forthcoming

- 7.5      To review and act to designate one mailing address and one electronic mail address for receiving written requests for public information under Gov't Code §552.234 and review procedures for receiving and responding to Public Information Act requests.

District Counsel John Peeler presented this topic. A motion was made to authorize District Counsel and department staff to designate the official District USPS mailing address and electronic mail address for Public Information Act requests and to update the District website and OAG database as

presented.

*Moved by:* Melanie Gander

*Seconded by:* Bob Schmanski

**Aye**

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

**Carried 4-0**

- 8. To review and act on matters related to the interlocal agreement with Harris County for the provision of emergency response services to the Harris County Toll Road System.**

There was no discussion on this agenda item.

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

**[09 Incident Reports 09072025 FINAL.pdf](#)** 

Chief Davenport, Chief Churchill, and Chief Schoonover presented the monthly activities update noting hiring interviews and testing, October orientation, Old Town Spring traffic pattern changes, new reporting software implementation, completion of Station 74 clean-out, ISO regrade and hydrotesting, and a National Critical Thinking Academy program that is being developed. The Board took no action on this item.

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

District Counsel John Peeler and Chief Seifert noted that the special session was completed and that no bills negatively affecting the District had passed during the session. The Board took no action on this item.

- 11. To review and act on 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.

- 12. 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 meeting will be on October 16, 2025, at 6:30 PM.

**13. Adjournment.**

The meeting was adjourned at 8:01 PM.

  
  
District Secretary  
*Acting*

  
Jackie Smith, Preparer