

## **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, October 16, 2025**, at **6:30 PM**, at the following location in the District:  
**District Administration Building, 656 East Louetta Road, Spring, Texas 77373.**

**Present:**

Melanie Gander, President  
David Mills, Treasurer  
Bob Schmanski, Assistant Treasurer

**Absent:**

Keith Willingham

**Also in attendance:**

Robert Logan, Assistant Fire Chief, Spring Fire Department  
Michelle Jahr, Finance Director, Spring Fire Department  
Jackie Smith, Executive Assistant, Spring Fire Department  
Donald May, Facilities Director, Spring Fire Department  
Wade Lawrence, District Chief, Spring Fire Department  
Alex Bregenzer, Community Risk Reduction Director, Spring Fire Department  
James Singleton, Technology Director, 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.**

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


**2. To receive public comment.**

No public comment was forthcoming.

**3. To meet in Closed Session under Gov't Code §551.071 to consult with**

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

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

[06.4a Statement of Revenues and Expenditures M&O September 2025 Final.pdf](#) 

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

[06.4a.2 MO Budget vs. Actual Expenditure September 2025 Final.pdf](#) 


[06.4b Capital Projects Budget vs. Actual Revenue September 2025 Final.pdf](#) 

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

[06.4c Debt Service Budget vs. Actual Revenue September 2025 Final.pdf](#) 

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

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

[06.6 Detail of Cash and Investments September 2025 Final.pdf](#) 

[06.6a Detail of Investments - Final.pdf](#) 

6.6 Purchase Orders.

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

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

[06.7 Sales Tax Report - October.pdf](#) 

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

6.9 Workers Compensation Claims.

[06.9 Workers Compensation.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**

## Training Building.

### **STATION 72**

Pay application 23 for \$302,604.16. All exterior finishes are complete, permanent power has been completed in the building, concrete floors have been polished, the interior walls have been primed and has the first coat of paint, ceramic tile in the restrooms has been put in, the interior millwork for the kitchen, restrooms and dorms has been completed, ceiling grid and ceiling tiles have been completed, and landscape and irrigation has been installed. The avadek brackets, mechanical, electrical, and plumbing overhead punch is in progress. The HVAC startup is underway. Once it is fully functional, the carpet will be installed. We are still waiting for CenterPoint to install the meter, and all the necessary rough-in is complete.

### **STATION 77**

Pay application 14 for \$147,813.96. The building is complete, has passed Fire Marshal inspection, and is scheduled for move-in on October 13, 2025. We are still coordinating with vendors to complete the site work and a few punch list items being completed by Construction Masters. The upcoming activities include the final cleaning and testing and balancing of the new HVAC systems. Martinez Architects is currently procuring proposals for owner review.

Allowance Expenditure Request 11 for \$15,695.75 – Additional Electrical Items (ambulance power drops, replace existing pole light fixture to match new, push-button raceway). It was noted that an ESD 11 ambulance will be stationed here, and they will reimburse the cost for the power drops. Allowance Expenditure Request 12 for \$28,783.00 – Custom Access (Access Control).

### **TRAINING CENTER**

Pay application 21 for \$1,764,023.76. Current construction activities include trees, mulch, landscaping, and irrigation installation. Substantial completion of monument sign was

Motion was made to approve and pay bills as presented.

*Moved by:* Melanie Gander

*Seconded by:* Bob Schmanski

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

**Carried 3-0**

**7.4      Quarterly Investment Report.**

[07.4 Quarterly Investment Report.pdf](#) 

[07.4a Investment Report Attachment FINAL - signed.pdf](#) 

Finance Director Michelle Jahr presented the quarterly investment report. She noted that she had recently completed the PFIA Training. There was a short discussion on Maintenance and Operations reserve.

Motion to accept the quarterly investment report as presented.

*Moved by:* Melanie Gander

*Seconded by:* Bob Schmanski

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

**Carried 3-0**

**7.5      Investment Policy – Annual review and approval of District Investment Policy.**

[07.5 HCESD 7 - Investment Policy \(2025\) - Short Resolution.docx](#) 

District Counsel John Peeler presented information on the Investment Policy. He and Finance Director Michelle Jahr noted they were working on some changes to the policy to present at a future meeting Mr. Peeler asked the Board to approve the Resolution noting annual review of the 2020 policy and to keep the 2020 approved Investment Policy in place at this time.

A motion was made to approve the Resolution as presented.

be \$1,945 for the extended warranties for the Hart voting system equipment. He also noted that these charges would be on a Coveler & Peeler invoice to be paid later by the District.

A motion was made to approve funding the equipment purchase and warranties as presented.

*Moved by:* Melanie Gander

*Seconded by:* Bob Schmanski

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

**Carried 3-0**

- 7.9      To review and act on matters related to installation of Safe Haven Baby Box at District Fire Station 71.

[07.9 Agenda Item Memo Safe Haven Baby Box Installation and Funding Reallocation.pdf](#) 

[07.9a HCESD 7 - FS 71 - Baby Box.pdf](#) 

Assistant Fire Chief Robert Logan and Community Risk Reduction Director Alex Bregenzer presented information on this topic noting the need to reallocate \$20,981 of District funds to complete the project, but that there is not an additional cost to the project

A motion was made to approve the reallocation of funds to complete the project.

*Moved by:* David Mills

*Seconded by:* Bob Schmanski

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

**Carried 3-0**

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

[08. Incident Reports 10-07-25.pd](#) 

Assistant Fire Chief Robert Logan presented the monthly activities update

Acting

71  
District Secretary

Jackie Smith, Preparer