

**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 **November 12, 2025, at 6:30 PM** at the following location in the District, **Spring Fire Department Administration Building, 656 East Louetta Road, Spring, Texas 77373**.

<b>Melanie Gander</b>	<b>President</b>	<b>(Present)</b>
<b>Bob Schmanski</b>	<b>Assistant Treasurer</b>	<b>(Present)</b>
<b>David Mills</b>	<b>Treasurer</b>	<b>(Present)</b>

**Also in attendance:**

Scott Seifert, Fire Chief, Spring Fire Department  
Michelle Jahr, Finance Director, Spring Fire Department  
Jackie Smith, Executive Assistant, Spring Fire Department  
Steve Schoonover, Quality Assurance Analyst, Spring Fire Department  
Scott Schoonover, Deputy Chief, Spring Fire Department  
Jeff King, Deputy Chief, 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  
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.**

Closed session was held from 6:31 PM to 6:37 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 – To meet in Closed Session under Government Code §551.0761 to deliberate regarding critical infrastructure facility.**

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:**

**7.1 Approve the minutes of prior meeting.**

i. October 16, 2025 – Regular

**7.2 Listing of Bills Paid**

**7.3 Payroll Disbursements**

**7.4 Budget to Actual Reports**

**7.5 Bank and Investment Summary**

**7.6 Sales Tax Report**

**7.7 Surplus and Salvage Property**

**7.8 Purchase Orders**

**7.9 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 8 – Action Items**

**8.1 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 noted that the re-plat for the Training Facility property is on the November 13<sup>th</sup> Commissioners Court agenda. No action was taken on this item.

**8.2 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).**

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

**STATION 72**

Pay application 24R for \$228,691.02. All exterior finishes are complete and 95% of interior finishes are complete. The fencing is complete, the sliding gate is being installed, tile backsplash in the kitchen is in progress, final touch-ups for painting, measuring for roller shade blinds, and waiting for CenterPoint Gar to install the meter. Once the gas meter is installed, generator procedures will start. They are waiting for the range vent hood to be delivered, but all other appliances have been installed. The punch list walkthrough is scheduled for 11/17/25.

Allowance expenditures requested are: \$13,195 for a Decon Sauna, \$12,618 for Additional Polished Concrete, and \$5,515 for Column and Bi-Fold Door Trims.

#### **STATION 77**

Pay application 15 for \$57,836.95. The building is complete and operational. We are still working on punch list items or other issues as needed and working on the close out documents. Allowance expenditures requested are: \$657 for running a new coax for station alerting, \$13,195 for a Decon Sauna, and \$10,696.56 for building access control, gate access control, and gate operator repair.

#### **TRAINING CENTER**

Pay application 11 for \$37,486.71 and Pay application 22 for \$1,692,804.77. Current construction activities include temporary power, landscaping including sod, irrigation, and vegetation. The plat is being recorded through Harris County and once complete, the plat will be submitted to Commissioners Court. Martinez Architects is coordinating with the Design Team to review submittals and RFI's from SpawGlass. There are no current open items. SpawGlass is following up with Zero-Six wind load reports. The upcoming bi-weekly meetings will be Tuesday, November 18, 2025, and Tuesday, December 2, 2025, at 11:00 AM.

#### **BUILDING B**

Current construction activities include temporary power, installation of remaining interior drywall and finishes and ceiling installation.

#### **BURN BUILDINGS**

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

The first simulation will take place the week of November 10<sup>th</sup>.

#### **8.3 Payment of Non-Recurring Bills.**

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

#### **8.4 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.

#### **8.5 To review and act regarding costs and funding for dispatch services for Texas Emergency Communications Center.**

Chief Seifert presented information on this topic noting that the original cost was \$850,000 but the updated cost is \$902,000. He noted he was negotiating with other districts on a cost sharing matrix. A motion was made by **Commissioner Gander**, seconded by **Commissioner Mills**, to approve updated budget with TECC as presented. With a vote of 3 to 0, the motion carried.

**8.6 To review and act regarding the removal of an Emergency Services District Commissioner due to absences under Health and Safety Code 775.042.**

A motion was made by Commissioner Gander, seconded by Commissioner Schmanski, to remove Commissioner Willingham due to absences and approve a resolution of the same. With a vote of 3 to 0, the motion carried.

**Item 9 – Non-action item.**

**9.1 To review and discuss composition of the District Board of Commissioners, including procedures to fill vacancies for same. The Board will NOT act to fill any vacancy at this time but may act to establish procedures related to vacancies on the Board and to schedule meetings for same.**

The Board agreed to hold a special meeting on December 17, 2025 to interview candidates and act to appoint commissioners to fill vacancies.

**Item 10 – To review and take action on the ratification of a continuing contract with a private law firm pursuant to 6.30 of the Tax Code for the collection of delinquent District ad valorem property taxes and providing for the payment of up to 20% of the delinquent taxes, penalties, and interest which are collected by the attorney under said contract.**

A motion was made by Commissioner Schmanski, seconded by Commissioner Gander, to continue the contract with Linebarger Goggan Blair and Sampson and adopt a resolution of the same. With a vote of 3 to 0, the motion carried.

**Item 11 – To discuss and take action on the imposition of additional penalty on delinquent taxes pursuant to 33.07, 33.08, and 33.11 of the Tax Code and adoption of a resolution regarding the same.**

A motion was made by Commissioner Gander, seconded by Commissioner Mills, to continue the additional penalty of 20% and adopt a resolution of the same. With a vote of 3 to 0, the motion carried.

**Item 12 – Chief's Report on Activities.**

Deputy Chief Schoonover reported that the Safe Haven Baby Box would be completed by the end of November and that they were in the process of changing the marquee signs at all of the stations. Deputy Chief King briefly talked about new hires. Chief Seifert discussed the ISO regrade. Chief Seifert also noted that he would be out of town at a conference from December 8<sup>th</sup> to December 10<sup>th</sup>.

**Item 13 – Receive ESD Committee reports, including Legislative and Governmental Relations matters.**

There was no discussion on this agenda item.

**Item 14 – 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 a brief discussion about developing a Fire Chief contract and potentially getting other contracts for review to aid in development.

**Item 15 – To review and act to schedule the next regular monthly meeting date and discuss the addition of items to be placed on the agenda.**

There will be a special meeting on December 17, 2025, at 4:00 PM, and the next regular meeting will be on December 18, 2025, at 6:30 PM.

The meeting was adjourned at 7:22 PM.

Acting ~~District~~ Secretary

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