

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 **December 18, 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)
Bob Schmanski	Assistant Treasurer	(Present)
David Mills	Treasurer	(Present)
Jessica Babendure	Commissioner	(Present)
Jonathan Zitzmann	Commissioner	(Present)

Also in attendance:

Scott Seifert, Fire Chief, Spring Fire Department
Robert Logan, Assistant 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
James Singleton, Technology Director, Spring Fire Department
Mason Marquez, Technology Specialist, Spring Fire Department
Andrew Vincent, Martinez Architects
Janet Perez, General Contractor, SpawGlass
John Peeler, District Legal Counsel, Coveler & Peeler, PC
Jessica Adkins, Coveler & Peeler, PC
Greg Thrower, Special Legal Counsel for real estate, Thrower Law, P.C.
Carol Thrower, Thrower Law, P.C.

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 8:56 PM.

Item 4 – To meet in Closed Session under Government Code §551.074 to deliberate on real estate matters.

Closed session was held from 6:31 PM to 8:56 PM.

Item 5 – To meet in Closed Session under Government Code §551.072 to discuss personnel matters.

No closed session was held under Item 4 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. November 12, 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 Mills**, to approve all items on the Consent Agenda as presented. With a vote of 3 to 0, the motion carried. Newly appointed Commissioners Babendure and Zitzmann abstained from the vote.

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.

There was no discussion 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. Andrew Vincent with Martinez Architects presented the updates on construction for Station 72, Station 77 and the Training Building.

STATION 72

Pay application 25R for \$263,313.49. The building and the gas system start-ups are complete. CenterPoint is to install the gas meter on December 12th, and the Fire Marshall

inspection is scheduled for December 17th. LDF is working on remaining punch list items. It is anticipated that the punch list will be completed by December 18th and the owner's move in is scheduled for December 19th. Allowance expenditures requested are: \$867 for an electrical outlet for the air compressor dryer, and \$1,925 for the kitchen vent hood duct.

STATION 77

Pay application 16 for \$14,652.98. The building is complete and operational. Martinez Architects received the closeout documents on December 6th and are reviewing. They are working on warranty items as needed. 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 23 for \$1,792,541.55. Current construction activities include SpawGlass resubmitting the O&M's submittal and submitting the as-builts submittal on December 15, 2025. The trainings are ongoing and will be completed by December 19, 2025. All attic stock will be turned over to the owner the week of December 15, 2025. All warranties will be provided once the substantial completion date is established. Martinez Architects has no outstanding submittals and RFI's with SpawGlass. The upcoming bi-weekly meetings will be Tuesday, December 16, 2025, and Tuesday, December 30, 2025, at 11:00 AM.

8.3 Payment of Non-Recurring Bills.

A motion was made by **Commissioner Gander**, seconded by **Commissioner Mills**, to approve and pay the bills as presented, including construction pay applications. With a vote of 5 to 0, the motion carried.

8.4 To review and act regarding District depository financial institutions, including approving agreements regarding the collateral for District funds under the Public Funds Collateral Act.

Finance Director Michelle Jahr reviewed that Amegy Bank wants to change the custodian for collateral under the depository pledge agreement. Mr. Peeler presented a revised pledge agreement that would cover the issues requested by Amegy Bank. A motion was made by **Commissioner Gander**, seconded by **Commissioner Schmanski**, to approve the new Depository Pledge Agreement. With a vote of 5 to 0, the motion carried. A separate motion was made by **Commissioner Gander**, seconded by **Commissioner Mills**, to approve releasing and moving the collateral upon receipt of the new collateral under the new depository pledge agreement. With a vote of 5 to 0, the motion carried.

8.5 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 9 – To review and act on revisions to the District 2025 Budget (Capital Project Fund).

Finance Director Michelle Jahr reviewed the changes to the current year's Budget and requested a budget amendment for \$2.6M for the Capital Project Fund because of the progress made for the training center. A motion was made by Commissioner Gander, seconded by Commissioner Mills, to approve the budget changes as presented. With a vote of 5 to 0, the motion carried.

Item 10 – To review, discuss and take action on engagement to receive governmental affairs services from Coveler & Peeler, P.C., and their related contractors.

District Counsel John Peeler and Chief Seifert presented information on this item advising the District to engage on a yearly basis rather than just during the legislative session. Mr. Peeler requested approval for the annual funding of \$55,555 and expressed that he would bring the engagement agreement to the January meeting. A motion was made by **Commissioner Mills**, seconded by **Commissioner Gander**, approve the annual funding and approve budget change for 2026 and 2027 noting they would receive the additional documentation in January when the payment would be made. With a vote of 5 to 0, the motion carried.

Item 11 – Chief's Report on Activities.

Deputy Chief King congratulated Assistant Chief Logan on completing his Masters Degree. He then reviewed the seasoning burns at the training facility and personnel moves. Deputy Chief Schoonover reviewed the baby box installation progress, the station camera upgrades, and new bunker gear arriving by the end of the year. Assistant Chief Logan spoke on the calls for service noting 3 house fires. Chief Seifert noted that he would be talking with Precinct 3 about possible reimbursement for expenditures on the cul-de-sac related to the training facility construction project.

Item 12 – Receive ESD Committee reports, including Legislative and Governmental Relations matters.

There was no discussion on this agenda item.

Item 13 – 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.

13.1 To discuss and act to establish the process for developing employment contract with the Fire Chief. The only action on this item will be to instruct counsel to develop draft contract in consultation with a designated committee. The Board will not vote to approve employment contract at this meeting.

Chief Seifert will provide a proposed draft and will send that and other samples to the Board for review.

Item 14 – 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 regular meeting is on January 15, 2026, at 6:30 PM. Commissioner Gander will not be available.

The meeting was adjourned at 9:43 PM.

[REDACTED]

District Secretary

[REDACTED]

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