

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 **January 15, 2026, 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	(Absent)
Jessica Babendure	Vice President	(Present)
Jonathan Zitzmann	Secretary	(Present)
David Mills	Treasurer	(Absent)
Bob Schmanski	Assistant Treasurer	(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
Landon Churchill, Deputy Chief, Spring Fire Department
Maribel Frank, Senior Accountant, Spring Fire Department
Donald May, Facilities Director, Spring Fire Department
James Singleton, Technology Director, Spring Fire Department
Gustavo Aguirre, Technology Specialist, Spring Fire Department
Andrew Vincent, Martinez Architects
Justin Nowak, General Contractor, SpawGlass
John Peeler, District Legal Counsel, Coveler & Peeler, PC
Jessica Adkins, Coveler & Peeler, PC

Item 1 – Call meeting to order.

Commissioner Bob Schmanski 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 7:32 PM. Closed session included Commissioners Schmanski, Babendure and Zitzmann, as well as Chief Seifert and Assistant Chief Logan. District legal counsel John Peeler and Thomas Velez participated in this portion of the Closed Session.

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. Closed session included Commissioners Schmanski, Babendure and Zitzmann, as well as Chief Seifert and Assistant Chief Logan. District legal counsel John Peeler and Thomas Velez did not participate in this portion of the Closed Session.

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. **December 17, 2025 – Special**
- ii. **December 18, 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 Schmanski**, seconded by **Commissioner Zitzmann**, 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.

A motion was made by Commissioner Schmanski, seconded by Commissioner Zitsmann, to authorize a committee to engage a real estate broker to list real property for sale as discussed in Closed Session. With a vote of 3 to 0, the motion carried. The committee members

to oversee the sale prior to full Board approval at a subsequent meeting will be Commissioner Babendure and Commissioner Zitzmann.

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 and Mr., Justin Nowak with SpawGlass presented the updates on construction for Station 72, Station 77 and the Training Building.

STATION 72

There were no pay applications for December. ACI Inspection was completed on January 7th, 2026. The building is complete, minus the gas systems start-ups. LDF is working on the punch list items. The building has passed Fire Marshall inspection and owner move in was scheduled for December 18, 2025.

STATION 77

The building is complete and operational. Change order #2 – Credit Owner Savings of \$71,679.16.

TRAINING CENTER

The punch list re-walk is the week of January 12th, 2026. They are continuing to work on landscape and punch list items. Building B had the final building cleaning and scheduling for TAB. Warranties will be provided at substantial completion, Fire Marshall reinspection was passed, and the Corner Stone Ceremony is scheduled. The substantial completion date is March 11, 2026. The burn simulation testing and photography was completed the first week of December, the ACI/ADA inspection was completed, and the department returned signatures for Spring Fire – Attic Stock Transmittal. A quote was presented from Superheat Air Balancing for \$3,150. A motion was made by **Commissioner Zitzmann**, seconded by **Commissioner Babendure**, to approve the quote and pay as presented. With a vote of 3 to 0, the motion carried.

8.3 Payment of Non-Recurring Bills.

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

8.4 Quarterly Investment Report.

Finance Director Michelle Jahr presented the report. Commissioner Schmanski noted he would like to adjust the investment targets. A motion was made by **Commissioner Zitzmann**, seconded by **Commissioner Schmanski**, to approve the Treasurer's Report and Investment Report as presented. With a vote of 3 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 – Capital Acquisitions – To review and act regarding the acquisition of personal property, equipment and capital items, including firefighting vehicles.

Assistant Fire Chief Robert Logan presented information on a tanker replacement. He noted it would be \$674,980 for the truck and \$88,249 for the equipment for a total of \$763,229. He also noted a 6-month delivery and no prepayments. Finance Director Jahr noted that there will be a budget amendment for this purchase. A motion was made by **Commissioner Zitzmann**, seconded by **Commissioner Schmanski**, to approve the purchase as presented. With a vote of 3 to 0, the motion carried.

Item 10 – To review and act on matters related to Lawn Service for 26200 Lexington Rd., W.W. Cotton Weaver Fire Training Facility.

Deputy Chief Schoonover presented information on Millennium Outdoor Service for lawn care for an amount of \$98,000. A motion was made by **Commissioner Schmanski**, seconded by **Commissioner Babendure**, to approve the proposal as presented. With a vote of 3 to 0, the motion carried.

Item 11 – Public Information Access Review – To review and discuss access to personal information under the Public Information Act, including review of Public Information Act and Govt Code 552.024, 552.117, and 552.1175.

District Counsel John Peeler reviewed this information with the Board. No action was taken on this item.

Item 12 – Annual Conflicts of Interest Review – To review and discuss annual conflicts of interest requirements under Govt Code 176.003 (Conflicts Disclosure Statement Required) and 176.004 (Affidavit and Abstention from Voting Required).

District Counsel John Peeler reviewed this information with the Board. No action was taken on this item.

Item 13 – To review and act on the District 2026 Budget.

No action was taken on this item.

Item 14 – To review and act to elect the Board of Commissioners' offices of Secretary and Vice President.

After a short discussion, a motion was made by **Commissioner Schmanski**, seconded by **Commissioner Zitzmann**, to approve Commissioner Babendure as Vice President and Commissioner Zitzmann as Secretary. With a vote of 3 to 0, the motion carried.

Item 15 – Review and take action on matters relating to calling an election to be held on May 2, 2026.

District Counsel John Peeler reviewed the election information. It was noted that Station 72 would be used for Election Day only and the Administration building would be used for Early Voting and Election Day, Chief Seifert would be the Early Voting Clerk, and Assistant Chief Logan would be the Deputy Early Voting Clerk. A motion was made by **Commissioner Schmanski**, seconded by **Commissioner Zitzmann**, to approve the resolution presented by counsel calling for the election of two District Commissioners on May 2, 2026, including the appointment of Scott Seifert as Early Voting Clerk, using the same general election notice form as the last election, designating Administration as the early voting location, Administration and Station 72 as the election day locations. With a vote of 3 to 0, the motion carried. The Board also unanimously approved contracting with Hart Intercivic for election services and with KNOWiNK for election services.

Item 16 – 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 gave an update on this item. No action was taken.

Item 17 – Chief’s Report on Activities.

Chief Seifert gave updates on the monthly department activities. He noted the passing of SVFA member Cotton Weaver and that he had been able to attend the Training Center Cornerstone ceremony the week previous. He also noted that Station 77 re-opened in October 2025 and that the grand re-opening of Station 72 will be in February. Lastly, he noted that the grand opening of the Training facility would be in March or April. Assistant Chief Logan gave updates on incident reports and noted that E78 and the High-water truck were hit by a reckless driver, but there was only minor damage. Deputy Chief King noted that training will pick up a lot with the opening of the new training facility. Deputy Chief Churchill gave some updates on their ISO rating.

Item 18 – Receive ESD Committee reports, including Legislative and Governmental Relations matters.

It was noted that the Legislative Committee will include Chief Seifert and **Commissioner Schmanski**.

Item 19 – 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.

Commissioner Schmanski noted that the Board has received some examples to review. Chief Seifert noted that he would get a draft ready to review as well.

Item 20 – 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 February 19, 2026, at 6:30 PM.

The meeting was adjourned at 9:01 PM.

[Redacted]

District Secretary

[Redacted]

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