

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 23, 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) |
| David Mills | Treasurer | (Present) |
| Bob Schmanski | Assistant Treasurer | (Present) |

Also in attendance:

Scott Seifert, Fire Chief, Spring Fire Department
Robert Logan, Assistant Fire Chief, Spring Fire Department
Landon Churchill, Deputy Chief, Spring Fire Department
Steve Schoonover, Quality Assurance Analyst, Spring Fire Department
Donald May, Facilities Director, Spring Fire Department
James Singleton, IT Director, Spring Fire Department
Shannon Taylor, Administrative Specialist, Spring Fire Department
Andrew Vincent, Martinez Architects, LP
John Peeler, Coveler & Peeler, District Legal Counsel
Jessica Adkins, Coveler & Peeler

Item 1 – Call meeting to order.

Commissioner Melanie Gander called the meeting to **ORDER** at 6:33 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.

The Board met in Closed Session under item 3 with the following in attendance: Board members present at the meeting, Chief Seifert and legal counsel John Peeler.

Closed session began at 6:34 PM.

Item 4 – To meet in Closed Session under Government Code §551.072 to deliberate on real estate matters.

The Board met in Closed Session under item 4 with the following in attendance: Board members present at the meeting and Chief Seifert. Mr. Peeler stepped out of the Closed Session for this item.

Closed session began at 6:34 PM.

Item 5 – To meet in Closed Session under Government Code §551.074 to discuss personnel matters.
No closed session was held under Item 5 of the agenda.

Closed Session ended at 7:16 PM, and the Board reconvened in Open Session.

Item 6 – 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:

- a. Approve minutes of prior meeting
 - i. December 19, 2024
- b. Payment of District Bills
- c. Payroll Disbursements
- d. Budget to Actual reports on Maintenance and Operations, Capital Projects and Debt Service
- e. Bank and Investment Summary including details of cash and investments
- f. Sales Tax Report
- g. To review and act regarding the disposition of surplus and salvage property.

A motion was made by Commissioner Gander, seconded by Commissioner Schmanski, to approve all items on the Consent agenda. With a vote of 3 to 0, the motion carried.

Item 7 – Non-Consent Agenda

- a. Items removed from the Consent Agenda.

No items were moved to the Non-Consent agenda.

Item 8 – 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, permits, engaging architect(s) or engineer(s), and contractor(s).

Andrew Vincent presented information on construction.

A. Station 72:

The Board had a discussion on splitting costs for a fence at Station 72 with the HOA. The HOA is still undecided. Mr. Vincent provided allowance expenditures for signature. There was discussion on why some Station 72 invoices/change orders are from early 2024 but not provided until now. Chief Siefert stated that LDF is not great at billing, but the invoices are not increases since they are out of contingency. The Board asked for the allowance documents to be updated to the current date. The Board also discussed the contingency expenditures for Station 72.

1. Construction Activities for Station 72

- i. Steel framing, roof trusses, deck, and site paving are all completed.
- ii. Exterior CMU walls, metal stud walls, MEP overhead and in-wall rough in, and interior metal stud walls are in progress.
- iii. Martinez Architects is coordinating with the Design Team to review the submittals and RFI's from LDF Construction

B. Station 77:

Change proposals that were approved in December were presented for signature.

1. Construction Activities for Station 77

- i. The slab and driveways have been removed, and new subgrade has been installed and compacted, the driveways into the apparatus bay have also been completed. It was noted that the Station is -\$28,000 on Owner Contingency, but that there is still money in Contractor Contingency.
- ii. The new grade beam was poured on January 8, 2025, and the clay material to resist under slab water infiltration is on site.
- iii. Martinez Architects and the Design Team are reviewing submittals and RFI's from Construction Masters.

C. Training Center:

Chief Seifert discussed the new cul-de-sac and requested approval for up to \$65,000, noting that the original estimates had been as high as \$250,000.

A motion was made by Commissioner Mills, seconded by Commissioner Schmanski, to approve up to \$65,000 for the new cul-de-sac. With a vote of 3 to 0, the motion carried.

There was also a request to designate Martinez Architects for an accessibility review by TDLR.

A motion was made by Commissioner Mills, seconded by Commissioner Schmanski, to designate Martinez Architects as Owner Representative for the required TDLR review. With a vote of 3 to 0, the motion carried.

1. Construction Activities for Training Center

- i. Paving around the logistic and burn buildings has been completed. The generator pad is in place and the generator has been installed. The OH power poles for the duct bank have been completed, and the storm and sanitary sewer tie-ins are still pending.
- ii. Work is continuing on the CMU south wall. The structural steel trusses have been installed, and structural detailing has begun. The CMU wall on the East/West walls have been completed, and the installation of grout and concrete leave-outs is in progress.
- iii. Tovani Hart Architect site visit is proposed for January 21, 2025. Martinez Architects is coordinating with the Design Team to review submittals and RFI's from SpawGlass. SpawGlass and Raba Kistner have a proposed meeting on January 28, 2025, at 1:00 PM.

The cost increases for Spawglass on the Training Field are due to a 5-month delay in permitting. The Board reviewed and discussed a SpawGlass submittal related to costs for the project due to permit delays. SpawGlass has proposed using a combination of Owner and Contractor Contingency credits to cover the costs. Donald May went over the work that was done and what SpawGlass was doing during the delayed period. Commissioner Mills inquired about a forensic review of the schedule impact to make sure it is legitimate. The Board also requested Donald May to review the cost chart submitted by SpawGlass, as he had not seen that document before tonight. There was also discussion on the responsibility for the permit affecting Guaranteed Maximum Price ("GMP"). District Counsel John Peeler stated that the permit is outside the scope of control of the Construction Manager at Risk

("CMAR"), allowing them to request an increase in the GMP, but this is not an increase to GMP yet, though depleting the contingency allowance items could result in a smaller amount being returned to the District at the end of the project. Chief Seifert stated that there were some items that were not due to the delay, and Commissioner Gander questioned why those items were grouped with the delay items. Chief Seifert was unsure why they were grouped together. Commissioner Mills stated that change orders are supposed to be approved prior to work being completed due to changed circumstances and expressed concern that SpawGlass descriptions were vague, and the District has room to negotiate. He expressed that if the workers were working on other items while awaiting the permit, why are there more costs, and questioned if all the work they did was towards the critical path. Donald May said he would review the schedule and see if he can match up some of the cost. The Board took no action on the SpawGlass change order. Commissioner Mills asked that Donald May also review the contracts when he is reviewing the chart.

D. NextEra

Chief Seifert then discussed NextEra and stated that the payment was made to complete settlement of the CCN issue before the Public Utility Commission, and they were waiting for revised information from MUD 249.

E. CenterPoint

Chief Seifert then presented the CenterPoint Facilities Extension Agreement and requested the Board approve same and authorize the required payment of \$73,258.

A motion was made by Commissioner Gander, seconded by Commissioner Schmanski, to approved payment of \$73,258 for the CenterPoint contract pending a correction of the District's name in the Document. With a vote of 3 to 0, the motion carried.

F. Station 75:

Donald May noted that the heat went out due to power issues during Winter Storm Enzo. He is tracking down the parts needed to fix the heat in the station.

G. Other:

Chief Seifert then discussed the Fire Maintenance Protection agreement stating that it needed to be revised to show the District's name.

A motion was made by Commissioner Schmanski, seconded by Commissioner Mills, to approve all pay applications, contingency expenditures and construction reports as presented, excluding the Station 72 contingency expenditures, and SpawGlass change order request regarding Owner and Contractor Contingency expenditures. With a vote of 3 to 0, the motion carried. The Board noted that the SpawGlass change order request regarding Owner and Contractor Contingency expenditures would be reviewed at a subsequent meeting, preferably with SpawGlass personnel available to present the material. The Board also noted that the Station 72 contingency approval request from LDF could be reviewed again at a later date upon additional information from LDF.

Item 9 – Fire Department Report on Activities

Chief Seifert presented the report noting there were no workers comp claims, they were 8% under budget but not done with final budget just yet. There were 3 structure fires for the month of December, and the Department had additional staff on hand for the recent winter weather. Department personnel had participated in recent training classes, and 12 new employees would start orientation at the end of the month. Chief Churchill gave an update from Winter Storm Enzo stating

they had an operations center open to help with calls. There were 35 calls and 1 fire due to a space heater. The operations center is a pilot program, and they are working alongside Dispatch. Chief Seifert also noted that he participated in a county news conference about storm safety along with Chief Ramon from Harris County ESD 9.

Item 10 – Receive ESD Committee reports, including Legislative and Governmental Relations matters and approve governmental relations retainer from Coveler & Peeler for Locke Lord law firm.

District Counsel John Peeler and Chief Seifert gave a brief review noting the following: there are a number of House Bills and Senate Bills related to ESDs and tax issues that the governmental relations team is currently tracking. The notable ones are related to issues with the Houston Housing Authority, Political Subdivisions not using Lobbyists, Fireworks for Juneteenth, Raising the ESD limit for bidding from \$50,000 to as high as \$200,000 and Open Meetings Act meeting posting requirements. A motion was made by Commissioner Gander, seconded by Commissioner Mills, to approve the retainer payment for Troutman Pepper Locke (formerly Locke Lord), per the earlier approval to engage them for the 2025 Legislative Session. With a vote of 3 to 0, the motion carried.

Item 11 – To review and act on personnel matters, including policies, scheduling, evaluations, compensation, hiring, retention and evaluation of District employees including District Fire Chief, command staff, administrative staff, and suppression personnel.

There was no action on this agenda item.

Item 12 – To review and discuss access to personal information under the Public Information Act, including review of sections 552.024, 552.117 and 552.1175.

District Counsel John Peeler gave a brief overview.

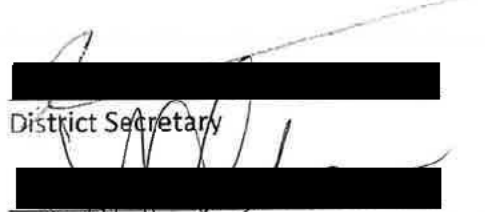
Item 13 – To review and discuss annual conflicts of interest requirements under Local Government Code §176.003 (Conflicts Disclosure Statement Required) and §171.004 (Affidavit And Abstention From Voting Required).

District Counsel John Peeler gave a brief overview.

Item 14 – To review and act to schedule the next meeting and discussion of items to place on the next meeting agenda.

District Counsel John Peeler noted that he is working on a policy about setting agendas. The Board agreed the next meeting would be on February 20, 2025.

The meeting was adjourned at 9:07 PM.


[Redacted]
District Secretary

[Redacted]
Jessica Adkins, Coveler & Peeler P.C., Preparer