

**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 **February 20, 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>Keith Willingham</b>	<b>Secretary</b>	<b>(Present)</b>
<b>David Mills</b>	<b>Treasurer</b>	<b>(Present)</b>
<b>Bob Schmanski</b>	<b>Assistant Treasurer</b>	<b>(Present)</b>

**Also in attendance:**

Scott Seifert, Fire Chief, Spring Fire Department  
Michelle Jahr, Finance Director, Spring Fire Department  
Landon Churchill, Deputy Chief, Spring Fire Department  
Donald May, Facilities Director, Spring Fire Department  
Jackie Smith, Administrative Specialist, Spring Fire Department  
Shannon Taylor, Finance Assistant, Spring Fire Department  
Jerod Davenport, Deputy Chief, Spring Fire Department  
Jeff King, Spring Fire Department  
Scott Schoonover, Deputy Chief, Spring Fire Department  
Steve Schoonover, Quality Assurance, Spring Fire Department  
Jimmy Stewart, District Chief, Spring Fire Department  
James Singleton, IT Director, Spring Fire Department  
Michael, Alaniz, Spring Fire Department  
Ricardo Martinez, Martinez Architects  
Justin Nowak, SpawGlass  
Marco Guillen, ESD 7 Citizen  
John Peeler, Coveler & Peeler, District Legal Counsel  
Jessica Adkins, Coveler & Peeler

**Item 1 – Call meeting to order.**

**Commissioner David Mills** called the meeting to **ORDER** at 6:31 PM.

**Item 2 – To receive public comment.**

Marco Guillen gave a short introduction to the Board and expressed his interest in the vacant Board position. No other 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, legal counsel John Peeler, and Jessica Adkins. Closed session began at 8:35 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.

Closed session began at 8:45 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 9:08pm, 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 the minutes of prior meeting.**

- i. January 23, 2025 - This item was removed and placed on the Non-Consent Agenda

**B. Listing of Bills Paid**

**C. Payroll Disbursements**

**D. Budget to Actual Reports**

**E. Bank and Investment Summary**

**F. Sales Tax Report**

**G. Worker's Comp Claims**

**H. Surplus and Salvage Property**

A motion was made by Commissioners Mills, seconded by Commissioner Schmanski, to approve all items on the Consent Agenda excluding the January 23, 2025, meeting minutes. With a vote of 3 to 0, the motion carried.

**Item 7 – Non-Consent Agenda**

**A. Items removed from the Consent Agenda**

- i. January 23, 2025 meeting minutes

- a. The Board discussed the formatting of the meeting minutes. They requested to review and revise the formatting before approval of the minutes.

**Item 8 – Real Estate**

No action was taken by the Board on this item.

**Item 9 –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).**

Ricardo Martinez and Justin Nowak gave updates on Construction.

**A. Station 72:**

The building structure, the CMU walls, and the site paving have been completed. The exterior and interior metal stud walls are going up and the mechanical, electrical, and plumbing overhead and wall rough-in is being done. Exterior sheathing, waterproofing, and insulation should commence soon. It was noted that a revision went out to discuss with the contractor. The Board inquired about photographs being taken along the construction process. Justin Nowak stated that they have taken pictures and can send them over. Ricardo Martinez discussed multiple allowance expenditure requests for this station including: Asbestos survey for \$1,725.00, 1 additional gear locker for \$4,796.00, removal and replacement of soil for \$16,511.00, installation of 4" pvc sleeve for building entry for \$1,825.00, fence replacement for \$8,760.00, and a furr-out under kitchen window for \$700.00. Also removing the private fire hydrant for -\$4,525.72 and changing fence products for -\$27,220.00. For a grand total request of \$2,572.11. Commissioner Willingham made a motion, seconded by Commissioner Schmanski, to approve Pay Application # 15 as presented and approve the allowance expenditure requests as presented. With a vote of 3 to 0, the motion carried.

**B. Station 77:**

The slab, removal of overhead MEP, and the layout of the interior stud walls have been completed. The interior stud walls are being installed and the installation of clay material at the building perimeter to resist underwater infiltration is continuing. Blocking out for windows and mechanical openings, fire sprinkler piping, and duct work should start soon. There was an allowance expenditure request for \$1,670.54 for rearranging the meeting room and watch office layout to accommodate the existing column. A motion was made by Commissioner Mills, seconded by Commissioner Schmanski, to approve Pay Application # 6 as presented and approve the allowance expenditure request. With a vote of 3 to 0, the motion carried.

**C. Training Center:**

**i. Building B**

- a. The current activities include: Development towards CMU should be completed in February, mobilization on the CMU in the Tool Room and the SCBA Room, development of mezzanine should be completed in February, Roof metal decking, waterproofing of North and South walls, MEP rough-in is ongoing in walls.

**ii. Burn Building**

- a. The current activities include the pouring of the 2<sup>nd</sup> floor elevated deck in burn building G and burn building F.

**iii. Site:**

- a. The civil engineer in completing cul-de-sac plans for permitting.

Ricardo Martinez reported that the MUD 249 representatives had comments on John Blacker's design and that Mr. Blacker had addressed the comments with MUD 249. Chief Seifert will get in contact to get an update on the MUD agreement. There was also discussion on the dirt and what to do with it. It was discussed that the Board needs to vegetate it or sell it. Mr. Martinez noted he could get a conservative estimate on how much dirt was needed to finish the project and then the Board could decide what to do with the rest of the dirt. There was also discussion on raising the 11 acres of land if possible. There was then discussion regarding issues with Raba Kistner, the testing consultant on the project, how testing works, and the proposal price for testing. Mr. Martinez noted that Raba Kistner

has already substantially exceeded the estimated price for the entire project with substantially more project work to be done. A motion was made by Commissioner Schmanski, seconded by Commissioner Mills, to delegate the Building Committee the authority to negotiate with Raba Kistner to resolve the issue and also to select a new testing agency if necessary to keep the project moving forward. With a vote of 3 to 0, the motion carried.

**D. Lloyd Gosselink**

There was a request to pay invoices to Lloyd Gosselink for their services regarding the STM Protest for \$922.00, and the CCN Release for \$2,946.00. A motion was made by Commissioner Willingham, seconded by Commissioner Schmanski, to pay the invoices as presented. With a vote of 3 to 0, the motion carried.

**Item 10 – Fire Department Report on Activities.**

Chief Seifert and staff reported on activities. Chief Davenport noted that the final inspection for their new apparatus is expected in early March. Chief Seifert noted that they are in Year 2 of 5 pursuing accreditation and that the Spring Fire Department is 1 of 4 departments that has a certified risk assessment. Commissioner Mills asked if there was an update to the construction of the baby drop boxes. Chief Seifert stated that there is no construction date yet, but the funds were granted, and the documents came and needed to be signed. There was also a short discussion on FEMA reimbursements. Chief Seifert stated that they have not received any information on it yet.

**Item 11 – Receive ESD Committee reports, including Legislative and Governmental Relations matters.**

Chief Seifert noted that due to conflicts in the schedule, he hasn't been able to attend the last few meetings.

**Item 12 – 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.**

No action was taken on this item.

**Item 13 – To review and act on Records Management Policy and Procedures, including designation of records officers.**

District Counsel John Peeler presented information on this matter noting that the last Records Officer was Commissioner Fuller. He stated that it would be beneficial to have staff members that work full-time to be the Records Management Officer and Records Liaison rather than Commissioners who have more limited time to commit. He recommended Assistant Fire Chief Robert Logan to be the Records Management Officer and Administrator Jackie Smith to be the Records Liaison. A motion was made by Commissioner Willingham, seconded by Commissioner Schmanski, to designate Chief Robert Logan as the Records Management Officer and Jackie Smith as the Records Liaison and to approve the Records Management Policy as presented. With a vote of 3 to 0, the motion carried. Mr. Peeler will coordinate with staff to have the required material filed with the Texas State Library and Archives Commission.

**Item 14 – To review and act to approve engaging surveyors/engineers to prepare comprehensive maps and boundaries of District for elections, voter registration and other purposes.**

Chief Churchill noted that Weisser is working on a proposal and it should commence in March and take 1 to 2 months to complete.

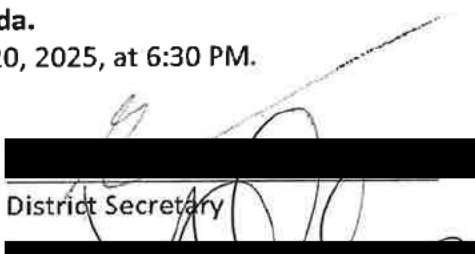
**Item 15 – To review and act to adopt policies regarding preparation of meeting agenda notices and calling special meetings.**

District Counsel John Peeler presented multiple options for this policy. After discussion, the Board requested some revisions be made and brought back to the Board at the next meeting. No action was taken on this item.

**Item 16 – 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 meeting will be on March 20, 2025, at 6:30 PM.

The meeting was adjourned at 9:09 PM.

  
[Redacted]  
District Secretary

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